

Minutes

Jefferson County Commission

Thursday, June 3, 2021

A meeting of the Jefferson County Commission was held on Thursday, June 3, 2021 during the second quarterly session at 9:30 a.m. The meeting was held via GoToWebinar. Present were Commissioners Steve Stolipher, President, Tricia Jackson, Vice President, Clare Ath, Caleb Hudson, and Jane Tabb. Also present were Stephanie Grove, County Administrator and Jessica Carroll, Executive Assistant (The archived meeting of the Thursday, June 3, 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 19, 2021 Special Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the minutes for the May 20, 2021 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for June 3, 2021 in the amount of \$77,269.60 to include Requisition No. 21056, 21058, 22002, and 22003. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
84738		AHA-ARTS & HUMANITIES ALLIANCE		1,063.10
84739		ALICE N PAINTER		97.00
84740		BAKERTON VOLUNTEER FIRE DEPARTMENT		781.33
84741		BERKELEY CO SHERIFF'S OFFICE		2,236.45
84742		BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMPANY		2,490.89
84743		BUREAU OF CHILD SUPPORT		502.16
84744		COMPTROLLER OF MARYLAND		1,706.39
84745		DOING BETTER BUSINES		765.18
84746		DR. ROBERT E JONES III		1,000.00
84747		EFTPS IRS TAXES		91,724.08
84748		ELIZABETH WHEELER		1,352.43
84749		EMPOWER RETIREMENT		5,407.06
84750		FEDEX		118.84
84751		FRANKLIN & PROKOPIK P.C.		517.50
84752		GUTTMAN OIL CO		4,641.56
84753		JACQUELINE SHADLE		250.00
84754		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		1,574.19
84755		JEFFERSON CO CONVENTION AND VISITORS BUREAU		26,577.50
84756		JEFF CO PARKS & RECREATION COMMISSION		23,940.21
84757		JEFFERSON SECURITY BANK		4,409.00
84758		JOSEPH KENT		339.76
84759		LANGUAGE LINE SERVICES		13.00
84760		MILLENIUUM INSURANCE GROUP		900.00
84761		NATIONWIDE RETIREMENT SOLUTIONS		834.00
84762		PANHANDLE PRINTING & DESIGN		662.96
84763		RANSON POLICE DEPT		1,263.84
84764		RCN TECHNOLOGIES		4,279.92
84765		SEN COMMUNICATIONS LLC		320.00
84766		SHENTEL		1,805.00
84767		SHERIFF OF JEFFERSON COUNTY		4,527,155.00
84768		SOFTWARE SYSTEMS INC		967.00
84769		STATE TAX DEPARTMENT		822.22
84770		TONI L MILBOURNE		900.00
84771		MOOREFIELD POLICE DEPARTMENT		1,679.32
84772		WV DEPUTY SHERIFF RETIREMENT SYSTEM		15,632.45
84773		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		45,188.76
84774		WV STATE TAX DEPARTMENT		32,109.55
84775	053/AMB	AVALANCHE SERVICES		793.50
84776	004/GS	SHERIFF OF JEFFERSON COUNTY		20,550.10

TOTAL				4,827,371.25
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Motion by Mr. Stolipher to approve the Accounts Payable for May 27, 2021 in the amount of \$4,827,371.25. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
84777		BENJAMIN S WILLIAMS		\$ 256.00
84778		CAPITAL LIGHTING & SUPPLIES LLC		\$ 162.53
84779		CHRISTINA POPE		\$ 64.00
84780		COLONIAL LIFE		\$ 95.68
84781		DANIELLE DUCKETT		\$ 64.00
84782		DOROTHY FARMER		\$ 64.00
84783		FEDEX		\$ 20.17
84784		G & TRIPLE T LLC		\$ 870.00
84785		GOODMAN-WINCHESTER 232		\$ 768.08
84786		GUTTMAN OIL CO		\$ 4,146.82
84787		HIGHMARK WV		\$ 192,635.39
84788		J.C. EHRLICH		\$ 750.00
84789		JEFFERSON COUNTY SOLID WASTE AUTHORITY		\$ 19.75
84790		JEFFERSON RENTAL		\$ 231.58
84791		JESSICA EBERSOLE		\$ 64.00
84792		NATIONAL VISION ADMIN.		\$ 1,710.12
84793		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
84794		PATRIOT FIRE AND SECURITY LLC		\$ 170.00
84795		R.E. MICHEL CO. LLC		\$ 78.63
84796		RICE TIRES CO		\$ 145.26
84797		RONALD DANTZIC		\$ 7.10
84798		SHEPHERDSTOWN FIRE COMPANY		\$ 82,500.00
84799		SOFTWARE SYSTEMS INC		\$ 66.00
84800		SOFTWARE SYSTEMS INC		\$ 22,978.58
84801		SPIRIT OF JEFFERSON		\$ 318.60
84802		XEROX FINANCIAL SERVICES		\$ 249.81
TOTAL				309,936.10

Motion by Mr. Stolipher to approve the Accounts Payable for June 3, 2021 in the amount of \$309,936.10. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
739	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,604.76
911	CW/059	MILLER'S SUPPLIES		18,259.12
912	CW/059	HUNTZMAN ENTERPRISES		1,535.00
TOTAL				21,398.88

Motion by Mr. Stolipher to approve the Manual Checks for May 28, 2021 in the amount of \$21,398.88. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
	AV/56	MONROE		
887	AV/56	MILLERS SUPPLIES AT WORK		\$ 187.92
888	AV/56	MILLERS SUPPLIES AT WORK		\$ 20.40
889	AV/56	MONROE		\$ 756.29
890	AV/56	PRINT-O-STAT		\$ 190.00
378	WV369	WV DEPUTY SHERIFF'S RETIREMENT		\$ 668.00
913	CW/059	CHARLES VANGILDER		\$ 144.35
113	IMP/249	MILLERS SUPPLIES AT WORK		\$ 19,001.20
TOTAL				\$ 20,968.16

Motion by Mr. Stolipher to approve the Manual Checks for June 4, 2021 in the amount of \$20,968.16. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Stolipher to approve the Payroll for May 27, 2021 in the amount of \$260,834.50. Motion seconded and unanimously approved.

PRESENTATIONS

1. Angie Banks, Assessor – requested Commission signatures on the Certificate of Oaths for the Real Estate & Personal Property Books

2. Michelle Gordon, Finance Director and Stephanie Grove, County Administrator
 - a. Review and Approval of the Hartford Short Term Disability Proposal Options for FY022
 - b. Review and Approval of the Hartford Long Term Disability Proposal Options for FY022
 - 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
 - **Motion by Ms. Jackson to table discussion/action on the items concerning short and long term disability, donated leave and Health and Welfare Benefits policies until further notice. Motion seconded and unanimously approved.**

3. Roger Goodwin, Chief County Engineer - requested approval to fill the position of Office Clerk in the Department of Engineering, Planning & Zoning
 - **Motion by Ms. Tabb to approve filling the vacant position of Office Clerk in the Department of Engineering, Planning, and Zoning at a salary of \$35,000 per year. Motion seconded and unanimously approved.**

4. Nathan Cochran, Assistant Prosecuting Attorney
 1. 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 - Discussion/Action
 2. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters, including Jefferson County Civil Action No.'s 2021-C-33 through 37 and Jefferson County Civil Action No.'s 2021-C-46 through 50 - Discussion/Action
 3. Discussion of issues regarding impact fees and proffers - Discussion/Action
 4. Discussion of WV Supreme Court of Appeals No. 21-0229 (appeal from Jefferson County Circuit Court Civil Action No. 19-P-69) - Discussion/Action
 5. Discussion of WV Human Rights Commission Docket No. EREP-49-21 - Discussion/Action
 - **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice regarding items four and five. Motion seconded and unanimously approved.**

 - **Motion by Mr. Stolipher to come out of Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

6. Request that the Commission direct the Maintenance Director prepare a RFP and purchase all Capital Outlay Fund vehicles and equipment beginning FY22 - Discussion/Action (SS)
 - **Motion by Ms. Tabb to request the Maintenance Director, with the assistance of the Finance Director, prepare a Request for Proposals (RFP) for the purchase of Capital Outlay vehicles beginning with FY2022. Motion seconded and unanimously approved.**
7. Public Hearing

Zoning Map Amendment (rezoning) for the property designated as Tax District Middleway (07); Tax Map: 3; Parcels: 29 and 35. The property consists of two vacant parcels located east of Route 480 (Kearneysville Pike) and one mile north of the Route 9 interchange. The property owner/applicant is Mark Ralston, Jefferson Orchards Inc. The combined parcel size is approximately 238.9 acres (based on survey). The Property is currently zoned Rural and a petition has been made to the County Commission by the property owner to change the zoning classification of 43.7 acres of the property from Rural to Light Industrial and 195.2 acres from Rural to Residential Growth (Planning Commission File #21-2-Z)

President Stolipher began the public hearing at 1:32 pm, which opened with a presentation from Mark Dyck of Gordon Associates, representing Mr. Ralston, the property owner requesting the amendment. Ms. Brockman then provided information to the Commission and the audience concerning the staff report and memorandum regarding the rezoning request. Mr. Dyck then countered Ms. Brockman's comments, and President Stolipher opened the floor for public comment. Comments were received by the following: Christine Wimer, Christine Marshall, Maura Ross, Ruth Hatcher, Stacy Tabb, Annette Van Hilst, Ilsa Gregg, Sarah Adams, Jack Eggleston, Lynn Delles, and Timothy Ross. There being no further comment, President Stolipher closed the floor for public comment

- **Motion by Mr. Stolipher to approve the Zoning Map Amendment rezoning request for the applicant File No. #21-2-Z for property designated as Tax District Middleway (07); Tax Map: 3; Parcels 29 and 35 to change the zoning classification of 43.7 acres of the property from Rural to Light Industrial and 195.2 acres from Rural to Residential Growth; as the Commission finds the advice of the Planning Commission, pursuant to WV Code 8a-7-9c, that there have been major changes of economic, physical, and social nature with the area involved in the rezoning request which were not anticipated when the Comprehensive Plan was adopted, and those changes have subsequently altered the basic characteristics of the area; among the changes are roads, sewer, gas, and the zoning of the City of Ranson and Rockwool. Motion seconded and passes on a vote of four to one, with Commissioner Tabb opposing.**

PUBLIC COMMENT

Public comment was made by the following: Christine Wimer, Christine Marshall, and Ruth Hatcher.

There being no further business, a motion by Mr. Stolipher was made to adjourn at 3:04 pm. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant

