

Minutes

Jefferson County Commission

Thursday, July 1, 2021

A meeting of the Jefferson County Commission was held on Thursday, July 1, 2021 during the third quarterly session at 9:30 a.m. The meeting was held via GoToWebinar. Present were Commissioners Steve Stolipher, President, Tricia Jackson, 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, July 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 June 17, 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 July 1, 2021 in the amount of \$5,070.00 to include Requisition No. 22004. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84851	AHA-ARTS & HUMANITIES ALLIANCE	\$ 8,332.80
84852	AMANDA MASTERS	\$ 78.96
84853	APRIL BLAKER	\$ 41.44

84854	BAKERTON VOLUNTEER FIRE DEPARTMENT	\$	968.64
84855	BUREAU OF CHILD SUPPORT	\$	502.16
84856	CENTRAL ELEVATOR INSPECTION SERVICES LLC	\$	920.00
84857	CITY OF CHARLES TOWN	\$	4,320.00
84858	COMPTROLLER OF MARYLAND	\$	1,759.07
84859	CRYSTAL SPRING	\$	1,091.21
84860	DR. ROBERT E JONES III	\$	1,000.00
84861	EFTPS IRS TAXES	\$	93,511.98
84862	EMILY MORROW	\$	90.16
84863	EMPOWER RETIREMENT	\$	5,415.64
84864	FRANKLIN & PROKOPIK P.C.	\$	517.50
84865	GUTTMAN OIL CO	\$	4,364.75
84866	J.C. EHRLICH	\$	759.00
84867	JACQUELINE SHADLE	\$	85.08
84868	JAMIE WOLFE	\$	60.22
84869	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$	12,338.80
84870	JEFFERSON COUNTY SOLID WASTE AUTHORITY	\$	27.65
84871	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$	208,320.07
84872	JEFF CO PARKS & RECREATION COMMISSION	\$	187,648.47
84873	JEFFERSON SECURITY BANK	\$	4,409.00
84874	JOSEPH MURPHY	\$	416.07
84875	KAREN OLDEN	\$	1,096.81
84876	KONE BROOKLYN	\$	360.07
84877	MAZZITTI & SULLIVAN EAP	\$	936.00
84878	MIDDLEWAY FIRE COMPANY	\$	50,478.00
84879	NICOLE NOBREGA	\$	99.13
84880	NATIONWIDE RETIREMENT SOLUTIONS	\$	834.00
84881	RICE TIRES CO	\$	1,016.82
84882	RONALD FLETCHER	\$	3,502.97
84883	RUSSELL BURGESS	\$	543.51
84884	SOFTWARE SYSTEMS INC	\$	1,378.80
84885	SPIRIT OF JEFFERSON	\$	35.10
84886	STATE TAX DEPARTMENT	\$	822.21
84887	THE JOURNAL	\$	26.91
84888	V.E. MAUCK PLUMBING SPPLY	\$	20.00
84889	VA DEPT OF TAXATION	\$	1,076.70
84890	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$	16,695.97
84891	WV DIVISION OF LABOR	\$	180.00
84892	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$	44,490.55
84893	WV STATE AUDITOR	\$	2,472.00

84894		WV STATE TAX DEPARTMENT		\$ 33,094.72
84895		WV ASSOCIATION OF COUNTIES		\$ 235.00
84896		WVPAA-WV PROSECUTING ATTORNEYS ASSOCIATION		\$ 200.00
84897		JEFFERSON CO DAY REPORT		\$ 41,834.50
84898		JEFFERSON CO ESA		\$ 233,973.00
TOTAL				\$ 972,381.44

Motion by Mr. Stolipher to approve the Accounts Payable for June 24, 2021 in the amount of \$972,381.44. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
84899		OLD CHARLES TOWN LIBRARY		1,500.00
84900		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		337.75
84901		WV ASSOCIATION OF COUNTIES		6,500.00
TOTAL				8,337.75

Motion by Mr. Stolipher to approve the Accounts Payable for July 1, 2021 in the amount of \$8,337.75. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
347	MC/5	SHERIFF OF JEFFERSON CO		\$ 33,600.13
744	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,633.36
100	AR/207	SHERIFF OF JEFFERSON CO		\$ 1,534,634.42
894	AV/56	SHERIFF OF JEFFERSON CO		\$ 509,124.22
302	DK/O3	SHERIFF OF JEFFERSON CO		\$ 26,913.17
303	DK/O3	SHERIFF OF JEFFERSON CO		\$ 19.76
220	VF/O63	SHERIFF OF JEFFERSON CO		\$ 485.44
TOTAL				\$ 2,106,410.50

Motion by Mr. Stolipher to approve the Manual Checks for June 25, 2021 in the amount of \$. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Stolipher to approve the Payroll for June 24, 2021 in the amount of \$260,690.08. Motion seconded and unanimously approved.

PRESENTATIONS

1. Angela Banks, Assessor – requested approval of the following exoneration:

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
KLC Transport c/o Cheryl Aiello	PP	HF	308149	\$682.80

- **Motion by Mr. Stolipher to approve the exoneration of Ticket No. 308149 as presented by the Assessor. Motion seconded and unanimously approved.**
2. Matthew Harvey, Prosecuting Attorney – requested a discussion on staffing needs and requested approval to hire a new employee.
 - **Motion by Mr. Stolipher to hire Jamie Branchum as an Assistant Prosecuting Attorney within the Prosecuting Attorney’s Office at a salary of \$67,500.00 annually, beginning July 26, 2021. Motion seconded and unanimously approved.**
 3. Dennis Jarvis, Director, Jefferson County Development Authority – requested approval to advertise for vacant Project Manager Position.
 - **Motion by Mr. Stolipher to permit Mr. Jarvis to advertise for the program manager position within the Jefferson County Development Authority Office. Motion seconded and**
 4. Lynn Fields, Probate Office – requested approval of the 2nd quarterly review.

- **Motion by Ms. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to approve the estates opened since last quarter and close all estates that have met the requirements of the Probate Office. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to adjourn as a Fiduciary Review Board and reconvene as a County Commission. Motion seconded and unanimously approved.**

5. Interviews and Appointments

- a. Jefferson County Board of Health – one unexpired term ending June 30, 2025 and one five-year term ending June 30, 2026.
 - Commissioner Ath offered her nomination to Karen Bailey-Chapman (unanimous vote)
 - Commissioner Jackson offered her nomination to Elliot Simon. (Commissioners Ath, Hudson, Jackson, Stolipher)
 - Commissioner Tabb offered her nomination to Jerry Franklin. (Commissioner Tabb)
 - **After receiving the majority vote, Karen Bailey Chapman was appointed to the Jefferson County Board of Health for a five-year term ending June 30, 2026 and Elliot Simon was appointed to an unexpired term ending June 30, 2025.**
- b. Jefferson County Emergency Services Agency – two three-year Citizen Representative Terms ending June 30, 2024
 - **Motion by Ms. Jackson to appoint Jacob Harris and reappoint Anthony Troxel to the Jefferson County Emergency Services Agency Board, each for a three-year term as Citizen Representative, ending June 30, 2024. Motion seconded and unanimously approved.**

- c. Jefferson County Parks and Recreation – one unexpired term ending June 30, 2022; one unexpired term ending June 30, 2023, and three three-year terms ending June 30, 2024.
 - **Motion by Mr. Stolipher to reappoint Toni Milbourne and appoint Susan Benzinger and Giordana Baker to the Jefferson County Parks and Recreation Commission, each for a term of three years, ending June 30, 2024. Motion seconded and unanimously approved.**
- d. South Jefferson Library Committee – one five-year term ending June 30, 2026
 - **Motion by Mr. Stolipher to reappoint Geoff Koch to the South Jefferson Library Committee for one five-year term ending June 20, 2026. Motion seconded and unanimously approved.**
6. Roger Goodwin, Chief County Engineer – requested the approval of a complete construction bond release for Shenandoah Valley Holdings, LLC, Devil’s Due Distillery, Burr Business Park Lot 32 (File #20-2-SP)
 - **Motion by Mr. Stolipher to authorize a complete release of the remaining \$86,036.00 from the construction bond for Shenandoah Valley Holdings, LLC – Devil’s Due Distillery, Burr Business Park Lot 32 (File #20-2-SP). Motion seconded and unanimously approved.**
7. Jeffrey A. Polczynski, ENP, Director of Communications – requested approval of promotion to Supervising Public Safety Dispatcher
 - **Motion by Ms. Jackson to approve the promotional appointment of Mr. Richard Hahn, Jr. from Public Safety Dispatcher to Supervising Public Safety Dispatcher; approving the wage increase greater than 10% by policy at the Grade/Step of the Supervising Public Safety Dispatcher within the Emergency Communications Center beginning at \$52,867.57. Motion seconded and unanimously approved.**
8. Public Comment – no public comment was provided during this meeting.

9. Nathan Cochran, Assistant Prosecuting Attorney

1. Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Services Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
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.
3. Discussion of Jefferson County Circuit Court Civil Action No. 2020-C-20
 - **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice regarding the items listed. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to come out of Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Discussion of ARPA Stipend and FY22 merit increases & Cost of Living Adjustments (COLA)

- **Motion by Ms. Tabb to implement FY22 merit increase and COLA for County employees as presented by Ms. Gordon. Motion dies for lack of a second.**
 - It was the consensus of the Commission to revisit the topic of FY22 merit increases and COLAs in six months once the Finance Director had additional information regarding revenue projections for the County.

11. Discussion of LEEDA Grant Application and funding sources for a County Aquatic Center

- **Motion by Mr. Stolipher to earmark up to \$12,500 matching funds for the LEEDA Grant from the Coal Severance Fund to assist with a study on the development of a county waterpark. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Discussion of County Complex Project
 - **Motion by Ms. Jackson to allow staff to move forward with researching locations for a potential County Complex. Motion seconded and unanimously approved.**
12. The Commission adjourned at 11:40 a.m. on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant