

Minutes

Jefferson County Commission

Thursday, April 1, 2021

A meeting of the Jefferson County Commission was held on Thursday, April 1, 2021 during the second 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, April 1, 2021 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the minutes for the March 18, 2021 Regular Meeting as presented/with noted corrections. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the Requisitions for April 1, 2021 in the amount of \$867,634.54 to include Requisition No. 21043, 21044, 21045, 21046, 21047, 21048, and 21049. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84515	AHA-ARTS & HUMANITIES ALLIANCE	\$ 415.07
84516	ANGELA L BANKS	\$ 31.67
84517	BOLAND TRANE SERVICES INC	\$ 2,912.00
84518	BRYAN PERKINS	\$ 3,146.07
84519	CASTO & HARRIS INC	\$ 1,346.70
84520	CITY OF CHARLES TOWN	\$ 46.00
84521	COMMERCIAL PRESS INC	\$ 2,662.00

84522		DOUBLE RADIUS	\$ 60.78
84523		EDITH COOPER	\$ 2,890.55
84524		ESRI	\$ 12,347.26
84525		FRANKLIN & PROKOPIK P.C.	\$ 7,087.50
84526		GUTTMAN OIL CO	\$ 3,891.19
84527		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 614.62
84528		JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 10,376.77
84529		JEFF CO PARKS & RECREATION COMMISSION	\$ 9,347.08
84530		JOSEPH MURPHY	\$ 227.34
84531		LANGUAGE LINE SERVICES	\$ 50.65
84532		MONICA BENNETT	\$ 30.42
84533		REBECCA HALL	\$ 214.62
84534		SPECIALTY BUSINESS SUPPLIES	\$ 35.00
84535		WV ASSOCIATION OF CIRCUIT CLERK	\$ 300.00
84536		XEROX CORPORATION	\$ 2,334.50
84537		ZEDA MEDICAL LLC	\$ 2,800.00
TOTAL			\$ 63,167.79

Motion by Mr. Compton to approve the Accounts Payable for March 25, 2021 in the amount of \$63,167.79. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME	AMOUNT
84539		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	\$ 20,625.00
84540		BUREAU OF CHILD SUPPORT	\$ 502.16
84541		COLONIAL LIFE	\$ 95.68
84542		DEBBIE LOWE	\$ 809.77
84543		DELTA DENTAL OF WV	\$ 6,570.76
84544		DESIGN NINE INC	\$ 28,575.00
84545		DOING BETTER BUSINES	\$ 213.32
84546		DR. ROBERT E JONES III	\$ 1,000.00
84547		EFTPS IRS TAXES	\$ 92,642.10
84548		EMPOWER RETIREMENT	\$ 5,325.55
84549		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	\$ 15,666.00
84550		EWVRAA-EASTERN WV REGIONAL AIRPORT AUTHORITY	\$ 14,334.00
84551		HIGHMARK WV	\$ 202,223.59
84552		JEFFERSON CO EMERGENCY SERVICES AGENCY	\$ 655,711.75
84553		JEFFERSON COUNTY DEVELOPMENT AUTHORITY	\$ 26,500.00
84554		JEFF CO PARKS & RECREATION COMMISSION	\$ 67,195.00
84555		JEFFERSON DAY REPORT CENTER	\$ 37,502.50
84556		JEFFERSON SECURITY BANK	\$ 4,409.00
84557		LAURA L KUHN	\$ 329.00

84558		MARY K THOMPSON		\$ 1,724.29
84559		MILLENIUM INSURANCE GROUP		\$ 900.00
84560		NATIONAL BAND & TAG CO		\$ 1,950.00
84561		NATIONAL VISION ADMIN.		\$ 1,773.84
84562		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
84563		OLD CHARLES TOWN LIBRARY		\$ 22,125.00
84564		SHEPHERDSTOWN PUB LIBRARY		\$ 20,625.00
84565		SOUTH JEFFERSON PUBLIC LIBRARY		\$ 20,625.00
84566		STATE TAX DEPARTMENT		\$ 808.52
84567		THE HARTFORD		\$ 2,400.30
84568		THE HARTFORD		\$ 3,494.36
84569		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,065.43
84570		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 45,139.45
84571		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49
84572		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		\$ 31,323.25
84573		WVU WEST VIRGINIA UNIVERSITY		\$ 3,700.00
84574		XEROX FINANCIAL SERVICES		\$ 249.81
84575		ERGOFLEX SYSTEMS INC		\$ 8,117.72
84576	AM/053	JEFFERSON CO EMERGENCY SERVICES AGENCY		\$ 235,000.00
84577	AM/053	TYLER TECH		\$ 652.00
TOTAL				\$ 1,597,904.64

Motion by Mr. Compton to approve the Accounts Payable for April 1, 2021 in the amount of \$1,597,904.64. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

Check#	Fund	VENDOR	Amount
524	CS/2	EASTRIDGE HEALTH SYSTEM	\$ 3,000.00
525	CS/2	EPTA-EASTERN PANHANDLE TRANSIT	\$ 3,583.50
526	CS/2	JEFF CO COMMUNITY MINISTRIES	\$ 3,000.00
870	AV/56	AWVA-ASSOC OF WV ASSESSORS	\$ 700.00
871	AV/56	MARK THOMPSON	\$ 137.50
872	AV/56	PRINT-O-STAT	\$ 190.00
TOTAL			\$ 10,611.00

Motion by Mr. Compton to approve the Manual Checks for April 2, 2021 in the amount of \$10,611.00. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Compton to approve the Payroll for March 18, 2021 in the amount of \$273,086.73. 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. Angie Banks, Assessor – requested approval of employment.
 - **Motion by Mr. Compton to approve the employment of Mark Thompson as an Appraiser within the Assessor’s office at a salary of \$40,000, effective March 29, 2021. Motion seconded and unanimously approved.**
2. Michelle Gordon, Finance Director and Tom Hansen, Sheriff - Requested approval to release Capital Outlay Funding for Emergency Purchase of Accident Reconstruction Software
 - **Motion by Mr. Compton to approve the \$34, 190 for the purchase of replacement accident reconstruction software with funding from the Capital Outlay Fund that is contingent upon grant approval for this emergency purchase. Motion seconded and unanimously approved.**
3. Lee Thorne - District 3 District Manager for the WVDOHWVDOH - Governor’s SWAT Program and Driveway Entrance Permit Procedures – this presentation was cancelled due to a time conflict with Mr. Thorne.
4. Robert M. Trainor, Mayor and Daryl Hennessy, City Administrator, City of Charles Town – requested the review and approval of a City of Charles Town Annexation.
 - **Motion by Mr. Compton to approve the proposed order approving and confirming the Annexation to the City of Charles Town a parcel of real estate containing 1.2724 acres of land, presently located in the Charels Town District, Jefferson County, West Virginia, conveyed by Mary R. Kline and others and now owned by Arcadia Land, Inc., as provided by West Virginia Code 8-6-4 and 8-6-4a (Annexation without an Election). Motion seconded and unanimously approved.**

5. Interviews and Appointments to the following:

a. Jefferson County Planning Commission - Two 3-year terms ending March 31, 2024

- **Motion by Mr. Stolipher to reappoint Matt Knott and Mike Shepp to the Jefferson County Planning Commission each for a three-year term ending March 31, 2024. Motion seconded and unanimously approved.**

b. Jefferson County Historic Landmarks Commission - Three 3-year terms ending March 31, 2024

- **Motion by Mr. Stolipher to reappoint Martin Burke and John Demer and appoint Addison Reese to the Jefferson County Historic Landmarks Commission each for a three-year term ending March 31, 2024. Motion seconded and unanimously approved.**

6. Lynn Fields, Probate Office – requested review and approval of the quarterly review.

- **Motion by Mr. Hudson to convene as a Fiduciary Reivew Board. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to approve the quarterly review as presented by Ms. Fields. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to reconvene as a County Commission. Motion seconded and unanimously approved.**

7. Roger Goodwin, Chief County Engineer

a. Request Approval to amend Law Enforcement Impact Fees - FY 2021 andFY 2022 Capital Improvement Plans

- **Motion by Mr. Compton to approve the Law Enforcement FY2021 Capital Improvement Plan – Law Enforcement Amendment No. 1, as presented. Motion seconded and unanimously approved.**

b. Presentation of the Solar Facilities Decommissioning Bond and Surety Policy

- It was the consensus of the Commission to delay action on this item until after the public hearing on the Solar Energy Facilities text amendmet (ZTA #19-03) on Monday, April 12, 2021.

8. Nathan Cochran, Assistant Prosecuting Attorney

- a. 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
 - b. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters
 - c. Discussion of possible agreement with the City of Ranson regarding storage of extra PPE items and related matters
 - d. Discussion of issues regarding impact fees and proffers
- **Motion by Mr. Stolipher agree to the proposal with the City of Ranson regarding storage of extra PPE items and related matters. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to enter into Executive Session to receive legal advice regarding items a, b, and d as listed above. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to develop an RFP to hire an outside consultant to determine Fire and ESA funding and staffing needs in Jefferson County. Motion seconded and unanimously approved.**

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

~~~~~ *AFTERNOON SESSION* ~~~~~

10. Robert Glenn, Esq, on behalf of Lowes Hospitality Group, LLC –  
Administrative Appeal of Impact Fee Coordinator decision that the Conversion of the 51 unit Quality Inn Hotel (near Shepherdstown) into 20 onebedroom and efficiency apartment with first

floor retail require full payment of Impact Fees. Property is described as Parcel 15.8 on Map 8 in the Shepherdstown Tax District

- **Motion by Mr. Stolipher to exempt the applicant from the requirement of full payment of Impact Fees for the conversion of the 51 unit Quality Inn Hotel (near Shepherdstown) into 20 one bedroom and efficiency apartments, described as Parcel 15.8 on May 8 in the Shepherdstown Tax District. Motion seconded and fails on a vote of 1-4 with Commissioners Compton, Hudson, Jackson, and Tabb opposing.**
- **Motion by Mr. Compton to deny the administrative appeal presented by Robert Glenn, Esq. on behalf of Lowes Hospitality Group, LLC regarding the payment of Impact Fees for the conversion of Quality Inn Hotel from a 51 unit hotel to a 20 one-bedroom and efficiency unit apartment building. Motion seconded and passes on a vote of 4-1 with Commissioner Stolipher opposing.**

11. Jeff Polczynski, Director, Jefferson County Communications; Russell Burgess, Director, Jefferson County IT Department, and Tom Reilly, IT Consultant - NextGen 911 Phone System Upgrade

- **Motion by Mr. Compton to approve the purchase of the NG9-1-1 Phone System Upgrade from Motorola in the amount of \$509,622.25**
- **Motion by Mr. Compton to approve the purchase of the CommandPost Component of NG9-1-1 System in the amount of \$67,976.00. Motion seconded and unanimously approved.**

## **NEW BUSINESS**

12. Discuss Policies and Procedures concerning the conduct of Public Hearings and Commission Meetings

- It was the consensus of the Commission to vote on future public hearings the day or night of the hearing instead of leaving the comment period open for an additional two weeks.

13. Discuss waiving permitting fees for new businesses in Jefferson County for a set period of time

- Ms. Gordon, Finance Director, stated this topic should be tabled until the Commission has received legal guidance and perhaps researched how to implement a formal application process regarding the waiver of permitting fees for new businesses in Jefferson County.

## COUNTY ADMINISTRATOR REPORTS

- Marc Train Funding – Ms. Grove informed the Commission that the State decided to end MARC train funding effective March 31, 2021, and all municipalities were waiting to learn more.
- Extension of COVID-19 Employee Policies
  - **Motion by Ms. Tabb to extend the COVID-19 Employee Policies through the end of June 2021 and reevaluate at that time. Motion dies for lack of second.**
- Discussion of Funding allocated to Jefferson County in American Rescue Plan COVID Relief Bill – Ms. Grove stated she was still waiting to receive better guidance concerning how the Commission would be permitted to utilize these funds but noted most municipalities were using it to fill budget holes created as a result of COVID.
- Sheriff Request to move Home Confinement Office to Saint Margaret’s Second Floor
  - The Commission provided unanimous consent to allow the Sheriff to temporarily move the Home Confinement Office to the second floor of the Saint Margaret’s building.
- Review of Purchasing Policy
  - The Commission provided unanimous consent to allow Stephanie to send a memo to Department Heads and Elected Officials reminding them of the Purchasing Policy
- Ambulance Fee Collection Policy
  - It was the consensus of the Commission to direct Ms. Grove to work with Ms. Gordon, Finance Director, to create a plan for possibly transitioning the ambulance fee collections to the Tax Office and how the current employee could be used and would be funded as an administrative assistant within the Commission Office.
- Rt. 340 Expansion Project - Broadband
- Legislative Updates – Ms. Grove provided updates regarding bills of note that could potentially affect the Commission.

14. There being no further business, a motion by Mr. Compton was made to adjourn at 3:47pm. Motion was seconded and unanimously approved.

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Joshua J. Compton, PRESIDENT

Respectfully submitted  
Jessica Carroll  
Executive Administrative Assistant

