

Minutes

Jefferson County Commission

Thursday, April 4, 2019

A meeting of the Jefferson County Commission was held on Thursday, April 4, 2019 during the first quarterly session in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Ralph Lorenzetti, Patricia Noland, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; Jacqueline Shadle, County Clerk; and Jim Eddy, Bailiff. (An audio tape of the Thursday, April 4, 2019 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Noland to approve the February 15, 2019 BORE Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the February 19, 2019 BORE Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the March 7, 2019 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the March 13, 2019 Budget Public Hearing Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Noland to approve the March 21, 2019 Budget Work Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Compton to approve the March 21, 2019 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK #	DEPT	VENDOR NAME	CHECK AMT
81511	717	AUTOZONE	\$ 56.16
81512	700	AXON	\$ 2,608.15
81513	P/R DED	DEBRA A YOUNG	\$ 1,083.19
81514	700	DR. ROBERT E JONES III	\$ 1,000.00
81515	403	ENVELOPE SUPERSTORE	\$ 921.72
81516	717	GUTTMAN OIL CO	\$ 14,408.98
81517	403	JEFFERSON CENTER	\$ 100.00
81518	700	LEBANON CO DETECTIVE BUREAU	\$ 450.00
81519	P/R DED	MAZZITTI & SULLIVAN EAP	\$ 936.00
81520	P/R DED	MILLENIUM INSURANCE GROUP	\$ 750.00
81521	405	NATHAN COCHRAN	\$ 485.68
81522	425	POTOMAC EDISON	\$ 91.58
81523	428	PRINTOSTAT	\$ 2,917.00
81524	440	RACHAEL BURKE	\$ 3.88
81525	425	RC AIR AND MOLD SOLUTIONS	\$ 445.00
81526	428	RUSSELL BURGESS	\$ 2,250.00
81527	401	SPIRIT OF JEFFERSON	\$ 86.22
81528	405	TRACY P HERRON-RICE	\$ 231.00
81529	405	WVCNCS	\$ 200.00
81530	P/R DED	WVCORP WV COUNTIES SELF INSURANCE RISK POOL	\$ 33,147.50
81531	402	XEROX CORPORATION	\$ 1,127.27
81532	GRANT	JEFFERSON CO DAY REPORT CENTER	\$ 12,802.88
			\$ 76,102.21

Motion by Mr. Compton to approve the Accounts Payable for March 28, 2019 in the amount of \$76,102.21. Motion seconded and unanimously approved.

CHECK #	DEPT	VENDOR NAME	CHECK AMOUNT
81534	ALLOC	AHA-ARTS & HUMANITIES ALLIANCE	\$ 1,027.12
81535	P/R DED	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 3,497.76
81536	P/R DED	AMERIFLEX	\$ 114.00
81537	406	BERKELEY PRINTING & DESIGN	\$ 1,515.00

81538	401	BEST BEST & KRIEGER LLP		\$	899.42
81539	ALLOC	BOLIVAR / HARPERS FERRY PUBLIC LIBRARY		\$	20,625.00
81540	P/R DED	BUREAU OF CHILD SUPPORT		\$	169.39
81541	425	CAPITAL ELECTRIC		\$	115.46
81542	P/R DED	COLONIAL LIFE		\$	163.20
81543	P/R DED	DELTA DENTAL OF WV		\$	6,384.13
81544	P/R DED	DIANNE BATT		\$	208.50
81545	428	DIGITAL ALLY		\$	1,405.00
81546	P/R DED	EDITH COOPER		\$	253.11
81547	P/R DED	EFTPS IRS TAXES		\$	92,552.24
81548	413	ELECTION SOURCE		\$	3,012.77
81549	412	EMILY MORROW		\$	288.84
81550	P/R DED	SHERIFF OF JEFFERSON CO		\$	2,300.00
81551	ALLOC	EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY		\$	5,000.00
81552	717	FLEETPRIDE		\$	67.68
81553	P/R DED	HELEN M MORRIS TRUSTEE		\$	543.86
81554	P/R DED	HIGHMARK WV		\$	200,360.41
81555	413	INTAB		\$	330.57
81556	717	INTERSTATE ALL BATTERY		\$	499.70
81557	402	IRON MOUNTAIN		\$	35.00
81558	406	JASON MICKEY		\$	160.00
81559	ALLOC	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		\$	1,520.90
81560	ALLOC	JEFFERSON CO EMERGENCY SERVICES AGENCY		\$	509,250.00
81561	ALLOC	JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$	25,677.93
81562	ALLOC	JEFFERSON COUNTY DEVELOPMENT AUTHORITY		\$	26,500.00
81563	ALLOC	JEFF CO PARKS & RECREATION COMMISSION		\$	84,074.91
81564	ALLOC	JEFFERSON DAY REPORT CENTER		\$	26,589.01
81564	GRANT	JEFFERSON DAY REPORT CENTER		\$	1,233.80
81565	P/R DED	JEFFERSON SECURITY BANK		\$	4,775.00
81566	P/R DED	JOSEPH FORMAN		\$	107.67
81567	P/R DED	LAURA D BARNHART		\$	104.25
81568	P/R DED	LYNDSEY W MATSCHAT		\$	395.22
81569	405	MARY K. HURLEY		\$	135.80
81570	406	MONICA BENNETT		\$	160.00
81571	P/R DED	NATIONAL VISION ADMIN.		\$	1,783.88
81572	405	NEW YORK CO SUPREME COURT		\$	10.00
81573	P/R DED	NATIONWIDE RETIREMENT SOLUTIONS		\$	849.00
81574	ALLOC	OLD CHARLES TOWN LIBRARY		\$	22,125.00
81575	424	R.E. MICHEL CO. LLC		\$	477.89
81576	P/R DED	RACHAEL BURKE		\$	41.31
81577	406	RACHEL SILVIOUS		\$	104.25

81578	406	REBECCA HALL		\$ 584.34
81579	717	RICE TIRES CO		\$ 1,144.62
81580	P/R DED	SCOTT DEMORY		\$ 2,250.00
81581	ALLOC	SHEPHERDSTOWN PUB LIBRARY		\$ 20,625.00
81582	ALLOC	SOUTH JEFFERSON PUBLIC LIBRARY		\$ 20,625.00
81583	P/R DED	THE HARTFORD		\$ 2,336.80
81584	P/R DED	THE HARTFORD		\$ 3,976.72
81585	403	WV ASSOCIATION OF CIRCUIT CLERK		\$ 100.00
81586	P/R DED	WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 15,056.73
81587	P/R DED	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 43,002.30
81588	P/R DED	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 500.00
81589	408	WV STATE TAX DEPARTMENT		\$ 12,869.44
81590	P/R DED	WV UNITED HEALTH SYSTEM		\$ 264.64
81591	ALLOC	WVU WEST VIRGINIA UNIVERSITY		\$ 3,700.00
81592	401	XEROX CORPORATION		\$ 186.32
81592	402	XEROX CORPORATION		\$ 106.53
81592	403	XEROX CORPORATION		\$ 227.22
81592	404	XEROX CORPORATION		\$ 71.10
81592	405	XEROX CORPORATION		\$ 410.00
81592	406	XEROX CORPORATION		\$ 71.10
81592	425	XEROX CORPORATION		\$ 106.53
81592	440	XEROX CORPORATION		\$ 126.42
81592	440	XEROX CORPORATION		\$ 203.87
81592	700	XEROX CORPORATION		\$ 337.22
81592	712	XEROX CORPORATION		\$ 367.62
81592	716	XEROX CORPORATION		\$ 120.57
TOTAL				\$ 1,176,814.07

Motion by Ms. Noland to approve the Accounts Payable for April 4, 2019, in the amount of \$1,176,814.07. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

O56			
CHECK		VENDOR	Amount
723		AWVA ASSOC OF ASSESSORS	\$ 530.00

Motion by Mr. Compton to approve the Manual Checks for March 29, 2019 in the amount of \$530.00. Motion seconded and unanimously approved.

CHECK#	FUND	VENDOR	CHECK AMOUNT
481	2/CS	EPTA EAST PAN TRANS	\$ 7,500.00
1716	246/CO	TYLER TECH	\$ 2,550.00
643	8/HD	ATTENTI US INC	\$ 4,105.60
644	8/HD	PREMIER INTEGRITY SOLT.	\$ 712.00
424	73/SF	VALENTINE ELEC INC	\$ 12,193.00
724	56/AV	BERKELEY PRINTING & DESIGN	\$ 2,718.25
725	56/AV	MONROE SYSTEMS FOR BUSINESS	\$ 175.00
TOTAL			\$ 29,953.85

Motion by Ms. Tabb to approve the Manual Checks for April 5, 2019 in the amount of \$29,953.85. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Noland to approve the Payroll for March 21, 2019 in the amount of \$262,856.71. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: Peter Onoszko, Eleanor Finn, Nicola Bastian, Ruth Hatcher, David Tabb, Tracy Cannon, and Paul Rosa. Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. Jacki Shadle, County Clerk – requested approval and signatures for the Records Preservation Program grant application.
 - **Motion by Mr. Compton to approve the application for the National Preservation Program and the application for the Regional Heritage Stewardship Program. Motion seconded and unanimously approved.**
2. Pete Dougherty, Sheriff
 - a. Approval of Part-time Bailiffs

- **Motion by Mr. Compton to approve the hire of Summer Hartley, Matthew Liston, and Tyler Payton as part-time Bailiffs for the Sheriff's Office. Motion seconded and unanimously approved.**
- b. Determination of available space within the Judicial Complex to place the Home Confinement Program
- **Motion by Ms. Tabb to approve the Home Confinement Program's move to the designated available space within the Judicial Complex. Motion seconded and unanimously approved.**
- c. Discuss plans for the relocation of the Tax Office
 - The Commission provided unanimous consent to allow Ms. Grove to research the cost and potential funding options for a Courthouse Complex.
- 3. Bill Polk, Director of Maintenance – update and discussion of cost for additional space in the 2nd floor Judicial Building.
- 4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
- 5. Bill Clark, Region 9 – requested the approval of the Fair Housing Month Proclamation
 - **Motion by Ms. Noland to authorize the President of the Commission to execute the Fair Housing Proclamation for April 2019. Motion seconded and unanimously approved.**
- 6. Selection of Nominations for Citizen Representative to the Charles Town Utility Board
 - Heidi Parker
 - Jacki Milliron
 - Marchel Pitcher
 - Tara Ashley
 - Eric Vance
 - Ms. Noland noted the Mr. Vance could not be considered as a nominee because he did not live within the old PSD boundary.
 - Ms. Milliron received three votes – Commissioners Compton, Hudson, and Lorenzetti
 - Ms. Ashley received three votes – Commissioners Noland, Tabb, and Lorenzetti
 - Ms. Parker received three votes – Commissioners Compton, Hudson, and Lorenzetti

The Commission provided unanimous consent to allow staff to send a letter to the Charles Town Utility Board to provide the names of Jacquelyn Milliron, Tara Ashely, and Heidi Parker as potential representatives on the Charles Town Utility Board.

7. Interviews and Appointments to the Jefferson County Historic Landmarks Commission – two (2) three-year terms ending March 6, 2022
 - **Motion by Ms. Tabb to reappoint Leigh Koonce to the Jefferson County Historic Landmarks Commission for one three year term ending March 6, 2022. Motion seconded and unanimously approved.**

8. Interviews and Appointments to the Jefferson County Planning Commission – three (3) three year terms ending March 31, 2022
 - **Motion by Mr. Lorenzetti to reappoint Wade Louthan, Jay Ware, and Jack Hefestay the Jefferson County Planning Commission each for a three year term ending March 31, 2022. Motion seconded and unanimously approved.**

9. Robert T. Edwards, US Census Bureau – provided the Commission and the audience with a presentation regarding the 2020 Census
 - **Motion by Ms. Noland to create a complete County Census committee and create a proclamation in getting the word out to provide education about the upcoming 2020 Census. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Student Liaison to the Jefferson County Commission
 - **Motion by Mr. Compton to send a letter to the Jefferson County Board of Education to discuss collaborating on appointing a Student Liaison to the Jefferson County Commission.**

11. Jefferson County CEOS Council – requested permission to post a display board in the Tax Office window from May 19-25th for National Community Educational Outreach Service Week.

- **Motion by Ms. Tabb to grant permission for the CEOS display to be posted in the Tax Office window during May 19-25, 2019. Motion seconded and unanimously approved.**

12. Fire Department Funding Committee

- **Motion by Ms. Tabb to create a committee to research options for future Fire Department funding consisting of Fire Department representatives, County Commissioners, and Commission legal and financial staff. Motion seconded and unanimously approved.**

13. Cooperative Law Enforcement Agreement

- **Motion by Ms. Tabb to approve the Cooperative Law Enforcement Agreement between the Jefferson County Sheriff's Department with the UDSA Forest Service, Harpers Ferry Job Corps Civilian Conservation Centers, and the Region 9 Law Enforcement and Investigation. Motion seconded and unanimously approved.**

14. Discuss various appointments/interviews to the Jefferson County Development Authority Board of Directors

COUNTY ADMINISTRATOR REPORTS

- Leadership Jefferson County Government Module – Ms. Grove reminded the Commissioners of the upcoming Leadership Jefferson Local Government Module happening on Wednesday, April 10, 2019 with a walking tour of the downtown campus beginning at 10:00 am and a question and answer session with the Commission beginning at 11:00 am.

15. The Commission recessed for lunch at 12:32 pm.
The Commission reconvened at 1:30 pm.

16. Jeffrey Polczynski, Director, Communications – requested approval of employment.

- **Motion by Ms. Tabb to approve the full time employment of Heather Ketchens as a full-time public safety dispatcher at a grade IV, step A with subsequent step increase after completion of training. Motion seconded and unanimously approved.**

17. Stephen Allen, Director, Jefferson County Homeland Security and Emergency Management – requested approval of employment.

- **Motion by Ms. Noland to approve the hire of Brianna L. Gustafson for the position of Administrative Assistant/Public Information Officer/Volunteer Coordinator for Homeland Security and Emergency Management at the rate of \$37,488 annually with the understanding that after six months of satisfactory performance and completion of training in emergency management required by EMPG, her salary will increase to \$38,488. Motion seconded and unanimously approved.**

18. Roger Goodwin, Chief County Engineer – requested the adoption of the 2019 Building Code Enforcement Ordinance

- **Motion by Ms. Tabb to adopt the Resolution and the Building Code Enforcement Ordinance as presented. Motion seconded and unanimously approved.**

19. David Lutman, Citizen – requested a discussion of issues at the Health Department

20. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of Jefferson County Civil Action #17-C-282
 - Discussion of Renewal of County Cable Franchise Agreement and related issues
 - Discussion of pump station property exchange at Burr Industrial Park
 - Update on Jefferson County Circuit Court Civil Action #18-P-132
 - Discussion of EEOC Charge #533-2018-01557
 - Discussion of Jefferson County Circuit Court Civil Action#18-C-171
 - Discussion of Jefferson County Circuit Court Civil Action#18-C-201
 - Discussion of EEOC Charge #533-2017-00706
 - Discussion and update of Jefferson County Circuit Court Civil Action #18-C-108
 - Discussion of the Board of Health septic tank permitting process and procedures
 - Discussion of US District Court (Northern District) Civil Action #3:18-CV-122
 - Discussion of TeMa Pilot Agreement
- **Motion by Ms. Noland to enter into Executive Session to discuss contractual matters and receive legal advice regarding the pump station property exchange at Burr Industrial Park and the TeMa Pilot Agreement. 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 approve the TeMa Pilot Agreement. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Lorenzetti opposing.**

21. The Commission adjourned at 3:47 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

