

## Minutes

### Jefferson County Commission

Thursday, December 16, 2021

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A meeting of the Jefferson County Commission was held on Thursday, December 16, 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, Caleb Hudson, and Jane Tabb. Vice President Jackson and Commissioner Ath were present virtually. Also present were Sandy McDonald, Interim County Administrator and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, December 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 December 2, 2021 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.**

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

CHECK#		VENDOR NAME		AMOUNT
85554		AMANDA JOHNSON		\$ 618.09
85555		AMANDA MASTERS		\$ 219.52
85556		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		\$ 2,593.14
85557		AMERIFLEX		\$ 120.80
85558		AT&T		\$ 322.53
85559		BAKERTON VOLUNTEER FIRE DEPARTMENT		\$ 1,056.49
85560		BUREAU OF CHILD SUPPORT		\$ 492.93
85561		CAPITAL ELECTRIC		\$ 477.66
85562		CITY OF CHARLES TOWN		\$ 84.00

85563		COLONIAL LIFE		\$ 95.68
85564		CREAMERS WRECKER SERVICE		\$ 85.00
85565		DELTA DENTAL OF WV		\$ 6,267.46
85566		EFTPS IRS TAXES		\$ 101,625.80
85567		EMILY MORROW		\$ 268.24
85568		EMPOWER RETIREMENT		\$ 6,131.07
85569		GUTTMAN OIL CO		\$ 7,242.79
85570		HIGHMARK WV		\$ 198,759.90
85571		JAMIN BRANCH		\$ 1,551.85
85572		JASON MICKEY		\$ 3,123.47
85573		JEFFERSON COUNTY SOLID WASTE AUTHORITY		\$ 92.63
85574		JEFFERSON SECURITY BANK		\$ 4,390.00
85575		MICAH HUTCHINS		\$ 2,330.86
85576		MICHELLE GORDON		\$ 3,250.00
85577		NATIONAL VISION ADMIN.		\$ 1,726.48
85578		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
85579		R.E. MICHEL CO. LLC		\$ 238.43
85580		RETIREE HEALTH BENEFIT TRUST		\$ 6,721.00
85581		RICE TIRES CO		\$ 1,059.60
85582		RYAN SNYDER		\$ 45.92
85583		SSC-SOUTHERN STATES		\$ 357.21
85584		STATE TAX DEPARTMENT		\$ 846.03
85585		STEPHEN S ALLEN		\$ 730.37
85586		THE HARTFORD		\$ 2,286.00
85587		THE HARTFORD		\$ 3,664.48
85588		TRACY HERRON-RICE RPR		\$ 109.00
85589		VICTOR C LUPIS III		\$ 4,707.46
85590		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,841.03
85591		WV DIVISION OF LABOR		\$ 90.00
85592		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 46,449.97
85593		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49
85594	FG/009	BERKELEY CO SHERIFF		959.17
85595	FG/009	RANSON POLICE DEPT		2,850.99
85596	FG/009	SHERIFF OF JEFFERSON CO		3,200.03
85597	FG/009	MOOREFIELD POLICE DEPT		427.08
85598	SG/010	AJ ALLEGHENY SYSTEMS		10,000.00
85599	BS/011	SHERIFF OF JEFFERSON CO		6,546.75
85600	AM/053	AXION STAFFING		1,519.74
<b>TOTAL</b>				<b>\$ 453,577.14</b>

**Motion by Mr. Stolipher to approve the Accounts Payable for December 9, 2021 in the amount of \$453,577.14. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
85601		AMANDA JOHNSON		219.52
85602		BOLAND TRANE SERVICES INC		3,195.80
85603		CITY OF CHARLES TOWN		56.00
85604		DODSON SEPTIC SERVICE LLC		285.00
85605		DOING BETTER BUSINES		27.50
85606		ECOWATER		125.00
85607		FIFTH THIRD BANK		72,796.19
85608		FIFTH THIRD BANK		1,434.92
85609		GUTTMAN OIL CO		3,735.26
85610		JEFFERSON COUNTY SOLID WASTE AUTHORITY		97.51
85611		JOSEPH MURPHY		46.65
85612		KENT PARSONS FORD INC		363.28
85613		NICOLE NOBREGA		562.11
85614		POTOMAC EDISON		22,703.11
85615		RICE TIRES CO		671.54
85616		SHERIFF OF JEFFERSON COUNTY		182.15
85617		SOFTWARE SYSTEMS INC		93.00
85618		SPECIALTY BUSINESS SUPPLIES		1,383.80
85619		TEK ADVISORS LLC		4,200.00
85620		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		71,506.50
85621		XEROX CORPORATION		2,574.37
85622	GS/OO4	GENERAL CO FUND-004		13,776.25
85623	AM/O53	AXION STAFFING GROUP		1,087.52
<b>TOTAL</b>				<b>201,122.98</b>

**Motion by Mr. Stolipher to approve the Accounts Payable for December 16, 2021 in the amount of \$201,122.98. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

		MANUAL CHECKS		
Check#	Fund	VENDOR		Amount
535	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 400.00

771	HD/8	<b>SHERIFF OF JEFFERSON CO</b>	\$ 1,250.07
935	AV/56	<b>COMMERCIAL PRESS INC.</b>	\$ 183.00
936	AV/56	<b>JUSTTECH</b>	\$ 159.96
937	AV/56	<b>MONROE</b>	\$ 650.50
938	AV/56	<b>PRINT-O-STAT</b>	\$ 190.00
120	IP/249	<b>AJ ALLEGHENY SYSTEMS</b>	\$ 9,000.00
<b>TOTAL</b>			<b>\$ 11,833.53</b>

**Motion by Mr. Stolipher to approve the Manual Checks for December 10, 2021 in the amount of \$11,833.53. Motion seconded and unanimously approved.**

**17-Dec-21**

<b>MANUAL CHECKS</b>				
<b>Check#</b>	<b>Fund</b>	<b>VENDOR</b>		<b>Amount</b>
536	CS/2	<b>EASTRIDGE HEALTH SYSTEM</b>		\$ 219.46
537	CS/2	<b>FITCH &amp; ASSOC.</b>		\$ 8,750.00
772	HD/8	<b>ATTENTI</b>		\$ 3,251.20
773	HD/8	<b>ENVIVO HEALTH LLC</b>		\$ 960.00
774	HD/8	<b>FIFTH THIRD BANK</b>		\$ 179.60
939	AV/56	<b>FIFTH THIRD BANK</b>		\$ 308.35
940	AV/56	<b>SEGRA</b>		\$ 620.62
1311	IP/249	<b>SHERIFF JEFFERSON CO - SCHOOL</b>		\$ 23.00
1312	IP/249	<b>SHERIFF JEFFERSON CO - LAW</b>		\$ 12,218.21
1313	IP/249	<b>SHERIFF JEFFERSON CO - PARKS</b>		\$ 21,767.16
1314	IP/249	<b>SHERIFF JEFFERSON CO - EMS</b>		\$ 2,300.95
1315	IP/249	<b>SHERIFF JEFFERSON CO - ADMIN</b>		\$ 1,012.48
129	IS/249	<b>CHRISTOPHER &amp; MICHELLE BRANNAN</b>		\$ 5,991.00
121	IL/249	<b>CHRISTOPHER &amp; MICHELLE BRANNAN</b>		\$ 176.00
144	IP/249	<b>CHRISTOPHER &amp; MICHELLE BRANNAN</b>		\$ 481.00
152	IE/249	<b>CHRISTOPHER &amp; MICHELLE BRANNAN</b>		\$ 52.00
128	IS/249	<b>THOMAS LAKE</b>		\$ 3,635.00
122	IL/249	<b>THOMAS LAKE</b>		\$ 107.00
143	IP/249	<b>THOMAS LAKE</b>		\$ 293.00
151	IE/249	<b>THOMAS LAKE</b>		\$ 32.00
<b>TOTAL</b>				<b>\$ 62,378.03</b>

**Motion by Mr. Stolipher to approve the Manual Checks for December 17, 2021 in the amount of \$62,378.03. Motion seconded and unanimously approved.**

**PAYROLL APPROVAL**

**Motion by Mr. Stolipher to approve the Payroll for December 9, 2021 in the amount of \$277,913.41. Motion seconded and unanimously approved.**

**PRESENTATIONS**

1. Martin Burke, Chair, Jefferson County Historic Landmarks Commission – requested a waiver of application fee to the Jefferson County Board of Zoning Appeals for a variance request at Duffield’s Depot.
  - **Motion by Mr. Stolipher to approve the waiver of the application fee to the Jefferson County Board of Zoning Appeals for the Jefferson County Historic Landmarks Commission. Motion seconded and unanimously approved.**
  
2. Russell Burgess, Director, Jefferson County Information Technology – requested approval of application and Resolution for GigReady Technical Assistance.
  - **Motion by Mr. Stolipher to approve the application and Resolution for the GigReady Technical Assistance. Motion seconded and unanimously approved.**
  
3. Interviews and Appointments to the Jefferson County Development Authority – one unexpired term for Harpers Ferry Representative and one unexpired term for Bolivar Representative.
  - **Motion by Mr. Stolipher to appoint Edward Love to the Jefferson County Development Authority Board of Directors as the Harpers Ferry Representative for an unexpired term ending April 5, 2022.**
  
  - **Motion by Mr. Stolipher to appoint Gino Sisco to the Jefferson County Development Authority Board of Directors as the Bolivar Representative for an unexpired term ending April 5, 2022.**
  
4. Chad Wallen, Integrity – Ridge Road Rezoning Request

- **Motion by Mr. Stolipher to accept the Zoning Map Amendment Request, for a 76.22 acre property identified in Charles Town District (2), Map Number 1, Portion of Parcels 29 & 45; refer the request to the Planning Commission for review of Comprehensive Plan consistency and to schedule a public hearing before the County Commission on Thursday, January 20, 2021. Motion seconded and unanimously approved.**

5. Michelle Gordon, Finance Director

- a. Review and Approval of FY2022 State Budget Revision 2 for the General County Fund

- **Motion by Mr. Stolipher to accept FY22 State Budget Revision 2 for the General County Fund. Motion seconded and unanimously approved.**

- b. Review and Approval of FY2022 State Budget Revision 2 for the Coal Severance Fund

- **Motion by Ms. Tabb to accept FY22 Sate Budget Revision 2 for the Coal Severance Fund. Motion seconded and unanimously approved.**

- c. Review of FY23 Budget Charge for Departments

- d. Discuss Non-Civil Service employee annual leave accrual maximums

- **Motion by Ms. Tabb to approve the extension of non-civil service employee vacation leave balance cap and roll from 12/31/2021 to 06/30/2022 with the understanding that accrued but unused vacation days reimbursed upon termination of employment shall not exceed the maximum accrual based on years of service in accordance with Policy 208. Motion seconded and unanimously approved.**

6. Public Comment – no public comment was provided at this meeting.

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, and WV Supreme Court No's 21-0727, 21-0728, and 21-0731.
- c. Consider matters involving or affecting the construction, planning or purchase, sale or lease of property.
- d. Report by Counsel on opioid case (Jefferson County Commission v. Purdue Pharmaceutical, et al. Use District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170)
- e. Discussion and review of voting locations, including the location of early voting at the Courthouse and possible creation of alternate and/or annexed locations.
  - **Motion by Mr. Stolipher to designate Charles Washington Hall, located at 100 W. Washington Street, Charles Town WV, 25414, as an official Annex of the Jefferson County Courthouse, authorize the County Clerk's Office to publish any necessary notices to the public, and authorize the signature of the Annexation Order and any other necessary agreements prepared by legal counsel. Motion seconded and unanimously approved.**

### **OLD BUSINESS**

- 8. Review of Policy 319 – Financial System Access & Approval Policy – Mr. Stolipher stated this topic would be postponed until the next regularly scheduled meeting.
- 9. Update – Comprehensive Audit – Scope of Work – State Auditor's Office – Mr. Stolipher stated the Comprehensive Audit would begin on January 3, 2022 and possibly be complete by the end of the first quarter.

### **NEW BUSINESS**

- 10. Letter of Support Requested – Cacapon State Park Mountain Bike Trail System – Economic Development Administration Competitive Tourism Grant
  - **Motion by Mr. Stolipher to approve the Letter of Support for the Cacapon State Park Mountain Bike Trail System. Motion seconded and unanimously approved.**
- 11. Potential presentation of the Comprehensive Plan Amendment to the County Commission and schedule a public hearing – Mr. Stolipher stated this issue would be discussed during the January 6, 2022 regularly scheduled County Commission meeting.

## COUNTY ADMINISTRATOR REPORTS

- Set Date and Time for Legislative Summit – it was the consensus of the Commission to hold the Jefferson County Legislative Summit on Thursday, January 6, 2022 at 1:30 pm in the hybrid virtual/in-person format.
- Update – Executive Assistant Position
  - **Motion by Mr. Stolipher to allow Ms. McDonald to hire a temporary employee as needed to fill the executive assistant position. Motion seconded and unanimously approved.**

12. The Commission adjourned at 7:27 p.m. on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

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Steve Stolipher, PRESIDENT

Respectfully submitted  
Sandy McDonald  
Interim County Administrator