

Minutes

Jefferson County Commission

Thursday, October 7, 2021

A meeting of the Jefferson County Commission was held on Thursday, October 7, 2021 during the fourth quarterly session at 9:30 a.m. The meeting was held via GoToWebinar & in-person. Present were, Steve Stolipher, President (virtually), 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, October 7, 2021 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Jackson led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Jackson to approve the September 16, 2021 Regular Meeting Minutes as presented/with noted correction. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Ms. Jackson to approve the October 7, 2021 Requisitions in the amount of \$163,620.80. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
85258		AMANDA JOHNSON		\$ 40.32
85259		ATLANTIC OCCUPSYCH INC.		\$ 325.00
85260		BERKELEY CO SHERIFF'S OFFICE		\$ 529.25

85261		CITY OF CHARLES TOWN	\$	832.25
85262		DARRELL COX	\$	324.50
85263		DAVID BOOBER	\$	3,250.00
85264		DEBBIE LOWE	\$	155.27
85265		DEBRA A YOUNG	\$	844.76
85266		DOING BETTER BUSINES	\$	43.36
85267		EMILY MORROW	\$	336.56
85268		EVERBRIDGE	\$	3,713.15
85269		FEDEX	\$	24.76
85270		KATHRYN KING	\$	1,426.61
85271		MATTHEW HARPER	\$	324.50
85272		MICHAEL MONAGHAN	\$	503.50
85273		MILLERS SUPPLIES AT WORK	\$	1,175.40
85274		A & A HOMES	\$	596.31
85275		KAREN PHILLIPS	\$	368.03
85276		RETIREE HEALTH BENEFIT TRUST	\$	6,721.00
85277		RYAN SNYDER	\$	68.32
85278		SHENTEL	\$	1,807.00
85279		SHERIFF OF JEFFERSON COUNTY	\$	1,500,000.00
85280		SOFTWARE SYSTEMS INC	\$	535.00
85281		SPIRIT OF JEFFERSON	\$	169.56
85282		STORAGE NETWORKS	\$	8,642.00
85283		THOMAS HANSEN	\$	301.50
85284		MOOREFIELD POLICE DEPARTMENT	\$	907.62
85285	SG/010	JEFFERSON DAY REPORT CENTER	\$	1,930.30
85286	AM/053	TYLER TECH	\$	960.00
TOTAL			\$	1,536,855.83

Motion by Ms. Jackson to approve the Accounts Payable for September 23, 2021 in the amount of \$1,536,855.83. Motion seconded and unanimously approved.

CHECK #		VENDOR NAME		AMOUNT
85288		AHA-ARTS & HUMANITIES ALLIANCE		903.59
85289		BOLAND TRANE SERVICES INC		9,891.00
85290		BUREAU OF CHILD SUPPORT		492.93
85291		CITY OF CHARLES TOWN		64.00
85292		COLONIAL LIFE		143.52
85293		COMPTROLLER OF MARYLAND		2,338.06

85294		DELTA DENTAL OF WV		6,337.50
85295		DODSON SEPTIC SERVICE LLC		285.00
85296		DONNA MASON		924.27
85297		DR. ROBERT E JONES III		1,000.00
85298		EFTPS IRS TAXES		95,924.38
85299		EMPOWER RETIREMENT		5,914.30
85300		GRANICUS INC.		11,103.66
85301		GUTTMAN OIL CO		3,669.64
85302		J.C. EHRLICH		759.00
85303		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		1,337.99
85304		JEFFERSON CO CONVENTION AND VISITORS BUREAU		22,589.78
85305		JEFF CO PARKS & RECREATION COMMISSION		20,348.19
85306		JEFFERSON SECURITY BANK		4,124.00
85307		KELSEY STIPANOVIC		79.00
85308		MAZZITTI & SULLIVAN EAP		936.00
85309		NATIONAL VISION ADMIN.		1,726.48
85310		NATIONWIDE RETIREMENT SOLUTIONS		834.00
85311		R.E. MICHEL CO. LLC		260.05
85312		RICE TIRES CO		596.32
85313		ROBIN MAHONY		79.00
85314		SOFTWARE SYSTEMS INC		939.17
85315		SPIRIT OF JEFFERSON		48.50
85316		STATE TAX DEPARTMENT		868.12
85317		THE JOURNAL		36.66
85318		VA DEPT OF TAXATION		1,556.82
85319		WV DEPUTY SHERIFF RETIREMENT SYSTEM		16,739.71
85320		WV DEPUTY SHERIFF RETIREMENT SYSTEM		765.54
85321		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		43,375.42
85322		WV STATE TAX DEPARTMENT		53,130.85
85323		WV STATE TAX DEPARTMENT		9,491.58
85324		WV TAX DEPUTIES ASSOCIATION		30.00
85325		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		190,547.25
85326		XEROX CORPORATION		635.42
85327		XEROX FINANCIAL SERVICES		249.81
85328	FG/009	SHERIFF OF JEFFERSON COUNTY		4,939.89
85329	BS/011	SHERIFF OF JEFFERSON COUNTY		8,439.74
85330	AM/053	AXIOM STAFFING GROUP		743.60
TOTAL				525,199.74

Motion by Ms. Jackson to approve the Accounts Payable for September 30, 2021 in the amount of \$525,199.74. Motion seconded and unanimously approved.

CHECK#	VENDOR NAME	AMOUNT
85331	A.V. LAUTTAMUS COMMUNICATIONS INC	\$ 11,371.00
85332	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 3,859.01
85333	BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	\$ 20,625.00
85334	CAPITAL ELECTRIC	\$ 757.36
85335	CITY OF CHARLES TOWN	\$ 40.00
85336	DODSON SEPTIC SERVICE LLC	\$ 285.00
85337	EASTERN PANHANDLE PSYCHIATRY INC.	\$ 675.00
85338	EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	\$ 15,000.00
85339	ESI ELECTRONIC SYSTEMS INC	\$ 821.04
85340	FIFTH THIRD BANK	\$ 61,071.54
85341	GRUBER-LATIMER RESTORATION	\$ 14,399.00
85342	GUTTMAN OIL CO	\$ 8,329.08
85343	HIGHMARK WV	\$ 197,868.60
85344	JEFFERSON CO EMERGENCY SERVICES AGENCY	\$ 754,784.50
85345	JEFF CO PARKS & RECREATION COMMISSION	\$ 64,695.00
85346	JEFFERSON DAY REPORT CENTER	\$ 37,502.50
85347	JENNILEE HARTMAN	\$ 3,250.00
85348	KONE BROOKLYN	\$ 1,749.72
85349	MICAH HUTCHINS	\$ 91.54
85350	MICHELLE GORDON	\$ 567.25
85351	OLD CHARLES TOWN LIBRARY	\$ 20,625.00
85352	POTOMAC EDISON	\$ 22,175.98
85353	RCN TECHNOLOGIES	\$ 35,789.32
85354	RICE TIRES CO	\$ 1,568.88
85355	RONALD DANTZIC	\$ 18.67
85356	SHEPHERDSTOWN PUB LIBRARY	\$ 20,625.00
85357	SOUTH JEFFERSON PUBLIC LIBRARY	\$ 20,625.00
85358	SPIRIT OF JEFFERSON	\$ 65.60
85359	THE HARTFORD	\$ 3,722.54
85360	THE HARTFORD	\$ 2,273.30
85361	TONI L MILBOURNE	\$ 650.00
85362	WV REGIONAL JAIL & CORRECTION FACILITY AUTH	\$ 68,466.75
85363	WVU WEST VIRGINIA UNIVERSITY	\$ 3,700.00
85364	XEROX CORPORATION	\$ 2,774.69

TOTAL				\$ 1,400,822.87
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Motion by Ms. Jackson to approve the Accounts Payable for October 7, 2021 in the amount of \$1,400,822.87. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
341	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 125,434.83

Motion by Ms. Jackson to approve the Manual Checks for September 24, 2021 in the amount of \$125,434.83. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
760	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,223.56

Motion by Ms. Jackson to approve the Manual Checks for October 1, 2021 in the amount of \$1,223.56. Motion seconded and unanimously approved.

Check#	Fund	VENDOR		Amount
533	CS/2	JEFF CO COMMUNITY MINISTRIES		\$ 5,000.00
923	AV/56	FIFTH THIRD BANK		\$ 523.26
924	AV/56	GLOBAL SCIENCE & TECH		\$ 11,604.00
925	AV/56	JUSTTECH		\$ 177.77
926	AV/56	PRINT-O-STAT		\$ 447.26
1756	CO/246	FIFTH THIRD BANK		\$ 13,296.72
1757	CO/246	MOTOROLA SOLT.		\$ 144,399.56
1301	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 74.00
1302	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 37,711.98
1303	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 70,024.25
1304	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 7,402.06
1305	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 3,257.03

1048	SP/315	WV ST POLICE	\$ 1,225.00
382	WV369	WV DEPUTY SHERIFF RETIREMENT	\$ 596.00
916	CW/059	WV ST TREASURY	\$ 80.00
TOTAL			\$ 295,818.89

Motion by Ms. Jackson to approve the Manual Checks for October 8, 2021 in the amount of \$295,818.89. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Jackson to approve the Payroll for September 16, 2021 in the amount of \$263,257.50. Motion seconded and unanimously approved.

Motion by Ms. Jackson to approve the Payroll for September 30, 2021 in the amount of \$272,665.74. Motion seconded and unanimously approved.

PRESENTATIONS

1. Jacqueline Shadle, Clerk of the County Commission
 - a. Requested funding assistance for the purchase of a new plat cabinet.
 - **Motion by Ms. Jackson to provide \$4,463.00 in funding from the Coal Severance Fund to assist the Clerk’s purchase of a \$9,463.00 plat cabinet for the storage of recorded plats. Motion seconded and unanimously approved.**
 - b. Approval of West Virginia County Records Management and Preservation Board Grant
 - **Motion by Ms. Tabb to approve the application and Resolution for the West Virginia County Records Management and Preservation Grant Board. Motion seconded and unanimously approved.**

2. Roger Goodwin, Chief County Engineer and Todd Fagan, GIS – requested approval of the West Virginia County Records Management and Preservation Grant

- **Motion by Ms. Jackson to adjourn as a Fiduciary Review Board and reconvene as a County Commission. Motion seconded and unanimously approved.**
5. Interviews and Appointments to the Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2024. This item was postponed as the applicant retracted her application.
 6. Jeffrey Polczynski, ENP – Director of Communications – requested the re-appointment of part-time employee Heather Ketchens to full-time Public Safety Dispatcher.
 - **Motion by Ms. Tabb to approve the full-time employment of Heather Ketchens as a Public Safety Dispatcher at Grade 4 with a salary of \$39,660.64 as was her fiscal year 2021 salary when she left. Motion seconded and unanimously approved.**
 7. Dennis Jarvis, II, Jefferson County Development Authority – requested assistance from the Jefferson County Commission in the final payment of the agreed legal fees – Jefferson County Vision, Inc. v. Jefferson County Development Authority CC-19-2018-C-157.
 - **Motion by Ms. Tabb to assist the Jefferson County Development Authority in the final payment of the agreed legal fees for Jefferson County Vision, Inc. v. Jefferson County Development Authority CC-19-2018-C-157, in the amount of \$22,250.36 to be paid from the Coal Severance Fund. Motion seconded but tabled pending more information.**
 8. Public Comment – public comment was made by the following individuals: David Tabb, Karen Buck, Elliot Simon, Barbara Fuller, Michael Tolbert and Catherine Jozwick.
 - **Motion by Ms. Ath to hold a special session regarding the Facebook allegations concerning Ms. Gordon and Ms. Grove. Motion withdrawn as it was out of order.**
 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, 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

- c. Report by counsel regarding County Commission's assignment of drafting new solar text amendment and presentation of draft amendment. Discussion and potential action by County Commission, including potential referral to Planning Commission, and/or other action required by law
 - **Motion by Ms. Jackson to enter into Executive Session to receive legal advice concerning the drafting of a new solar text amendment, matters involving or affecting the construction, planning, or purchase, sale or lease of property (contractual matters); and the reorganization of the Public Safety Departments, including Emergency Communications and Emergency Management (personnel matters). Motion seconded and unanimously approved.**
10. Tom Hansen, Sheriff – requested approval of the Governor's Highway Safety Program Grant
- **Motion by Ms. Tabb to approve the grant award from the Governor's Highway Safety Program and authorize the President to sign the associated documents. Motion seconded and unanimously approved.**

OLD BUSINESS

11. Possible funding options for fire service, including fee/levy/general fund contribution – Ms. Grove discussed her research concerning the possible funding options for County fire service.

NEW BUSINESS

12. Acknowledge the Assessor's Certificate of Compliance
 - **Motion by Ms. Jackson to acknowledge the Assessor's Certificate of Compliance for 2021. Motion seconded and unanimously approved.**
13. Request to use the County Commission Meeting Room – Karen Bailey Chapman
 - **Motion by Ms. Jackson to approve the request from Karen Bailey Chapman of the Professional Charter School Board to use the Jefferson County**

Commission Room on Monday, October 18, 2021 from 6-9pm. Motion seconded and unanimously approved.

COUNTY ADMINISTRATOR REPORTS

- Consider matters involving or affecting the construction planning, or purchase, sale or lease of property
- Discuss reorganization of Public Safety Departments including Emergency Communications and Emergency Management
- Approval of Job Descriptions for CAD Administrator and Director of Safety
 - o These items were discussed in Executive Session.

14. The Commission adjourned at 10:10 a.m. on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant