

Minutes

Jefferson County Commission

Thursday, August 5, 2021

A meeting of the Jefferson County Commission was held on Thursday, August 5, 2021 during the second quarterly session at 9:30 a.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, August 5, 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 July 15, 2021 Regular Meeting Minutes as presented/with noted correction. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the July 28, 2021 Special Session Minutes as presented/with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the August 5, 2021 requisitions in the total of \$206,838.76. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
84994	AHA-ARTS & HUMANITIES ALLIANCE	\$ 672.74
84995	AT&T	\$ 255.73
84996	BENJAMIN S WILLIAMS	\$ 44.20
84997	BUREAU OF CHILD SUPPORT	\$ 561.24
84998	COMPILED TECHNOLOGIES LLC	\$ 2,500.00
84999	COMPTROLLER OF MARYLAND	\$ 2,071.51
85000	CYNTHIA REZMER	\$ 3,250.00
85001	EFTPS IRS TAXES	\$ 94,525.84
85002	EMPOWER RETIREMENT	\$ 5,759.96
85003	ESTATE OF CHRISTINE MILLER	\$ 3,286.38
85004	FIDELITY POWER SYSTEMS	\$ 1,089.00
85005	FRANKLIN & PROKOPIK P.C.	\$ 967.50
85006	FUTURITY IT INC	\$ 1,000.00
85007	GLEN KILMER	\$ 900.80
85008	GLOBAL SCIENCE & TECHNOLOGY INC.	\$ 1,625.00
85009	GUTTMAN OIL CO	\$ 5,840.87
85010	IPC TECHNOLOGIES INC.	\$ 2,850.00
85011	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 996.16
85012	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 16,818.59
85013	JEFFERSON COUNTY DEVELOPMENT AUTHORITY	\$ 26,500.00
85014	JEFF CO PARKS & RECREATION COMMISSION	\$ 15,149.68
85015	JEFFERSON SECURITY BANK	\$ 4,379.00
85016	JUSTTECH LLC	\$ 82.65
85017	KONE BROOKLYN	\$ 1,809.75
85018	MOUNTAINEER PSYCHOLOGICAL SERVICES	\$ 2,100.00
85019	NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
85020	POTOMAC EDISON	\$ 2,454.79
85021	SHENTEL	\$ 1,807.00
85022	SOFTWARE SYSTEMS INC	\$ 27.00
85023	SPIRIT OF JEFFERSON	\$ 374.88
85024	STATE TAX DEPARTMENT	\$ 822.23
85025	THE JOURNAL	\$ 38.27
85026	WILLIAM F. ROHRBAUGH	\$ 35,824.30
85027	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 17,284.93
85028	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 43,925.39
85029	WV STATE TAX DEPARTMENT	\$ 42,918.80
85030	XEROX CORPORATION	\$ 203.87

85031		XEROX FINANCIAL SERVICES		\$ 249.81
85032	GS/004	JEFFERSON CO GENERAL SCHOOL		\$ 12,780.35
85033	AM/053	CENTRAL ATLANTIC LEGAL		\$ 912.00
85034	SG/010	JEFFERSON DAY REPORT CENTER		\$ 2,009.90
85035	FG/090	SHERIFF OF JEFFERSON CO		\$ 4,266.66
85036	BS/011	SHERIFF OF JEFFERSON CO		\$ 10,201.11
TOTAL				\$ 371,971.89

Motion by Mr. Stolipher to approve the Accounts Payable for July 22, 2021 in the amount of \$371,971.89 Motion seconded and unanimously approved.

CHECK#	VENDOR NAME	AMOUNT
85037	ALBERT HOCKMAN	\$ 926.85
85038	CITY OF CHARLES TOWN	\$ 84.00
85039	DR. ROBERT E JONES III	\$ 1,000.00
85040	EASTERN PANHANDLE REGIONAL PLANNING & DEVELOPMENT	\$ 10,179.00
85041	EASTERN PANHANDLE REGIONAL PLANNING & DEVELOPMENT	\$ 19,794.26
85042	GUTTMAN OIL CO	\$ 7,641.16
85043	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 2,954.28
85044	JOSEPH MURPHY	\$ 113.67
85045	MICHAEL MONAGHAN	\$ 2,900.77
85046	MILLERS SUPPLIES AT WORK	\$ 62.87
85047	RCS SECURITY	\$ 35,371.76
85048	RETIREE HEALTH BENEFIT TRUST	\$ 6,997.00
85049	SPIRIT OF JEFFERSON	\$ 117.12
85050	TOWN OF BOLIVAR	\$ 2,954.29
85051	WV STATE TAX DEPARTMENT	\$ 32,755.56
85052	WV STATE TAX DEPARTMENT	\$ 10,163.24
85053	XEROX FINANCIAL SERVICES	\$ 249.81
TOTAL		134,265.64

Motion by Mr. Stolipher to approve the Accounts Payable for July 29, 2021 in the amount of \$134,265.64. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
85055		84 LUMBER		\$ 10.38
85056		BERKELEY GLASS INC		\$ 70.00
85057		BOLAND TRANE SERVICES INC		\$ 1,931.00
85058		BUREAU OF CHILD SUPPORT		\$ 561.24
85059		DEBRA A YOUNG		\$ 123.06
85060		DODSON SEPTIC SERVICE LLC		\$ 285.00
85061		EFTPS IRS TAXES		\$ 90,025.50
85062		EMPOWER RETIREMENT		\$ 5,749.02
85063		FEDEX		\$ 140.55
85064		GUTTMAN OIL CO		\$ 7,182.80
85065		J.C. EHRlich		\$ 759.00
85066		JACQUELINE SHADLE		\$ 219.52
85067		JEFFERSON SECURITY BANK		\$ 4,379.00
85068		JOYCE A. JOHNS		\$ 4,200.00
85069		LANGUAGE LINE SERVICES		\$ 155.57
85070		MILLERS SUPPLIES AT WORK		\$ 60.48
85071		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
85072		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
85073		RICE TIRES CO		\$ 244.52
85074		RODGERS CLOCK SERVICE		\$ 275.00
85075		STATE TAX DEPARTMENT		\$ 822.22
85076		TEK ADVISORS LLC		\$ 4,200.00
85077		VITAL SIGNS		\$ 400.00
85078		WHOLESALE TIRES INC.		\$ 176.36
85079		WV ASSOCIATION OF COUNTY CLERKS		\$ 650.00
85080		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 15,615.28
85081		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 43,248.15
85082		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49
85083		XEROX CORPORATION		\$ 3,264.33
85084	FG/O09	SHERIFF OF JEFFERSON CO		\$ 4,270.48
85085	BS/O11	SHERIFF OF JEFFERSON CO		\$ 8,994.40
85086	AMB/O53	AXION		\$ 743.60
TOTAL				\$ 201,256.95

Motion by Mr. Stolipher to approve the Accounts Payable for August 5, 2021 in the amount of \$201,256.95. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
748	HD/8	ATTENTI		\$ 2,796.80
749	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,643.18
436	SF/073	AXON		\$ 1,867.55
900	AV/56	GLOBAL SCIENCE & TECH		\$ 4,022.35
901	AV/56	JUSTTECH		\$ 159.70
902	AV/56	MILLERS SUPPLIES AT WORK		\$ 8.92
903	AV/56	MR. PRINT		\$ 1,990.09
904	AV/56	PRINT-O-STAT		\$ 190.00
TOTAL				\$ 12,678.59

Motion by Mr. Stolipher to approve the Manual Checks for July 23, 2021 in the amount of \$12,678.59. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
532	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 1,800.00
905	AV/56	SEGRA		\$ 7,500.00
TOTAL				\$ 9,300.00

Motion by Mr. Stolipher to approve the Manual Checks for July 30, 2021 in the amount of \$9,300.00. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
750	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,645.23
906	AV/56	PRINT-O-STAT		\$ 190.00
907	AV/56	SEGRA		\$ 616.00
1040	SP/315	WV STATE POLICE		\$ 1,225.00
380	WV/369	WV DEPUTY SHERIFF RETIREMENT		\$ 766.00
TOTAL				\$ 2,451.23

Motion by Mr. Stolipher to approve the Manual Checks for August 6, 2021 in the amount of \$2,451.23. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Stolipher to approve the Payroll for July 22, 2021 in the amount of \$262,703.01. Motion seconded and unanimously approved.

PRESENTATIONS

1. Angela Banks, Assessor – presented the following Exonerations and Apportionments for approval:

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Jeremy & Tracy Ulderich	PP	HF	308936	\$189.48

- **Motion by Ms. Ath to approve the Exoneration for Ticket No. 308936 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Gerard & Nancy Barnickle	PP	CTD	300569	\$150.61

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 300569 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Jessica & Paul Buede	PP	CTD	300853	\$48.58

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. 300853 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Joyce Cramer	PP	MD	311875	\$133.60

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 311875 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Daniel Crouse	PP	CTC	305371	\$40.90

- **Motion by Mr. Hudson to approve the Exoneration for Ticket No. 305371 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Philip DelGallo	PP	KD	309889	\$102.04

- **Motion by Mr. Hudson to approve the Exoneration for Ticket No. 309889 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Timothy Farling	PP	CTD	301573	\$63.16

- **Motion by Ms. Ath to approve the Exoneration for Ticket No. 301573 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Matthew & Sarah Jenkins	PP	MD	312400	\$463.98

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 312400 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Michael & Lillian Stoneberger	PP	HF	308840	\$48.58

- **Motion by Mr. Hudson to approve the Exoneration for Ticket No. 308840 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Alice Chapman	RE	CTD	1579	\$143.93

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. 1579 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Mark Cucuzzella	PP	SD	315612	\$43.74
Roberta Debiasi				\$269.64

- **Motion by Mr. Stolipher to approve the Split Ticket as presented by the Assessor. Motion seconded and unanimously approved.**

2. Debbie Lowe, Executive Assistant, Jefferson County Sheriff's Office – 2021 Equitable Sharing Agreement and Certification (ESAC) Report

d. Review and Approval of the ARPA Employee and Component Unit Stipends

- **Motion by Mr. Stolipher to offer a \$3,000 stipend for all qualifying full-time county employees, as of August 5, 2021, with the stipend to be paid on Friday, August 13, 2021. Motion seconded and unanimously approved.**

e. Discussion of American Rescue Plan Act (ARPA) Submissions – it was the consensus of the Commission to schedule additional sessions in September to discuss the American Rescue Plan Act and disbursement of funds.

7. Roger Goodwin, Chief County Engineer

a. Chapel View Subdivision, Phase 2 (JCPC File No. 03-11) – request for payment of invoices for site work from escrowed bond fund.

- **Motion by Mr. Stolipher to approve payment of Jefferson Asphalt Company Inc.’s invoice no. 19658 in the amount of \$184,881.00 from the escrowed bond funds (BCT account no. xxxx1527) for JCPC file no. 03-11 site improvements; then transfer the remaining escrow account balance to the Chapel View HOA to use for other associated costs and minor site improvements as they deem necessary, then close the bank escrow account. Motion seconded and unanimously approved.**

b. Presentation of the Proposed “Cell Tower Facilities – Maintenance and Removal Bond & Surety Policy.”

- **Motion by Mr. Stolipher to adopt the “Cell Tower Facilities – Maintenance and Removal Bond & Surety Policy” as presented, effective August 5, 2021. Motion seconded and unanimously approved.**

c. Presentation and Overview of the City of Charles Town’s proposed Stormwater Management Project involving the Reconstruction of the Jefferson County Commission’s Employee Parking Lot

8. PUBLIC COMMENT

Public comment was provided by the following individuals: Christine Marshall and David Tabb.

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 renewal of County cable franchise agreement and related issues
- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice regarding the solar facilities text amendment and the renewal of the County cable franchise agreement and related issues,, the draft impact fee report, and personnel matters regarding the Director of Communications. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Decision – draft and revised Impact Fee Report

- **Motion by Mr. Stolipher to remove the schools portion from County impact fee collections, with the total impact fee amount at \$1649 for a single-family dwelling and \$1160 for a multifamily dwelling. Motion seconded but tabled.**
- **Motion by Mr. Stolipher to table the motion to remove schools from County impact fee collections, pending advice from the assistant Prosecuting Attorney. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to reduce the schools portion of the County Impact Fee collections to a total of \$1 for single-family dwellings and \$1 for multi-**

family dwellings, with the total impact fee amount at \$1650 for a single family dwelling and \$1161 for a multifamily dwelling, with an effective date of Monday, August 23, 2021. Motion seconded and passes on a vote of 4-1 with Commissioner Tabb opposing.

- **Motion by Mr. Stolipher to discontinue the collection of commercial impact fees. Motion seconded and passes on a vote of 4-1 with Commissioner Tabb opposing.**

11. Request Use of Meeting Room

- **Motion by Ms. Tabb to approve the use of the County Commission meeting room by the WV Division of Emergency Management on Wednesday, September 22, 2021 from 3-5pm. Motion seconded and unanimously approved.**

12. Personnel Matters – Director of Communications

- **Motion by Mr. Stolipher to direct Ms. Grove to research the organizational structure of the Department of Communications and offer leadership training to the Director. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Amendment of meeting minutes from April 12, 2021
 - **Motion by Mr. Stolipher to amend the minutes prepared for the April 12, 2021 County Commission meeting to correct the motion made by Commissioner Compton concerning the solar energy facilities amendment. Motion seconded and unanimously approved.**
- Letter of Support for WV Division of Personnel supporting JC Health Department request for increased salaries
 - **Motion by Mr. Stolipher to authorize Ms. Grove to draft a letter of support for the WV Division of Personnel supporting JC Health Department request for increased salaries on behalf of the Commission. Motion seconded and unanimously approved.**

13. The Commission adjourned at 2:32 p.m. on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant