

## Minutes

### Jefferson County Commission

Thursday, August 19, 2021

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A meeting of the Jefferson County Commission was held on Thursday, August 19, 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, August 19, 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 August 5, 2021 Regular Meeting Minutes as with noted correction. Motion seconded and unanimously approved.**

#### **APPROVAL OF ACCOUNTS PAYABLE**

CHECK#	VENDOR NAME	AMOUNT
85087	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 2,679.56
85088	AMERIFLEX	\$ 120.80
85089	AT&T	\$ 192.60
85090	CITY OF CHARLES TOWN	\$ 52.00
85091	COLONIAL LIFE	\$ 95.68
85092	DELTA DENTAL OF WV	\$ 5,846.75
85093	FEDEX	\$ 143.79
85094	FIFTH THIRD BANK	\$ 60,548.39

85095		HIGHMARK WV	\$ 184,499.10
85096		JEFFERSON COUNTY FAIR ASSOCIATION	\$ 200.00
85097		LISA WALTERS	\$ 575.17
85098		MATTHEW BENDER	\$ 1,239.07
85099		MILLENIUM INSURANCE GROUP	\$ 900.00
85100		NATIONAL VISION ADMIN.	\$ 1,608.92
85101		R.E. MICHEL CO. LLC	\$ 1,193.47
85102		RETIREE HEALTH BENEFIT TRUST	\$ 6,721.00
85103		SHERIFF OF JEFFERSON COUNTY	\$ 74.00
85104		STEVE STOLIPHER	\$ 586.44
85105		THE HARTFORD	\$ 3,531.38
85106		THE HARTFORD	\$ 2,209.80
85107		TRICIA JACKSON	\$ 564.00
85108		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	\$ 58,527.25
85109		WV TREASURY	\$ 4,800.00
85110		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	\$ 160,935.00
85111		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	\$ 29,612.25
85112	AM/053	AXION STAFFING	\$ 604.18
<b>TOTAL</b>			<b>\$ 528,060.60</b>

**Motion by Mr. Stolipher to approve the Accounts Payable for August 12, 2021 in the amount of \$528,060.60. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME	AMOUNT
85114		ADAM WARD	52.99
85115		AMANDA JOHNSON	296.24
85116		BERKELEY CO SHERIFF'S OFFICE	675.16
85117		BUREAU OF CHILD SUPPORT	561.24
85118		COMPTROLLER OF MARYLAND	2,539.52
85119		DEBRA A YOUNG	364.91
85120		EFTPS IRS TAXES	92,370.85
85121		EMPOWER RETIREMENT	5,734.86
85122		FEDEX	57.77
85123		FIDELITY POWER SYSTEMS	7,575.00
85124		FRONTIER	174.90
85125		GUTTMAN OIL CO	4,783.50
85126		JEFFERSON SECURITY BANK	4,219.00
85127		JUSTTECH LLC	68.46
85128		LAURA L KUHN	3,250.00

85129		LORI BROWN		1,030.79
85130		MATTHEW BENDER		219.86
85131		MILLERS SUPPLIES AT WORK		668.88
85132		NATIONWIDE RETIREMENT SOLUTIONS		834.00
85133		POTOMAC EDISON		25,788.91
85134		QUALITY UPTIME SERVICE		2,935.80
85135		SHERIFF OF JEFFERSON COUNTY		3,191.40
85136		SOFTWARE SYSTEMS INC		1,008.00
85137		STATE TAX DEPARTMENT		822.23
85138		MOOREFIELD POLICE DEPARTMENT		939.60
85139		TRACY P RICE		54.00
85140		WV DEPUTY SHERIFF RETIREMENT SYSTEM		34,591.08
85141		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		97,471.83
85142		WV SHERIFFS ASSOCIATION		2,200.00
85143		WV STATE TAX DEPARTMENT		55,337.77
85144		XEROX CORPORATION		186.32
85145	GS/004	GENERAL CO FUND-004		11,915.73
85146	AM/053	AXION STAFFING		697.13
85147	AM/053	PANHANDLE PRINTING		4,674.43
85148	BS/011	SHERIFF OF JEFFERSON COUNTY		9,017.44
85149	SG/010	JEFFERSON DAY REPORT		2,368.10
85150	FG/009	SHERIFF OF JEFFERSON COUNTY		4,520.70
<b>TOTAL</b>				<b>383,198.40</b>

**Motion by Mr. Stolipher to approve the Accounts Payable for August 19, 2021 in the amount of \$383,198.40. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

<b>MANUAL CHECKS</b>				
Check#	Fund	VENDOR		Amount
908	AV/56	<b>FIFTH THIRD BANK</b>		\$ 598.35
340	FP/57	<b>JEFFERSON CO FARMLAND PROT.</b>		\$ 153,006.73
<b>TOTAL</b>				<b>\$ 153,605.08</b>

**Motion by Mr. Stolipher to approve the Manual Checks for August 13, 2021 in the amount of \$153,605.08. Motion seconded and unanimously approved.**

Check#	Fund	VENDOR	Amount
751	HD/8	ATTENTI	\$ 3,148.80
752	HD/8	FIFTH THIRD BANK	\$ 115.56
753	HD/8	SHERIFF OF JEFFERSON CO	\$ 1,643.17
304	DK/O3	SHERIFF OF JEFFERSON CO	\$ 974.03
105	AR/207	SHERIFF OF JEFFERSON CO	\$ 95,893.85
1293	IP/249	SHERIFF JEFFERSON CO -SCHOOL	\$ 137,873.40
1294	IP/249	SHERIFF JEFFERSON CO - LAW	\$ 4,050.71
1295	IP/249	SHERIFF JEFFERSON CO - PARKS	\$ 11,069.32
1296	IP/249	SHERIFF JEFFERSON CO - EMS	\$ 1,196.90
<b>TOTAL</b>			<b>255,965.74</b>

**Motion by Mr. Stolipher to approve the Manual Checks for August 20, 2021 in the amount of \$255,965.74. Motion seconded and unanimously approved.**

**PAYROLL APPROVAL**

**Motion by Mr. Stolipher to approve the Payroll for August 5, 2021 in the amount of \$256,771.33. Motion seconded and unanimously approved.**

**Motion by Mr. Stolipher to approve the Payroll for August 13, 2021 in the amount of \$322,412.94. Motion seconded and unanimously approved.**

**PRESENTATIONS**

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

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Cindy Day	PP	CTC	305397	\$189.48

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. 305397 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Michael & Rose Nickerson	PP	SD	316703	\$34.02

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. 316703 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
John & Shelley Reese	PP	KD	310905	\$267.21

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 310905 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
J&D's Club c/o Beverley Dopson	PP	SD	317651	\$68.02

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. 317651 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Amy Cranford	PP	SD	315592	\$281.79

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. 315592 as presented by the Assessor. Motion seconded and unanimously approved.**

2. Interviews and Appointments

- Jefferson County Building Commission – three five-year terms ending July 27, 2026

- **Motion by Ms. Tabb to reappoint Larry Togans to the Jefferson County Building Commission for a five year term ending July 27, 2026. Motion seconded and unanimously approved.**

- Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2023

- **Motion by Mr. Stolipher to appoint Debra Lee Allen to the Jefferson County Parks and Recreation Commission for an unexpired term ending June 30, 2023. Motion seconded and unanimously approved.**

- Jefferson County Community Criminal Justice Board – one three-year term for a citizen with a background in mental health care services, ending July 3, 2024

- **Motion by Mr. Stolipher to appoint Jim Auxer to the Community Criminal Justice Board as the mental health care representative for a three-year term ending July 3, 2024. Motion seconded and unanimously approved.**

3. Public Comment – the following individuals provided public comment: Ross Morgan, David Tabb, Michael Tolbert.

4. 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
  - d. Discussion of Jefferson County Circuit Court Civil Action No. 2021-C-109
- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice regarding the solar facilities text amendment; Jefferson County Circuit Court Civil Action No. 2021-P-125 and Jefferson County Circuit Court Civil Action No. 2021-C-109. Motion seconded and unanimously approved.**
  - **Motion by Ms. Jackson to come out of Executive Session. Motion seconded and unanimously approved.**
  - **Motion by Ms. Jackson to direct legal counsel to proceed as directed concerning Civil Action CC-19-2021-C-33. Motion seconded and passes on a vote of 3-1 with Commission Stolipher abstaining and Commissioner Tabb opposing.**

5. Steve Holz, Jefferson County Sheriff's Office

- a. Approval to Hire Full-time Bailiff
  - **Motion by Mr. Stolipher to temporarily approve the hire of Romulo Quezada as a full-time bailiff within the Jefferson County Sheriff's Department at 70 hours per pay, at \$15.00/hr., effective September 7, 2021 through June 30, 2022. Motion seconded and unanimously approved.**
- b. Approval to Hire Part-Time Bailiff
  - **Motion by Mr. Stolipher to hire Keith Johnson as a part-time bailiff within the Jefferson County Sheriff's Department at \$13.00/hr., effective September 7, 2021. Motion seconded and unanimously approved.**

**NEW BUSINESS**

6. Approval of 2021 Sheriff's Commission

- **Motion by Ms. Tabb to approve the computation of the 2021 Sheriff's Commission in the amount of \$15,000. Motion seconded and unanimously approved.**
7. Discuss joint meeting with the Jefferson County Fire and Rescue Association, Jefferson County Commission, and Jefferson County Emergency Services Agency
- **Motion by Mr. Stolipher to direct Ms. Grove to contact representatives from the JCFRA and JCESA and request a copy of the draft fire fee ordinance and schedule a joint meeting with both groups during the September 16, 2021 regularly scheduled evening meeting, to be held in the Jefferson County Commission meeting room. Motion seconded and unanimously approved.**
8. Request that Finance Director review stipends for part-time employees
- **Motion by Mr. Stolipher to direct Ms. Gordon to research the possibility and requirements for stipends for Jefferson County part-time employees. Motion seconded and unanimously approved.**

## COUNTY ADMINISTRATOR REPORTS

- Approval of FMLA
    - **Motion by Mr. Stolipher to enter into Executive Session to discuss a personnel matter. Motion seconded and unanimously approved.**
    - **Motion by Mr. Stolipher to come out of Executive Session and resume regular session. Motion seconded and unanimously approved.**
    - **Motion by Ms. Jackson to approve the FMLA leave for Stephanie Grove, County Administrator. Motion seconded and unanimously approved.**
9. The Commission adjourned at 8:27 p.m. on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

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Steve Stolipher, PRESIDENT

Respectfully submitted  
Jessica Carroll

Executive Administrative Assistant