

Minutes

Jefferson County Commission

Thursday, September 16, 2021

A meeting of the Jefferson County Commission was held on Thursday, September 16, 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, September 16, 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 September 2, 2021 Regular Meeting Minutes as presented/with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the September 16, 2021 requisitions in the amount of \$22,474.66. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
85206		ADAM WARD		\$ 1,024.58
85207		AMERIFLEX		\$ 120.80
85208		AMERIFLEX		\$ 185.00
85209		CAPITAL ELECTRIC		\$ 767.15
85210		CENTRAL ELEVATOR INSPECTION SERVICES LLC		\$ 300.00
85211		CPI-COMPUTER PROJECTS OF ILLINOIS		\$ 1,800.00
85212		CREAMERS WRECKER SERVICE		\$ 85.00
85213		CYNTHIA DANNER		\$ 16.75
85214		DOING BETTER BUSINES		\$ 765.18
85215		FIFTH THIRD BANK		\$ 64,786.81
85216		GUTTMAN OIL CO		\$ 8,988.18
85217		IPC TECHNOLOGIES INC.		\$ 13,676.00
85218		LAURA L KUHN		\$ 3,250.00
85219		LAURA STORM		\$ 2,715.88
85220		LYNDSEY W MATSCHAT		\$ 31.36
85221		MATTHEW HARVEY		\$ 3,619.39
85222		MICAH HUTCHINS		\$ 564.89
85223		MILLENIUM INSURANCE GROUP		\$ 900.00
85224		PATRIOT FIRE AND SECURITY LLC		\$ 170.00
85225		RICE TIRES CO		\$ 522.96
85226		STATE OF WEST VIRGINIA		\$ 200.00
85227		TEK ADVISORS LLC		\$ 4,200.00
85228		WHOLESALE TIRES INC.		\$ 176.36
85229		WV DIVISION OF LABOR		\$ 90.00
85230		XEROX CORPORATION		\$ 3,391.37
85231	AM/053	AXION		\$ 1,068.93
TOTAL				\$ 113,416.59

Motion by Mr. Stolipher to approve the Accounts Payable for September 9, 2021 in the amount of \$113,416.59. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
85234		TRACY HERRON-RICE		\$ 500.00
85236		BUREAU OF CHILD SUPPORT		\$ 561.24

85237		C.A.R.S COMPLETE AUTO REPAIR SERVICE		\$ 91.16
85238		COMPILED TECHNOLOGIES LLC		\$ 500.00
85239		EFTPS IRS TAXES		\$ 93,063.23
85240		EMPOWER RETIREMENT		\$ 5,903.01
85241		FIFTH THIRD BANK		\$ 64,352.24
85242		GUTTMAN OIL CO		\$ 4,082.94
85243		JEFFERSON SECURITY BANK		\$ 4,219.00
85244		JUSTTECH LLC		\$ 102.51
85245		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
85246		POTOMAC EDISON		\$ 23,948.19
85247		SOFTWARE SYSTEMS INC		\$ 93.00
85248		SPIRIT OF JEFFERSON		\$ 114.36
85249		STATE TAX DEPARTMENT		\$ 822.22
85250		VERIZON WIRELESS SERVICES LLC		\$ 50.00
85251		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,584.50
85252		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 44,958.89
85253		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 66,440.25
85254	GS/004	GENERAL CO FUND		\$ 14,173.93
85255	FG/009	SHERIFF OF JEFFERSON CO		\$ 5,494.61
85256	BS/011	SHERIFF OF JEFFERSON CO		\$ 8,668.76
85257	AM/053	AXION		\$ 1,933.36
TOTAL				\$ 356,991.40

Motion by Mr. Stolipher to approve the Accounts Payable for September 16, 2021 in the amount of \$356,991.40. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

Check#	Fund	VENDOR	Amount
755	HD/8	FIFTH THIRD BANK	\$ 210.54
756	HD/8	TOTAL ID SOLT.	\$ 363.00
915	AV/56	F.A.O TOOLE OFFICE	\$ 875.00
916	AV/56	FIFTH THIRD BANK	\$ 648.35
917	AV/56	GLOBAL SCIENCE & TECH	\$ 395.98

918	AV/56	JUSTTECH	\$ 168.39
919	AV/56	PRINT-O-STAT	\$ 190.00
920	AV/56	SEGRA	\$ 616.00
921	AV/56	JOURNAL	\$ 480.00
381	WV/369	WVDSRF	\$ 739.00
915	CW/059	ST. OF Wva	\$ 280.00
138	SCH/249	DENISE ALFORD	\$ 481.00
139	SCH/249	TIFFANY LAWRENCE	\$ 481.00
115	LAW/249	DENISE ALFORD	\$ 176.00
116	LAW/249	TIFFANY LAWRENCE	\$ 176.00
123	PRK/249	DENISE ALFORD	\$ 5,991.00
124	PRK/249	TIFFANY LAWRENCE	\$ 5,991.00
147	EMS/249	TIFFANY LAWRENCE	\$ 52.00
146	EMS/249	DENISE ALFORD	\$ 52.00
1297	IP/249	SHERIFF JEFFERSON CO -SCHOOL	\$ 53,979.95
1298	IP/249	SHERIFF JEFFERSON CO - LAW	\$ 1,586.05
1299	IP/249	SHERIFF JEFFERSON CO - PARKS	\$ 4,333.79
1300	IP/249	SHERIFF JEFFERSON CO - EMS	\$ 468.68
TOTAL			\$ 78,734.73

Motion by Mr. Stolipher to approve the Manual Checks for September 10, 2021 in the amount of \$78,734.73. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
757	HD/8	ATTENTI		\$ 3,126.40
758	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,767.88
759	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,712.01
922	AV/56	SHERIFF OF JEFFERSON CO		\$ 174.74
107	AR/207	JCESA		\$ 130,516.50
108	AR/207	JCESA		\$ 7,298.64
109	AR/207	JEFFERSON CO HEALTH DEPT		\$ 28,236.00
TOTAL				\$ 172,832.17

Motion by Mr. Stolipher to approve the Manual Checks for September 17, 2021 in the amount of \$172,832.17. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Stolipher to approve the Payroll for September 10, 2021 in the amount of \$20,747.41. Motion seconded and unanimously approved.

PRESENTATIONS

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

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Niwayan Resendiz & Maria Delfino	PP	CTC	306132	40.90

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. 306132 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Hyundai Lease Company	PP	KD	311456	\$128.76

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. 311456 as presented by the Assessor. Motion seconded and unanimously approved.**

2. Tom Hansen, Sheriff

- a. Part-Time Bailiff Hire

- **Motion by Mr. Stolipher to approve the hire of Cormac Quinn as a part-time bailiff at a rate of \$13.00 per hour starting September 20, 2021. Motion seconded and unanimously approved.**

- b. Pay Adjustment
 - **Motion by Mr. Stolipher to approve the pay adjustment for John Paul Jones from \$12.50 to \$13.50 per hour. Motion seconded and unanimously approved.**
3. Dennis Jarvis, Director, Jefferson County Developmentn Authority and Sean Feigo, President, Jefferson County Development Board – requested approval to hire an administrative assistant for the JCDA.
 - **Motion by Mr. Stolipher to approve the hire of Anna Padilla at a salary of \$40,000, with salary to increase to \$40,500 after a satisfactory completion of a six month probationary period, effective October 12, 2021. Motion seconded and unanimously approved.**
4. Laura Kuhn, Maintenance Department – requested approval of funding to replace the Sheriff’s Emergency Generator
 - **Motion by Mr. Stolipher to approve the purchase of a replacement generator for the Sheriff’s Department with funding from the Capital Outlay fund, up to \$100,000, contingent upon review of the County vendor bidding policy. Motion seconded and unanimously approved.**
5. Interviews and Appointments:
 - a. Jefferson County Historic Landmarks Commission – one unexpired term ending March 31, 2022
 - **Motion by Ms. Tabb to appoint Jim King to the Jefferson County Historic Landmarks Commission for one unexpired term ending March 31, 2022. Motion seconded and unanimously approved.**
 - b. Jefferson County Sheriff’s Civil Service Commission - one four-year term ending September 29, 2025
 - **Motion by Mr. Stolipher to appoint Steve Cox to the Sheriff’s Civil Service Commission for a four-year term ending September 29, 2025. Motion seconded and unanimously approved.**
6. Public Comment – public comment was provided by the following: Ed Hannon, Citizen.

7. 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, comprehensive plan, 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
- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice and discuss contractual matters regarding items a & b listed above and also the county complex project and the resolution on Case Filing CC-19-2021-C-33. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to come out of Executive Session. Motion seconded and unanimously approved.**

8. Marshall Demeritt and Chris Higdon – presentation and discussion of a proposed fire fee ordinance.

- **Motion by Ms. Tabb to grant authorization for the Jefferson County Fire and Rescue Association, specifically Marshall Demeritt and Chris Higdon, to interact with Michelle Gordon, Finance Director, to access data and research structuring options concerning a county fire fee. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to authorize Stephanie Grove, County Administrator, to contact TischlerBise to receive estimates regarding a Capital Improvement fee for fire service. Motion seconded and unanimously approved.**

NEW BUSINESS

9. Resolution on Case Filing – CC-19-2021-C-33 – review the Circuit Court opinion and agree on a response to be delivered to the Judge related to issues that were raised in the Order and proceedings of the Jefferson County Planning Commission and the Jefferson County Commission

- **Motion by Ms. Jackson to direct legal counsel to draft a new solar text amendment ordinance that addresses the concerns that were noted in the Judge’s Order and provide the amended ordinance to the Commission by the next regularly scheduled County Commission meeting. Motion seconded and passes on a vote of 3-1 with Commissioner Tabb opposing and Commissioner Stolipher abstaining.**

COUNTY ADMINISTRATOR REPORTS

- County Complex Project
 - **Motion by Mr. Stolipher to hire outside legal counsel for contractual matters. Motion seconded and unanimously approved.**
- Discuss administrative leave for absences related to COVID/COVID related issues
 - **Motion by Mr. Stolipher to authorize the use of administrative leave for COVID and COVID-related issues. Motion seconded and unanimously approved.**

10. 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