

Minutes

Jefferson County Commission

Thursday, November 18, 2021

A meeting of the Jefferson County Commission was held on Thursday, November 18, 2021 during the fourth quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were, Steve Stolipher, President, Tricia Jackson, Vice President, Clare Ath, Caleb Hudson, and Jane Tabb. Also present were Sandy McDonald, Interim County Administrator and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, November 18, 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 November 18, 2021 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for November 18, 2021 in the amount of \$50,796.88. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
85456		ADAM WARD		675.63
85457		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		2,562.90

85458		AMERIFLEX		120.80
85459		BAKERTON VOLUNTEER FIRE DEPARTMENT		55,637.87
85460		BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMPANY		42,897.84
85461		BOLAND TRANE SERVICES INC		1,362.00
85462		BUREAU OF CHILD SUPPORT		492.93
85463		CAPITAL ELECTRIC		802.31
85464		COLONIAL LIFE		95.68
85465		DEBRA A YOUNG		395.73
85466		ECOWATER		335.00
85467		EFTPS IRS TAXES		92,859.55
85468		EMPOWER RETIREMENT		6,113.24
85469		EVELYN STEPHENSON		599.35
85470		FIFTH THIRD BANK		60,514.31
85471		FIFTH THIRD BANK		10,460.88
85472		GUTTMAN OIL CO		8,971.47
85473		HIGHMARK WV		891.30
85474		J.C. EHRLICH		761.00
85475		JEFFERSON SECURITY BANK		4,390.00
85476		JUSTTECH LLC		92.43
85477		KELSEY STIPANOVIC		37.00
85478		KONE BROOKLYN		1,397.91
85479		MASTER SERVICE CORP		6,437.00
85480		MATTHEW HARVEY		234.00
85481		MILLERS SUPPLIES AT WORK		124.88
85482		NATIONWIDE RETIREMENT SOLUTIONS		834.00
85483		OX PAPERBOARD CO		35.00
85484		POTOMAC EDISON		20,783.80
85485		RETIREE HEALTH BENEFIT TRUST		6,721.00
85486		ROGER GOODWIN		42.74
85487		SHANNON BURLETT		1,373.27
85488		SOFTWARE SYSTEMS INC		93.00
85489		SPIRIT OF JEFFERSON		2,336.76
85490		SSC-SOUTHERN STATES		483.93
85491		STATE TAX DEPARTMENT		822.23
85492		TEK ADVISORS LLC		8,400.00
85493		THE HARTFORD		2,311.40
85494		THE HARTFORD		3,781.04
85495		TRACY HERRON-RICE RPR		1,001.00
85496		US POSTAL SERVICE		20,000.00
85497		WV DEPUTY SHERIFF RETIREMENT SYSTEM		15,811.75

85498		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		44,339.64
85499		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		166.49
85500		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		73,484.75
85501		XEROX CORPORATION		3,077.69
85502		XEROX FINANCIAL SERVICES		249.81
85503	FG/009	SHERIFF OF JEFFERSON CO		4,660.43
85504	BS/011	SHERIFF OF JEFFERSON CO		6,677.53
85505	AM/053	AXION		2,974.40
TOTAL				\$ 519,724.67

Motion by Mr. Stolipher to approve the Accounts Payable for November 10, 2021 in the amount of \$519,724.67. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
85506		ASSESSOR OF JEFFERSON COUNTY		\$ 125.65
85507		GUTTMAN OIL CO		\$ 3,912.87
85508		JASON MICKEY		\$ 3,165.05
85509		JUDICIAL DIALOG SYSTEMS		\$ 8,508.55
85510		KATHRYN KING		\$ 1,660.14
85511		MARY K THOMPSON		\$ 655.69
85512		NICOLE NOBREGA		\$ 865.48
85513		POTOMAC EDISON		\$ 2,274.22
85514		RONALD DANTZIC		\$ 60.07
85515		SOFTWARE SYSTEMS INC		\$ 915.00
85516		VINCENT TIONG		\$ 442.45
85517	GS/004	GENERAL CO FUND -004		\$ 10,679.40
TOTAL				\$ 33,264.57

Motion by Mr. Stolipher to approve the Accounts Payable for November 18, 2021 in the amount of \$33,264.57. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
765	HD/8	ATTENTI		\$ 3,328.00
766	HD/8	FIFTH THIRD BANK		\$ 224.44
767	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,655.89
768	HD/8	SUPERIOR AUTO BODY LLC		\$ 4,770.76
918	CW/O59	WV ST POLICE		\$ 25.00
919	CW/O59	ST OF WV		\$ 15.00
930	AV/56	FIFTH THIRD BANK		\$ 681.35
931	AV/56	JUSTTECH		\$ 172.82
932	AV/56	PRINT-O-STAT		\$ 190.00
933	AV/56	SEGRA		\$ 620.62
1758	CO/246	JCEMS		\$ 71,000.00
1306	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 21.00
1307	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 11,232.96
1308	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 20,012.99
1309	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 2,115.45
1310	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 930.72
383	WV369	SHERIFF OF JEFF. CO - RETIREMENT		\$ 685.00
1052	SP315	WV ST POLICE		\$ 1,000.00
TOTAL				\$ 118,682.00

Motion by Mr. Stolipher to approve the Manual Checks for November 11, 2021 in the amount of \$118,682.00. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
343	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 133,766.92
1759	CO/246	JEFFERSON CO ESA		101224.14
TOTAL				\$ 234,991.06

Motion by Mr. Stolipher to approve the Manual Checks for November 19, 2021 in the amount of \$234,991.06. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Mr. Stolipher to approve the Payroll for November 10, 2021 in the amount of \$263,265.07. Motion seconded and unanimously approved.

PRESENTATIONS

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

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
David & Gladis Augenbaugh	PP	CTD	300497	\$60.73

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. 300497 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Joseph G Indomenico JR.	PP	CTC	306748	\$759.51

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. 306748 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET NO.	AMOUNT
Robert E. Barrat	RE	HF	10462 and 10463	302.78 303.66

- **Motion by Mr. Stolipher to approve the Exoneration for Tickets No. 10462 and 10463 as presented by the Assessor. Motion seconded and unanimously approved.**

2. Matthew Harvey, Prosecuting Attorney – requested discussion of staffing needs and to request approval to hire new employees.

- **Motion by Mr. Stolipher to hire Autumn Ulsh as a paralegal within the Prosecuting Attorney’s Office at a salary of \$30,000.00, effective Monday, November 22, 2021. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to hire Mary Espinosa as an executive administrative assistant within the Prosecuting Attorney’s Office at a salary of \$40,000.00, effective Wednesday, December 1, 2021. Motion seconded and unanimously approved.**
3. Tom Hansen, Sheriff
- a. Requested approval of Grant Award
 - **Motion by Mr. Stolipher to accept the grant award from the WV Homeland Security in the amount of \$7,500 for the purchase of bullet-resistant shields and authorize the President of the Commission to sign the associated documents. Motion seconded and unanimously approved.**
 - b. Approval to Hire Part-Time Bailiff
 - **Motion by Mr. Stolipher to approve the hire of Jennifer Deal as a part-time Bailiff as a starting pay of \$13/hr, eligible to start immediately. Motion seconded and unanimously approved.**
4. Michelle Gordon, Finance Director
- a. Highmark One-time Premium Credit issued: discuss options for the employee portion of the premium credit
 - **Motion by Mr. Stolipher to approve the health insurance employee premium holiday for the month of December 2021 for existing participants as of November 30, 2021. Motion seconded and unanimously approved.**
 - b. Review of FY22 Financials as of 10/31/2021
5. Russell Burgess, Director, Jefferson County Information Technology –
- Motion by Mr. Stolipher to _____

6. Public Comment – public comment was provided by David Tabb and Stacy Tabb.

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
- 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.
- d. Consider matters involving or affecting the construction, planning or purchase, sale or lease of property.
- e. Report by counsel on opioid case (Jefferson County Commission v. Purdue Pharmaceutical, et. Al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170)

- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice regarding items b, c, and d as listed above, including the discussion of contractual matters as it relates to item d, and to**
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- **Motion by Mr. Stolipher to come out of Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Discuss Early Voting Locations

- **Motion by Ms. Ath to explore the logistics of having Charles Washington Hall be designated as an annex of the Courthouse for the purpose of securing a new location for early voting. Motion seconded and unanimously approved.**

9. The Commission adjourned at _____ p.m. on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant