

Minutes

Jefferson County Commission

Thursday, June 17, 2021

A meeting of the Jefferson County Commission was held on Thursday, April 15, 2021 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar. Present were, Steve Stolipher, President, Tricia Jackson, Vice President, Clare Ath, Caleb Hudson, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator, and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, June 17, 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 June 3, 2021 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
84804		ADAM WARD		105.50
84805		ALEXANDRA BEAULIEU		59.48
84806		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		3,039.68
84807		AMERIFLEX		128.00
84808		ANGELA L BANKS		105.00
84809		AT&T		81.75
84810		BEST BEST & KRIEGER LLP		50.00
84811		BOLAND TRANE SERVICES INC		1,931.00
84812		BUREAU OF CHILD SUPPORT		502.16

84845		SOFTWARE SYSTEMS INC		\$ 143.00
84846		TEK ADVISORS LLC		\$ 4,200.00
84847		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 15,806.68
84848		XEROX CORPORATION		\$ 126.42
84849	GS/004	JEFFERSON CO COMMISSION-004		\$ 10,638.08
AMOUNT				73,326.37

Motion by Mr. Stolipher to approve the Accounts Payable for June 17, 2021 in the amount of \$73,326.37. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
528	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 1,800.00
529	CS/2	JEFF CO COUNCIL ON AGING		\$ 1,054.00
740	HD/8	ATTENTI		\$ 2,480.00
741	HD/8	ENVIVO HEALTH LLC		\$ 456.00
742	HD/8	FIFTH THIRD BANK		\$ 114.06
338	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 103,891.25
891	AV/56	FIFTH THIRD BANK		\$ 1,008.87
892	AV/56	JUSTTECH		\$ 160.06
893	AV/56	SEGRA		\$ 616.00
TOTAL				111,580.24

Motion by Mr. Stolipher to approve the Manual Checks for June 11, 2021 in the amount of \$111,580.24. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
743	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,340.17
1285	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 381,024.60
1286	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 10,212.32
1287	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 30,287.13
1288	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 3,277.16

AMOUNT				426,141.38
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Motion by Mr. Stolipher to approve the Manual Checks for June 18, 2021 in the amount of \$426,141.38 Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Stolipher to approve the Payroll for June 10, 2021 in the amount of \$273,545.30. Motion seconded and unanimously approved.

PRESENTATIONS

1. Nikki Painter, Chief Deputy Clerk, Clerk of the County Commission – requested the approval of the Depository Bonds for Fiscal Year 2021-2022
 - **Motion by Mr. Stolipher to approve the increase in Depository Bonds for fiscal year 2021-2022 for the Bank of Charles Town, Jefferson Security Bank Branch Banking & Trust with the others to remain the same, as presented by Ms. Painter. Motion seconded and unanimously approved.**

2. Michelle Gordon, Finance Director
 - a. FY21 COVID19 Emergency Financial Policy
 - **Motion by Ms. Jackson to discontinue the COVID19 Emergency Financial Policy Defferals as of July 1, 2021. Motion seconded and unanimously approved.**

 - b. American Rescue Plan Act Public Sector Revenue Loss Replacement Transfer
 - **Motion by Mr. Stolipher to approve the revenue loss projections as presented and to transfer ARP funds in the amount of \$1,534,634.42 from the American Rescue Plan Act fund to the General County Fund for public sector revenue loss replacement. Motion seconded and unanimously approved.**

3. Steve Holz and Benjamin Williams, Jefferson County Sheriff's Office – requested a discussion on a DSA member's payroll concern and request.
 - **Motion by Mr. Stolipher to allow Deputy Chandler to use some of his earned leave to reimburse Jefferson County a portion of the hours owed and the remaining hours owed will be withheld from his paychecks at 8 hours per paycheck until he fully reimburses his hours owed. Motion seconded and unanimously approved.**
4. Public Hearing and Decision – Amendment to Section 2(B)(2) of the Jefferson County Impact Fee Procedures Ordinance to provide an exemption when structures that existed prior to the adoption of impact fees when requesting a change in use from commercial to residential.
 - Mr. Cochran and Mr. Goodwin discussed the origin and reason for the proposed amendment, and Mr. Stolipher then opened the floor for public comment; however, no comment was received.
 - **Motion by Mr. Stolipher to amend Section 2(B)(2) of the Jefferson County Impact Fee Procedures Ordinance to provide an exemption for commercial structures that existed in 2004, when such commercial structures file and building permit requesting a change in use from commercial to residential, effective June 18, 2021. Motion seconded and unanimously approved.**
5. Kelly Franklin, Director, Jefferson Day Report Center – requested approval of the FY2022 West Virginia Community Corrections Grant Program application.
 - **Motion by Mr. Stolipher to approve the FY22 WV Community Corrections Grant Program application and authorize the President of the Commission to affix his signature to the associated documents. Motion seconded and unanimously approved.**
6. PUBLIC COMMENT – no public comment was received during this meeting.
7. Roger Goodwin, Chief County Engineer and Nathan Cochran, Assistant Prosecuting Attorney – Adoption of Ordinance & Order memorializing the adoption of the amended Stormwater Management Ordinance on October 1, 2020 and establishing an effective date of July 1, 2021.

- **Motion by Mr. Stolipher to adopt the “Ordinance and Order” establishing the effective date of July 1, 2021, for the Stormwater Management Ordinance amendments adopted by the County Commission on October 1, 2020. Motion seconded and unanimously approved.**

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, including Jefferson County Civil Action No.’s 2021-C-33 through 37 and Jefferson County Civil Action No.’s 2021-C-46 through 50
- c. Discussion of issues regarding impact fees and proffers
- d. Discussion of Intergovernmental Agreement between the Jefferson County Commission, The Jefferson County Sheriff’s Department, and the Corporation of Bolivar for Public Safety Services; and Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff’s Department, and the Corporation of Bolivar for Tax Collection Services.

- **Motion by Mr. Stolipher to approve the Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff’s Department and the Corporation of Bolivar for Tax Collection Services, as presented. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Presentation by David Deamer on Broadband Study and Fixed point wireless options
- Discussion of Ambulance Fee Collector position and possible change in point of collection for ambulance fee
- Transfer of ambulance fee collector position to administrative assistant and approval of amended job description

- **Motion by Ms. Jackson to permit Commission staff to hire temporary help in lieu of a permanent rehire at this time to assist with the mailing of the 2021 ambulance fee bills. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to transfer the collection of the ambulance fee from the Commission office to the Sheriff's tax office. Motion seconded and unanimously approved.**
9. The Commission adjourned at 8:47 p.m. on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant