

Minutes

Jefferson County Commission

Thursday, May 6, 2021

A meeting of the Jefferson County Commission was held on Thursday, May 6, 2021 during the second quarterly session at 9:30 a.m. The meeting was held both in person and via GoToWebinar. Present were Commissioners Steve Stolipher, 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, May 6, 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 April 12, 2021 Public Hearing on the Zoning Text Amendment for Solar Energy Facilities with noted corrections. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the minutes for the April 15, 2021 Regular Meeting as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the minutes for the April 20, 2021 Lay the Levy as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the minutes for the April 28, 2021 Public Hearing on the repeal of the Jefferson County ATV Ordinance with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for May 6, 2021 in the amount of \$43,057.00 to include Requisition No. 21051, 21054, and 21055. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME	AMOUNT
84633		CAPITAL ELECTRIC	\$ 431.14
84634		RICE TIRES CO	\$ 340.30
84635	GS/004	JEFFERSON CO GENERAL SCHOOL	\$ 26,999.50
TOTAL			\$ 27,770.94

Motion by Mr. Stolipher to approve the Accounts Payable for April 22, 2021 in the amount of \$27,770.94. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME	AMOUNT
84637		AHA-ARTS & HUMANITIES ALLIANCE	513.11
84638		BUREAU OF CHILD SUPPORT	502.16
84639		CITY OF CHARLES TOWN	98.00
84640		COLONIAL LIFE	143.52
84641		COMPTROLLER OF MARYLAND	2,585.17
84642		DELTA DENTAL OF WV	6,828.01
84643		DODSON SEPTIC SERVICE LLC	265.00
84644		DOUGLAS H FLETCHER	114.00
84645		DR. ROBERT E JONES III	1,000.00
84646		EFTPS IRS TAXES	102,739.77
84647		EMPOWER RETIREMENT	5,397.27
84648		ESI ELECTRONIC SYSTEMS INC	821.04
84649		EVELYN STEPHENSON	2,573.80
84650		FEDEX	534.01
84651		FRANKLIN & PROKOPIK P.C.	2,790.00
84652		GUTTMAN OIL CO	7,993.23
84653		HIGHMARK WV	205,710.20
84654		HOPE THOMPSON	433.79
84655		JAMES P HAYDEN	2,482.98
84656		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	759.79
84657		JEFFERSON CO CONVENTION AND VISITORS BUREAU	12,827.77
84658		JEFFERSON CO CONVENTION AND VISITORS BUREAU	5,965.03
84659		JEFF CO PARKS & RECREATION COMMISSION	36,553.84
84660		JEFFERSON SECURITY BANK	4,409.00
84661		KAREN OLDEN	2,100.66
84662		LANGUAGE LINE SERVICES	277.66
84663		MILLENIUM INSURANCE GROUP	900.00

84664	MOTOROLA SOLUTIONS INC	122.50
84665	NATIONAL VISION ADMIN.	1,770.90
84666	NATIONWIDE RETIREMENT SOLUTIONS	834.00
84667	PERRY & ASSOCIATES CPA'S	30,900.00
84668	PRIORITY DISPATCH	1,750.00
84669	ROGER GOODWIN	16.14
84670	STATE TAX DEPARTMENT	868.13
84671	TOWN OF BOLIVAR	6,215.03
84672	TYLER TECHNOLOGIES	31,097.71
84673	WV ASSOCIATION OF CIRCUIT CLERK	225.00
84674	WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	6,906.76
84675	WV DEPUTY SHERIFF RETIREMENT SYSTEM	16,242.31
84676	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	46,072.46
84677	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	166.49
84678	WV STATE TAX DEPARTMENT	50,696.22
84679	XEROX CORPORATION	367.62
TOTAL		601,570.08

Motion by Mr. Stolipher to approve the Accounts Payable for April 29, 2021 in the amount of \$601,570.08. Motion seconded and unanimously approved.

CHECK#	VENDOR NAME	AMOUNT
84681	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 4,559.52
84682	ED HANNON	\$ 13.95
84683	FEDEX	\$ 130.80
84684	GUTTMAN OIL CO	\$ 4,010.34
84685	OLD CHARLES TOWN LIBRARY	\$ 1,500.00
84686	SEN COMMUNICATIONS LLC	\$ 3,379.00
84687	SHI INTERNAIONAL CORP	\$ 3,207.05
84688	THE HARTFORD	\$ 3,542.20
84689	TRAVIS STELY	\$ 121.80
84690	XEROX CORPORATION	\$ 1,272.34
TOTAL		\$ 21,737.00

Motion by Mr. Stolipher to approve the Accounts Payable for May 6, 2021 in the amount of \$21,737.00. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
527	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 1,100.00
732	HD/8	ATTENTI		\$ 2,457.60
733	HD/8	REDWOOD TOXICOLOGY LABS		\$ 55.00
734	HD/8	SHERIFF OF JEFFERSON CO		\$ 795.31
878	AV/56	MILLERS SUPPLIES AT WORK		\$ 1,403.00
879	AV/56	MILLERS SUPPLIES AT WORK		\$ 60.24
TOTAL				\$ 5,871.15

Motion by Mr. Stolipher to approve the Manual Checks for April 30, 2021 in the amount of \$5,871.15. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
880	AV/56	MARSHALL & SWIFT BOECKH LLC		\$ 2,056.15
881	AV/56	SEGRA		\$ 1,241.24
TOTAL				\$ 3,297.39

Motion by Mr. Stolipher to approve the Manual Checks for May 7, 2021 in the amount of \$3,297.39. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Stolipher to approve the Payroll for April 15, 2021 in the amount of \$264,605.81. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the Payroll for April 29, 2021 in the amount of \$286,513.36. Motion seconded and unanimously approved.

PRESENTATIONS

1. Angie Banks, Assessor – requested approval of employment.

- **Motion by Mr. Stolipher to approve the employment of Megan Hite as a full-time clerk in the Assessor's Office at a Grade II with a salary of \$33,000.00, effective**

Monday, May 10, 2021. Motion seconded and unanimously approved.

2. Bob Trainor, Mayor, City of Charles Town – requested a discussion of the Social Services Coordinator position. No decisions were made during this discussion; however, it was the consensus that Michelle Gordon, County Finance Director, would work with the City of Charles Town to discuss funding
3. Michelle Gordon, Finance Director
 - a. Review and Approval of FY2021 State Budget Revision 5 for the General County Fund
 - **Motion by Mr. Stolipher to accept FY21 State Budget Revision 5 for the General County Fund. Motion seconded and unanimously approved.**
 - b. Review and Approval of FY2021 State Budget Revision 2 for the Coal Severance Fund
 - **Motion by Mr. Stolipher to accept FY21 State Budget Revision 2 for the Coal Severance Fund. Motion seconded and unanimously approved.**
 - c. Review of Hartford Group Life and Voluntary Life Insurance Renewal for FY2022 and FY2023
 - **Motion by Mr. Stolipher to accept the life insurance plan renewal from The Hartford Business Insurance. Motion seconded and unanimously approved.**
4. Interviews and Appointment to the Jefferson County Development Authority – one three-year term for Citizen Representative ending April 5, 2024
 - **Motion by Ms. Jackson to nominate and appoint Sean Fiego to the Jefferson County Development Authority as a Citizen Representative for a three-year term ending April 5, 2024. Motion seconded and unanimously approved.**
5. Jeffrey A. Polczynski, ENP – Director of Communications
 - a. Request Approvals of Promotion to Supervising Public Safety Dispatcher
 - **Motion by Ms. Jackson to approve the promotional appointment of Ms. Kathryn King from Public Safety Dispatcher to Supervising Public Safety Dispatcher within the Emergency Communications Center. Motion seconded and unanimously approved.**

b. Advisement of Shift Schedule and Training Pay Changes

- **Motion by Ms. Jackson to approve the ECC request to change its shift scheduled to a “7-12” schedule. Motion seconded and unanimously approved.**
- **Motion by Ms. Jackson to approve the training pay modification in the ECC to \$2.00 per hour for any individual providing active training as a certified Communications Training Officer. 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 WV Human Rights Commission docket number EREP-49-21
 - g. 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 items a, b, c, d, f, and g. Motion seconded and unanimously approved.**
 - **Motion by Ms. Jackson to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Jackson to authorize staff to explore and develop a plan to improve ambulance service in Jefferson County and allow staff to seek assistance from outside**

consultants to help devise this plan, if necessary. Motion seconded and unanimously approved.

UNFINISHED BUSINESS

7. Proclamation – Law Enforcement Appreciation Week
 - **Motion by Ms. Jackson to approve the Proclamation for Law Enforcement Appreciation Week. Motion seconded and unanimously approved.**
8. Discuss Article 147 – Charles Town Utility Board 147.023 (a) – Board of Directors voting member and 147.02(a)(5) D – Liaison non-voting member
 - **Motion by Mr. Hudson to recommend to the City of Charles Town that the County Commissioner appointed to the Charles Town Utility Board be a voting member of the Board while the citizen representative serve as a non-voting member. Motion seconded and unanimously approved.**

PUBLIC COMMENT

Public comment was made by the following: Christine Marshall and Anastasia Tabb.

COUNTY ADMINISTRATOR REPORTS

- Legislative Updates
- Revised Agenda Policy – Ms. Grove stated she updated the County Agenda Policy to state that if a department head or elected official were to come before the Commission with a funding request, that request must be reviewed by the Finance Director prior to discussion/action by the Commission. Ms. Grove also updated the policy to state that the agenda would be available by close of business the Monday prior to the scheduled meeting.
 - **Motion by Mr. Stolipher to approve the updates to the agenda policy as presented. Motion seconded and passes on a vote of 3-1 with Commissioner Tabb opposing.**
 - **Motion by Ms. Tabb to amend Mr. Stolipher’s motion to include Public Comment at the beginning of the agenda instead of the foot of the agenda. Motion seconded but fails on a vote of 2-2 with Commissioners Stolipher and Jackson opposing.**
- Approval of Bills
 - **Motion by Mr. Stolipher to appoint Commissioner Jackson to complete the approval of bills for the remainder of 2021. Motion seconded and unanimously approved.**

- o Discuss Ambulance Fee Collections Plan – Ms. Grove stated she would present this item during the May 20, 2021 regularly scheduled County Commission meeting.
9. There being no further business, a motion by Mr. Stolipher was made to adjourn at 11:48 am. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant