

Minutes

Jefferson County Commission

Thursday, May 20, 2021

A meeting of the Jefferson County Commission was held on Thursday, May 20, 2021 during the second quarterly session at 9:30 a.m. The meeting was held via GoToWebinar. Present were Commissioners Steve Stolipher, Vice President, Caleb Hudson, Tricia Jackson, and Jane Tabb. Also present were Stephanie Grove, County Administrator and Jessica Carroll, Executive Assistant (The archived meeting of the Thursday, May 20, 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 May 6, 2021 Regular Meeting Minutes as with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for May 20, 2021 in the amount of \$28,927.67 to include Requisition No. 21052 and 21053. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84692	AMERIFLEX	\$ 128.00
84693	BERKELEY GLASS INC	\$ 330.00
84694	BOLAND TRANE SERVICES INC	\$ 1,931.00
84695	BUREAU OF CHILD SUPPORT	\$ 502.16
84696	CAPITAL ELECTRIC	\$ 278.45
84697	CITY OF CHARLES TOWN	\$ 60.00
84698	COMPILED TECHNOLOGIES LLC	\$ 3,600.00

84699		EFTPS IRS TAXES		\$ 91,898.44
84700		EMPOWER RETIREMENT		\$ 5,398.60
84701		FIFTH THIRD BANK		\$ 1,078.50
84702		FIFTH THIRD BANK		\$ 105,628.19
84703		GUTTMAN OIL CO		\$ 6,770.11
84704		IPC TECHNOLOGIES INC.		\$ 1,487.50
84705		JEFFERSON SECURITY BANK		\$ 4,409.00
84706		JOSEPH MURPHY		\$ 227.34
84707		JUSTTECH LLC		\$ 183.87
84708		MICHAEL MONAGHAN		\$ 791.59
84709		MONROE SYSTEMS FOR BUSINESS		\$ 33.00
84710		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
84711		POTOMAC EDISON		\$ 27,990.89
84712		R.E. MICHEL CO. LLC		\$ 355.80
84713		RENTALS UNLIMITED, INC		\$ 513.00
84714		RETIREE HEALTH BENEFIT TRUST		\$ 6,790.00
84715		ROBERT L PETERSON SR		\$ 4.46
84716		RONALD DANTZIC		\$ 55.61
84717		SHERIFF OF JEFFERSON COUNTY		\$ 23.53
84718		STATE TAX DEPARTMENT		\$ 822.22
84719		TEK ADVISORS LLC		\$ 4,200.00
84720		THE HARTFORD		\$ 2,400.30
84721		VERIZON WIRELESS SERVICES LLC		\$ 50.00
84722		VINCENT TIONG		\$ 3,133.45
84723		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 15,915.97
84724		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 44,864.28
84725		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 53,278.00
84726		XEROX CORPORATION		\$ 3,409.88
84727		XEROX FINANCIAL SERVICES		\$ 249.81
84728		CROWLEY MICROGRAPHIC		\$ 10,000.00
TOTAL				\$ 399,626.95

Motion by Mr. Stolipher to approve the Accounts Payable for May 13, 2021 in the amount of \$399,626.95. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
84729		AT&T		\$ 226.38
84730		COMPILED TECHNOLOGIES LLC		\$ 689.00
84731		RICCI MCINTYRE		\$ 3,250.00
84732		ROGER GOODWIN		\$ 537.52
84733		ANGELA L BANKS		\$ 164.50
84734		ELIZABETH JUNE BOWERS		\$ 109.50
84735		RHONDA WILLINGHAM		\$ 164.50
84736		VICTORIA MYERS		\$ 109.50
TOTAL				\$ 5,250.90

Motion by Mr. Stolipher to approve the Accounts Payable for May 20, 2021 in the amount of \$5,250.90. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

14-May-21				
Check#	Fund	VENDOR		Amount
735	HD/8	ATTENTI		\$ 2,224.00
736	HD/8	ENVIVO HEALTH LLC		\$ 440.00
737	HD/8	FIFTH THIRD BANK		\$ 57.03
738	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,454.92
337	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 104,282.77
882	AV/56	CROWLEY MICROGRAPHIC		\$ 25,640.00
883	AV/56	FIFTH THIRD BANK		\$ 673.56
884	AV/56	GLOBAL SCIENCE & TECH		\$ 16,908.64
885	AV/56	JUSTTECH		\$ 163.93
886	AV/56	MILLERS SUPPLIES AT WORK		\$ 503.49
TOTAL				\$ 152,348.34

Motion by Mr. Stolipher to approve the Manual Checks for May 14, 2021 in the amount of \$152,348.34. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount

1281	IP/249	SHERIFF OF JEFFERSON COUNTY		107,916.57
1282	IP/249	SHERIFF OF JEFFERSON COUNTY		3,170.65
1283	IP/249	SHERIFF OF JEFFERSON COUNTY		8,664.18
1284	IP/249	SHERIFF OF JEFFERSON COUNTY		936.88
905	CW/059	WICL-FM		1,598.00
906	CW/059	WICL-FM		200.00
907	CW/059	CHARLIE'S KANSAS CITY SMOKED BBQ		810.75
908	CW/059	ROBERT S. SELL		34.78
909	CW/059	TROPHIES 'R' US INC		263.60
910	CW/059	SCOOP DAWG ICE CREAM		100.00
TOTAL				\$ 123,695.41

Motion by Mr. Stolipher to approve the Manual Checks for May 21, 2021 in the amount of \$123,695.41. Motion seconded and unanimously approved, with the stipulation that a memo to be sent to the Sheriff's Office regarding the policy and procedures concerning the purchase of food.

PAYROLL APPROVAL

Motion by Mr. Stolipher to approve the Payroll for May 13, 2021 in the amount of \$261,323.69. Motion seconded and unanimously approved.

PRESENTATIONS

1. County Commissioner Vacancy – Interviews and Appointment. The Commission interviewed the following applicants: Clare Ann Ath, Jack Hefestay, Mason Offut, and Jacob Harris. Once interviews were complete, the following nominations were made:
 - Ms. Jackson offered her nomination for Clare Ann Ath. Ms. Ath received three votes (Commissioners Jackson, Stolipher, and Tabb)
 - Mr Hudson offered his nomination for Jack Hefestay. Mr. Hefestay received one vote (Commissioner Hudson)
 - **After receiving the majority vote, Clare Ann Ath was sworn in to office to serve as the Jefferson County Commissioner for the Charles Town District seat for one unexpired term ending December 31, 2022.**
2. Oath of Office for Newly Appointed Commissioner
 - a. Selection of President

- Mr. Hudson offered his nomination to Mr. Stolipher to serve as President of the Jefferson County Commission until January 1, 2022. No other nominations were made and Mr. Stolipher’s nomination was supported unanimously.

b. Selection of Vice President

- Mr. Stolipher offered his nomination to Ms. Jackson to serve as Vice President. Ms. Jackson received three votes (Commissioners Ath, Jackson, and Stolipher)
- Ms. Tabb offered her nomination to Mr. Hudson to serve as Vice President. Mr. Hudson received two votes (Commissioner Hudson and Tabb)
- **After receiving the majority vote, Ms. Jackson was selected to serve as Vice President of the Jefferson County Commission until January 1, 2022.**

- c. Vacant Committee Assignments - it was decided that Commissioner Ath would fill in as the Commission liaison for the boards on which Commissioner Compton served.

Assignment to Boards, Commissions & Organizations Calendar Year 2020		
<i>Organization</i>	<i>Commissioner 2020</i>	<i>Commissioner 2021</i>
Approval of Bills	Compton	Jackson
Board of Health	Hudson	Hudson
Charles Town Utility Board Liaison	Hudson	Hudson
Building Repair & Security Courthouse Committee	Lorenzetti	Hudson
Community Corrections Committee - Day Report Center	Hudson	Jackson
Development Authority	Lorenzetti	Stolipher
E-911 Council	Tabb	Ath
Extension Service	Tabb	Tabb
Farmland Protection Board	Tabb	Tabb
Jefferson County Convention & Visitors Bureau	Noland	Stolipher
Jefferson County Emergency Services Agency / Fire & Rescue	Tabb	Jackson/Ath
Historic Landmarks Commission	Hudson	Hudson
Homeland Security/LEPC	Tabb	Jackson
Legislative Liaison	County Admin.	County Admin.
MPO Interstate Council	Noland	Stolipher

Eastern Panhandle Transportation Authority (EPTA)	Tabb	Tabb
Parks and Recreation	Compton	Ath
Planning Commission	Lorenzetti	Stolipher
Region 9	Noland	Stolipher
Solid Waste Authority	Compton	Ath
Water Advisory Committee	Hudson	Tabb
Workforce Investment Act Liaison	Lorenzetti	Jackson

3. Tom Hansen, Sheriff

a. PRO Grant/Agreement

- **Motion by Mr. Stolipher to approve the PRO BOE Agreement and authorize the President of the Commission to sign the associated documents. Motion seconded and unanimously approved.**

b. Bailiff Employment

- **Motion by Mr. Stolipher to approve the employment of Thomas F. Jones as a Bailiff for the Jefferson County Sheriff's Department with a salary of \$13.00/hr, effective immediately. Motion seconded and unanimously approved.**

c. Unclaimed Property

- **Motion by Mr. Stolipher to approve the unclaimed property resolution and authorize the President to sign the associated documents. Motion seconded and unanimously approved.**

d. COPS Hiring Grant

- **Motion by Mr. Stolipher to approve the application for three deputy positions for the COPS Hiring Grant and authorize the Sheriff's Office to sign electronically on behalf of the Commission. Motion seconded and passes on a vote of 3-2 with Commissioners Hudson and Tabb opposing.**

e. MOU with USDA for Harpers Ferry Job Corps

- **Motion by Mr. Stolipher to approve the MOU with the USDA for Harpers Ferry Job Corps and authorize the president to sign the agreement. Motion seconded and unanimously approved.**

f. Fix-A-Pit Grant Award Acceptance

- **Motion by Mr. Stolipher to accept the Fix-a-Pit grant award and authorize the President of the Commission to sign the associated documents. Motion seconded and unanimously approved.**

4. Michelle Gordon, Finance Director and Stephanie Grove, County Administrator

- a. Review and Approval of the Hartford Short Term Disability Proposal Options for FY22
- b. Review and Approval of the Hartford Long Term Disability Proposal Options for FY22
- c. Review and Approval of the Donated Leave Policy 218, effective 07/01/2021
- d. Review and Approval of Health and Welfare Benefits Policy 220, effective 07/01/2021
 - It was decided action would be taken on these items during the June 3, 2021 regularly scheduled Commission meeting.
- e. Review and Approval of Employee Policies and Procedures Acknowledgement Form, effective 05/20/2021

- **Motion by Ms. Jackson to approve Employee Policies and Procedures Acknowledgement Form effective May 20, 2021. Motion seconded and unanimously approved.**

5. Dennis Jarvis, II, Director, Jefferson County Development Authority – requested additional compensation for JCDA staff member

- **Motion by Mr. Stolipher to increase compensation for Krista Hoffman, Executive Assistant, in the amount of \$1,713.00 total over the months of June, July, and August, effective June 10, 2021 and ending on the August 26, 2021 pay period. Motion seconded and unanimously approved.**

6. 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 Jefferson County Civil Action No.'s 2021-C-33 through 37
 - e. Discussion of issues regarding impact fees and proffers
 - f. Discussion of Jefferson County Civil Action No.'s 2021-C-46 through 50
- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice regarding item a, the new business item regarding JCESA board member misconduct, and the contract with Fitch & Associates. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to come out of Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

- 7. Jefferson County Emergency Services Agency – Board Director Member Misconduct – this was tabled.

PUBLIC COMMENT

Public comment was made by the following: Lyn Widmyer.

COUNTY ADMINISTRATOR REPORTS

- Approval of Contract with Fitch & Associates
 - Motion by Ms. Jackson to approve the contract with Fitch & Associates for \$35,000 to be funded from the Coal Severance Fund and authorize President Stolipher to sign the associated documents. Motion seconded and unanimously approved.
- Discuss Ambulance Fee Collections Plan – Ms. Grove stated she would present this item at a later meeting.
- State of West Virginia – Legislative Citation – Recognizing County Officials and Personnel as

Essential Workers

- American Rescue Plan Overview – it was the consensus of the Commission to hold a Special Meeting on June 23, 2021 at 9:30 am to discuss and receive input from department heads, elected officials, boards, and outside agencies regarding the use of the American Rescue Plan monies.
- 8. There being no further business, a motion by Mr. Stolipher was made to adjourn at 8:49 pm. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant

