

Minutes

Jefferson County Commission

Thursday, March 4, 2021

A meeting of the Jefferson County Commission was held on Thursday, March 4, 2021 during the first quarterly session at 9:30 a.m. The meeting was held both in person and via GoToWebinar. Present were Commissioners Josh Compton, President, Steve Stolipher, Vice President, Caleb Hudson, Tricia Jackson, and Jane Tabb. Also present were Stephanie Grove, County Administrator and Sandy McDonald, Deputy County Administrator (The archived meeting of the Thursday, March 4, 2021 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Jackson led the Pledge of Allegiance.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the Requisitions for March 4, 2021 in the amount of \$40,922.26 to include Requisition No. 31038 and 31039. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84400	ESRI	\$ 4,250.00
84401	GUTTMAN OIL CO	\$ 2,653.32
84402	JEFFERSON CO EMERGENCY SERVICES AGENCY	\$ 7,798.21
84403	XEROX FINANCIAL SERVICES	\$ 249.81
TOTAL		\$ 14,951.34

Motion by Mr. Compton to approve the Accounts Payable for February 25, 2021 in the amount of \$14,951.34. Motion seconded and unanimously approved.

CHECK#	VENDOR NAME	AMOUNT
84405	AHA-ARTS & HUMANITIES ALLIANCE	349.03
84406	APRIL BLAKER	563.54
84407	BOLAND TRANE SERVICES INC	5,765.00
84408	CAPITAL ELECTRIC	500.80
84409	CITY OF CHARLES TOWN	28.00
84410	COLONIAL LIFE	95.68
84411	DELTA DENTAL OF WV	6,734.17
84412	DODSON SEPTIC SERVICE LLC	285.00
84413	FEDEX	212.84
84414	FRANKLIN & PROKOPIK P.C.	135.00
84415	GAIL MCMILLION	3,250.00
84416	GLOBALSTAR USA	2,169.43
84417	GUTTMAN OIL CO	2,916.28
84418	HIGHMARK WV	204,402.76
84419	IPC TECHNOLOGIES INC.	4,020.00
84420	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	516.82
84421	JEFFERSON CO CONVENTION AND VISITORS BUREAU	8,725.67
84422	JEFF CO PARKS & RECREATION COMMISSION	7,859.82
84423	JOSHUA COMPTON	3,250.00
84424	LYN GOODWIN	2,218.96
84425	MILLENIUM INSURANCE GROUP	900.00
84426	NFPA-NATIONAL FIRE PROTECTION ASSOCIATION	175.00
84427	PATRIOT FIRE AND SECURITY LLC	5,910.00
84428	POTOMAC EDISON	1,586.09
84429	R.E. MICHEL CO. LLC	99.42
84430	RICE TIRES CO	2,500.65
84431	RICHARD HAHN	636.69
84432	ROGER GOODWIN	195.03
84433	RONALD DANTZIC	59.06
84434	RUSSELL BURGESS	1,509.61
84435	SHENTEL	1,807.00
84436	SHERIFF OF JEFFERSON COUNTY	21,892.00
84437	WHOLESALE TIRES INC.	114.53
84438	WILLIAM POLK	3,150.88
84439	WV REGIONAL JAIL & CORRECTION FACILITY AUTH	386.00
84440	WV STATE TAX DEPARTMENT	16,806.67
84441	XEROX CORPORATION	309.00
84442	XEROX FINANCIAL SERVICES	249.81
84443	BUREAU OF CHILD SUPPORT	502.16
84444	EFTPS IRS TAXES	101,656.59

84445		EMPOWER RETIREMENT		5,395.15
84446		JEFFERSON SECURITY BANK		4,459.00
84447		NATIONWIDE RETIREMENT SOLUTIONS		834.00
84448		OLD CHARLES TOWN LIBRARY		1,500.00
84449		STATE TAX DEPARTMENT		956.35
84450		WV DEPUTY SHERIFF RETIREMENT SYSTEM		20,621.28
84451		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		45,727.21
84452		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		166.49
TOTAL				494,104.47

Motion by Ms. Tabb to approve the Accounts Payable for March 4, 2021 in the amount of \$494,104.47. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
860	AV/56	J.D POWER & ASSOC		\$ 460.00
861	AV/56	KNIGHT CONSULTING		\$ 600.00
862	AV/56	MONROE		\$ 727.22
863	AV/56	PRINT-O-STAT		\$ 190.00
TOTAL				\$ 1,977.22

Motion by Ms. Jackson to approve the Manual Checks for March 5, 2021 in the amount \$1,977.22. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Tabb to approve the Payroll for February 18, 2021 in the amount of \$287,935.05. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public Comment was received by the following: Christine Marshall

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

PRESENTATIONS

1. Michelle Gordon, Finance Director and Tom Hansen, Sheriff
 - a. Status of 2 Governor's Highway Safety Program Grant Funded Deputy Positions
 - b. Status of 1 Task Force Grant Funded Deputy Position
 - **Motion by Mr. Compton to temporarily fund one formerly grant funded position originally approved on 11/5/2020 to a county funded position at a cost of \$40,009 for FY21 and \$80,000 for FY22; and this position will be eliminated through attrition. Motion seconded and unanimously approved.**
 - c. Municipality Assistance – the Sheriff stated he'd be postponing discussion on this item.
2. Roger Goodwin, Chief County Engineer – requested the complete construction bond release of McGee Civil Construction, LLC – Burr Business Park Lot 40 Expansion (File #S18-07)
 - **Motion by Mr. Stolipher to authorize a complete release of the remaining \$75,077.00 from the construction bonds for McGee Civil Construction, LLC – Burr Business Park Lot 40 Expansion (File #S18-07) – Performance Bond No. RCB0021836 with RLI Insurance Company. Motion seconded and unanimously approved.**
3. Interviews and Appointments:
 - a. Jefferson County Water Advisory Commission – four three-year terms ending January 31, 2024 and two unexpired terms ending January 31, 2022
 - The Commission interviewed Mark Muse for one of the vacancies; however, they requested Mr. Muse attend a WAC meeting and learn more about the Committee before being appointed.
 - b. Board of Zoning Appeals – one unexpired term ending January 1, 2022
 - **Commissioner Stolipher offered his nomination for Mr. Steven Guier. There being no other applicants, Mr. Guier was appointed to the Jefferson County Board of Zoning Appeals for an unexpired term ending January 1, 2022.**
4. Nathan Cochran, Assistant Prosecuting Attorney

- 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 to thereto
 - Discussion of legal issues regarding proposed solar text amendment including bonding and related matters
 - Discussion with counsel regarding Charles Town City Council changes to Article 147
 - Discussion of issues regarding impact fees, proffers, and TischlerBise Impact Fee Study
- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice regarding the items listed above. Motion seconded and unanimously approved.**
 - **Motion by Ms. Jackson to come out of Executive Session. Motion seconded and unanimously approved.**
5. Lynn Fields, Probate Office – requested the approval of the Final Accounting for the Estate of James L. Hatchett, Deceased
- **Motion by Ms. Tabb to approve and accept the final accounting and close the Estate of James L. Hatchett, Deceased. Motion seconded and unanimously approved. Motion seconded and unanimously approved.**
6. Public Hearing – discuss housing needs of Jefferson County for the FY2021 HOME Investment Partnership Program and for the Commission to approve a Resolution authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 1, 2021 to June 30, 2022.

Nancy Strine, HOME Administrator, provided the Commission and the audience with information concerning the HOME Consortium Program, stating the program assisted ten Jefferson County first-time homebuyers.

No public comments were received during the hearing.

Commissioner Compton stated the record would remain open for two weeks to allow time for public comment, with a decision to be made during the March 18, 2021 regularly scheduled county commission meeting.

NEW BUSINESS

- Re-evaluate Construction Bond Unit Cost Estimate – no action was taken on this discussion item.

- Letter of Support for Senate Bill 12 – County Commission Oversight of Health Departments
 - **Motion by Mr. Compton to request Ms. Grove draft a letter of support for Senate Bill 12 and send to local delegates on behalf of the Jefferson County Commission. Motion seconded and passes on a vote of 4-1 with Commissioner Tabb opposing.**
- Repeal the County ATV Ordinance and revert to existing State Law
 - **Motion by Mr. Compton to set a public hearing to receive comments on potentially repeal the County ATV Ordinance and reverting to existing State Law regarding the operations of all-terrain vehicles. Motion seconded and unanimously approved.**
- Set date and time for joint meeting for the Jefferson County Fire and Rescue Association, Jefferson County Emergency Services Agency, and Jefferson County Commission - it was the consensus of the Commission to discuss this item during the March 18, 2021 regularly scheduled County Commission meeting.
- Decision – Zoning Map Amendment Rezoning Request for Property designated as Tax District: Harpers Ferry (04); Tax Map: 9; Parcels: 23 & 27. The properties are located off Shipley School Road in Harpers Ferry, WV
 - **Motion by Mr. Stolipher to approve the Zoning Map Amendment Rezoning Request for Property designated as Tax District: Harpers Ferry (04); Tax Map: 9; Parcels: 23 & 27. The properties are located off Shipley School Road in Harpers Ferry, WV – Dead Rock Construction from Residential Grown to General Commercial. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Legislative Updates
- Route 340 Expansion Project – Broadband Committee
 - It was the consensus of the Commission to have Ms. Grove reach out to the WVDOH and invite them to have a discussion with the Commission regarding their possible assistance with broadband utilities.
- Broadband Committee update/members

- It was the consensus of the Commission to have Commissioner Jackson and Commissioner Tabb serve as the Commission liaisons to the Broadband Committee, with Commissioner Jackson to serve as Chair.
 - Discuss fire allocations for FY21
 - It was the consensus of the Commission to deny Company 5's request to use \$30,000 of their fire allocation for an EMS expenditure.
7. There being no further business, a motion by Mr. Stolipher was made to adjourn at 1:17 pm. Motion was seconded and unanimously approved.

Joshua J. Compton, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant