

Minutes

Jefferson County Commission

Thursday, July 15, 2021

A meeting of the Jefferson County Commission was held on Thursday, July 15, 2021 during the third 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, July 15, 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 23, 2021 Special Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the July 1, 2021 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84903	ADAM WARD	243.60
84904	AHA-ARTS & HUMANITIES ALLIANCE	1,022.08
84905	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,833.52
84906	APRIL BLAKER	192.20
84907	BERKELEY CO SHERIFF'S OFFICE	2,062.03
84908	BOLAND TRANE SERVICES INC	1,931.00

84909		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY		20,625.00
84910		BUREAU OF CHILD SUPPORT		502.16
84911		CAPITAL ELECTRIC		655.48
84912		COLONIAL LIFE		95.68
84913		DAVID BOOBER		280.54
84914		DELTA DENTAL OF WV		2,899.76
84915		DODSON SEPTIC SERVICE LLC		265.00
84916		DOUGLAS H FLETCHER		3,502.97
84917		EFTPS IRS TAXES		91,251.49
84918		EMPOWER RETIREMENT		5,768.99
84919		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY		15,000.00
84920		ERIC SMITH		1,170.00
84921		ESI ELECTRONIC SYSTEMS INC		821.04
84922		ESTATE OF CHRISTINE MILLER		1,412.98
84923		FIDELITY POWER SYSTEMS		2,552.50
84924		GUTTMAN OIL CO		4,133.98
84925		HIGHMARK WV		197,055.89
84926		JASON MICKEY		88.28
84927		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		1,513.45
84928		JEFFERSON CO EMERGENCY SERVICES AGENCY		754,784.50
84929		JEFFERSON CO CONVENTION AND VISITORS BUREAU		25,552.02
84930		JEFF CO PARKS & RECREATION COMMISSION		87,711.49
84931		JEFFERSON DAY REPORT CENTER		37,502.50
84932		JEFFERSON SECURITY BANK		4,379.00
84933		KONE BROOKLYN		905.61
84934		LAURA STORM		258.72
84935		MARGARET GAINEY		333.65
84936		MATTHEW BENDER		99.08
84937		MICHAEL MONAGHAN		300.00
84938		MILLENIUM INSURANCE GROUP		900.00
84939		MILLERS SUPPLIES AT WORK		83.15
84940		NATIONAL VISION ADMIN.		1,696.40
84941		NATIONWIDE RETIREMENT SOLUTIONS		834.00
84942		OLD CHARLES TOWN LIBRARY		20,625.00
84943		PATRIOT FIRE AND SECURITY LLC		400.00
84944		POTOMAC EDISON		22,270.04
84945		R.E. MICHEL CO. LLC		274.55
84946		RANDALL DOANE		3,250.00
84947		RANSON POLICE DEPT		513.56
84948		RONALD GARZA		300.00

84949		SHENTEL		1,807.00
84950		SHEPHERDSTOWN PUB LIBRARY		20,625.00
84951		SHERIFF OF JEFFERSON COUNTY		131.09
84952		SOUTH JEFFERSON PUBLIC LIBRARY		20,625.00
84953		STATE TAX DEPARTMENT		822.23
84954		STORAGE NETWORKS		3,875.00
84955		TAMMY MOBLEY		5,256.72
84956		THE HARTFORD		2,336.80
84957		THE HARTFORD		3,565.38
84958		MOOREFIELD POLICE DEPARTMENT		350.64
84959		TRICIA JACKSON		98.00
84960		US POSTAL SERVICE		20,000.00
84961		WV DEPUTY SHERIFF RETIREMENT SYSTEM		16,457.62
84962		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		44,477.21
84963		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		166.49
84964		WV STATE BAR		2,250.00
84965		XEROX CORPORATION		2,357.85
TOTAL				1,466,054.92

Motion by Mr. Stolipher to approve the Accounts Payable for July 8, 2021 in the amount of \$1,466,054.92. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
84966		ALICE N PAINTER		69.25
84967		AMANDA JOHNSON		105.84
84968		AMERIFLEX		128.00
84969		APRIL BLAKER		155.68
84970		BAKERTON VOLUNTEER FIRE DEPARTMENT		60,976.69
84971		BENJAMIN S WILLIAMS		287.90
84972		BEST BEST & KRIEGER LLP		226.50
84973		BOLAND TRANE SERVICES INC		32,157.60
84974		CCAWV-COUNTY COMMISSION ASSOCIATION OF WV		3,900.00
84975		DOUGLAS PITTINGER		16.58
84976		EMILY MORROW		68.88
84977		FIFTH THIRD BANK		1,218.53
84978		FIFTH THIRD BANK		93,248.72
84979		GUTTMAN OIL CO		2,043.51
84980		J.C. EHRlich		759.00

84981	JACQUELINE SHADLE	69.25
84982	MILLERS SUPPLIES AT WORK	105.04
84983	ROBERT L PETERSON SR	5.97
84984	RONALD DANTZIC	59.52
84985	RYAN SNYDER	154.56
84986	SHAUN PACETTI	69.25
84987	SOFTWARE SYSTEMS INC	1,149.00
84988	TEK ADVISORS LLC	4,200.00
84989	VERIZON WIRELESS SERVICES LLC	50.00
84990	WV REGIONAL JAIL & CORRECTION FACILITY AUTH	45,837.50
84991	WVU WEST VIRGINIA UNIVERSITY	3,700.00
84992	XEROX CORPORATION	1,049.09
TOTAL		251,811.86

Motion by Mr. Stolipher to approve the Accounts Payable for July 15, 2021 in the amount of \$251,811.86. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
				\$
530	CS/2	EASTRIDGE HEALTH SYSTEM		3,400.00
				\$
531	CS/2	JEFF CO COMMUNITY MINISTRIES		5,000.00
				\$
745	HD/8	ENVIVO HEALTH LLC		112.00
				\$
746	HD/8	SHERIFF OF JEFFERSON CO		1,655.88
				\$
895	AV/56	PRINT-O-STAT		190.00
				\$
896	AV/56	WV ASSOC. OF COUNTIES		235.00
				\$
914	CW/059	TROPHIES R US INC.		89.95
TOTAL				10,682.83

Motion by Mr. Stolipher to approve the Manual Checks for July 9, 2021 in the amount of \$10,682.83. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
747	HD/8	FIFTH THIRD BANK		\$ 114.06
897	AV/56	ESRI		\$ 18,500.00
898	AV/56	FIFTH THIRD BANK		\$ 1,065.63
899	AV/56	SEGRA		\$ 616.00
339	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 172,649.19
1289	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 200,439.70
1290	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 5,892.42
1291	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 16,092.64
1292	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 1,741.81
TOTAL				417,111.45

Motion by Mr. Stolipher to approve the Manual Checks for July 15, 2021 in the amount of \$417,111.45. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Stolipher to approve the Payroll for July 8, 2021 in the amount of \$256,201.48. Motion seconded and unanimously approved.

PRESENTATIONS

1. Laura Storm, Circuit Clerk – requested approval to fill a part-time position in the Circuit Clerk’s Office.
 - **Motion by Ms. Jackson to approve the hire of Sandra Aponick as a part-time employee in the Circuit Clerk’s Office at \$17.00/hr, effective July 19, 2021. Motion seconded and unanimously approved.**

2. Nancy Strine, CDBG & HOME Administrator, City of Martinsburg – requested the approval of the Resolution for Jefferson County, WV authorizing participation in the Eastern Panhandle HOME Consortium of WV and approval of the Cooperative Agreement
 - **Motion by Mr. Stolipher to approve the Resolution for Jefferson County, WV authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 1, 2021 to June 30, 2024 to cover Fiscal Years 2022-2024. Motion seconded and unanimously approved.**

- **Motion by Ms. Tabb to approve the “Housing Consortium Cooperative Agreement by and Between the City of Martinsburg and the Counties of Berkeley, Jefferson, and Morgan, West Virginia for the period of July 1, 2021 to June 30, 2024. Motion seconded and unanimously approved.**

- 3. Interview and Appointment to the Harpers Ferry-Bolivar Public Service District Board – one six year term ending June 30, 2027.
 - **Motion by Mr. Stolipher to reappoint David Simmons to the Harpers Ferry-Bolivar Public Service District Board for a six-year term ending June 30, 2027. Motion seconded and unanimously approved.**

- 4. Roger Goodwin, Chief County Engineer – requested the approval of employment offer to fill the position of Office Clerk in the Department of Engineering, Planning, and Zoning.
 - **Motion by Mr. Stolipher to approve the offer of employment, at \$35,000.00 per year, to fill the position of Office Clerk in the Department of Planning, Zoning, and Engineering, effective date to be determined. Motion seconded and unanimously approved.**

- 5. Elizabeth Wheeler, Director, Jefferson County Farmland Protection Board – requested the approval of the purchase of one Agricultural Conservation Easement.
 - **Motion by Ms. Tabb to approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program one conservation easement on the property in Jefferson County owned by William N. Snyder and Mary S. Snyder (Property KD01). Motion seconded and unanimously approved.**

- 6. Stephen S. Allen, Director, Jefferson County Homeland Security and Emergency Management – requested the consideration of changing the requirement for employees in the Office of Homeland Security and Emergency Management from residing in Jefferson County or an adjoining county to living within 50 travel miles of the office.
 - **Motion by Ms. Jackson to approve the changing of the job descriptions for the employees of the Jefferson County Homeland Security and Emergency Management from “must reside in Jefferson County or an adjoining county” to “must reside within 50 travel miles of Jefferson County OSEM Office. Motion seconded and unanimously approved.**

7. Public Hearing – Consideration of Draft and Revised Impact Fee Report

Mr. Stolipher opened the public hearing at 7:10 pm and stated the purpose of the public hearing was to receive public comment regarding the draft of the revised impact fee recalculation report from Tischler Bise.

Public comment was provided by the following: David Lutman, Lynch Christian, and Stacy Tabb.

Upon the completion of public comment, Mr. Stolipher stated the Commission was still waiting on the final edition of the Impact Fee Report and would not be voting on the matter that evening; however, a decision would be made during the August 5, 2021 regularly scheduled County Commission meeting.

8. PUBLIC COMMENT

Public comment was provided by the following: Chris Rife and Josh Nimetz.

9. 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 Jefferson County Circuit Court Civil Action No. 2021-P-125
- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice regarding items b and c as listed above. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to come out of Executive Session and resume regular session. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Discuss opening the County Commission meetings to the public (SS)

- **Motion by Mr. Stolipher to allow up to five in-person attendees for the regularly scheduled County Commission meetings, with the stipulation that those wishing to attend must pre-register with staff by a deadline to be determined by staff. Motion seconded and unanimously approved.**

11. Appoint a County Commissioner as a Liaison to the Telamon Community Board

- **Motion by Mr. Stolipher to appoint Commissioner Tricia Jackson as the Jefferson County Liaison to the Telamon Community Board. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

○ Approve Professional Services Agreement with the West Virginia Development Office for land use review of Hilltop Tourism Development District.

- **Motion by Mr. Stolipher to approve the agreement for Professional Services with the West Virginia Development Office to review the land use of the Hilltop Tourism Development District, and allow the Engineering Office to review the application, with fees not to exceed \$100,000.00. Motion seconded and unanimously approved.**

○ County Complex Project

○ Discuss creation of “Director of Emergency Services” position

- **Motion by Mr. Stolipher to authorize Ms. Grove to create a job title and description for a potential “Director of Emergency Services” position. Motion seconded and unanimously approved.**

12. The Commission adjourned at 8:19 p.m. on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant