

Minutes

Jefferson County Commission

Thursday, January 20th, 2022

A meeting of the Jefferson County Commission was held on Thursday, January 20, 2022 during the first quarterly session at 6:00 p.m. The meeting was held both in person and via GoToWebinar. Present were, Caleb Hudson, President, Steve Stolipher, Vice President, Tricia Jackson, Clare Ath and Jane Tabb. Also present were Sandy McDonald, Interim County Administrator, and Brittany Roberts, temporary assistant. (See archived meeting)

PLEDGE OF ALLEGIANCE

Commissioner Hudson led the Pledge of Allegiance

APPROVAL OF MINUTES

Mr. Hudson moved to approve minutes of January 6, 2022- Regular Session minutes with agenda item number 11 to be corrected. Motion Seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Mr. Hudson moved to approve requisitions in the amount of \$50,894.00. Motion approved without objection.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	VENDOR NAME	AMOUNT
85707	ADAM WARD	933.63
85708	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,529.78
85709	AMERIFLEX	120.80
85710	AT&T	131.85
85711	ATTENTI US INC	3,596.80
85712	BOLAND TRANE SERVICES INC	1,931.00
85713	CAPITAL ELECTRIC	762.75
85714	CASTO & HARRIS INC	9,463.00
85715	CITIZENS VOLUNTEER FIRE COMPANY	70,000.00
85716	CREAMERS WRECKER SERVICE	85.00
85717	DAVID TYLER KEMP	100.00
85718	FIFTH THIRD BANK	103,521.13
85719	FIFTH THIRD BANK	517.69

85720		GUTTMAN OIL CO	6,563.47
85721		HEATHER KETCHENS	337.04
85722		IPC TECHNOLOGIES INC.	4,164.26
85723		J.C. EHRLICH	761.00
85724		JUSTTECH LLC	94.34
85725		KAREN OLDEN	1,995.39
85726		POTOMAC EDISON	2,562.65
85727		RETIREE HEALTH BENEFIT TRUST	6,721.00
85728		ROGER GOODWIN	686.05
85729		SHERIFF OF JEFFERSON COUNTY	111.88
85730		SHI INTERNATIONAL CORP	4,235.88
85731		SOFTWARE SYSTEMS INC	1,008.00
85732		THE HARTFORD	2,247.90
85733		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	64,992.75
85734		XEROX CORPORATION	2,668.25
85735		XEROX FINANCIAL SERVICES	249.81
85736	GS/OO4	GENERAL SCHOOL/004	10,617.00
85737	SG/O10	MOOREFIELD POLICE DEPT	368.64
85738	AM/O53	AXION STAFFING	4,321.58
TOTAL			308,400.32

Mr. Hudson moved to approve accounts payable for January 13, 2022 in the amount of \$308,400.32. Motion approved without objection.

CHECK#		VENDOR NAME	AMOUNT
85740		AGENCY 360	\$ 1,197.00
85741		ATLANTIC OCCUPSYCH INC.	\$ 325.00
85742		BANK OF CHARLES TOWN	\$ 65.12
85743		BUREAU OF CHILD SUPPORT	\$ 760.05
85744		COMPTROLLER OF MARYLAND	\$ 519.94
85745		EFTPS IRS TAXES	\$ 86,452.75
85746		EMPOWER RETIREMENT	\$ 5,139.62
85747		JAMIE WOLFE	\$ 3,250.00
85748		JEFFERSON SECURITY BANK	\$ 4,210.00

85749		MATTHEW BENDER		\$ 231.81
85750		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
85751		PANHANDLE PRINTING & DESIGN		\$ 659.55
85752		SPECIALTY BUSINESS SUPPLIES		\$ 70.00
85753		STATE TAX DEPARTMENT		\$ 830.67
85754		TRACY HERRON-RICE RPR		\$ 666.05
85755		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 15,593.30
85756		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 42,568.69
85757		WV STATE TAX DEPARTMENT		\$ 32,041.08
85758		XEROX CORPORATION		\$ 798.71
85759	FG/009	SHERIFF OF JEFFERSON CO		\$ 5,050.01
85760	BS/011	SHERIFF OF JEFFERSON CO		\$ 6,671.64
TOTAL				\$ 207,934.99

Mr. Hudson moved to approve accounts payable for January 20, 2022 in the amount of \$207,934.99. Motion approved without objection.

APPROVAL OF MANUAL CHECKS

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
942	AV/56	FIFTH THIRD BANK		\$ 308.35
943	AV/56	JUSTTECH		\$ 168.77
944	AV/56	MILLERS SUPPLIES AT WORK		\$ 221.87
945	AV/56	MR. PRINT		\$ 190.00
946	AV/56	SEGRA		\$ 620.62
345	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 112,590.11
1316	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 25.00
1317	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 10,126.80
1318	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 23,720.55
1319	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 2,507.50
1320	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 1,102.65

1060	SP315	WV STATE POLICE	\$	700.00
385	WV369	WVDSRF	\$	506.00
TOTAL				152,788.22

Mr. Hudson moved to approve manual checks for January 14, 2022 in the amount of \$152,788.22. Motion approved without objection.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
540	CS/002	JOHN R. TEARE	\$	490.55
309	DK/003	SHERIFF OF JEFFERSON CO	\$	40.47
777	HD/008	ATTENTI	\$	3,596.80
778	HD/008	SHERIFF OF JEFFERSON CO	\$	1,734.95
923	CW/059	EXECUTIVE EMERGENCY	\$	8,018.11
TOTAL			\$	13,880.88

Mr. Hudson moved to approve manual checks for January 21, 2022 in the amount of \$13,880.88. Motion approved without objection.

APPROVAL OF PAYROLL

Mr. Hudson moved to approve payroll for January 6, 2022 in the amount of \$260,293.12. Motion seconded and unanimously approved.

PRESENTATIONS

1.) Angie Banks, Assessor- Approval of Exonerations

NAME	TYPE	DISTRICT	TICKET No.	AMOUNT
Donald Ryan Hayden	PP	HFD	307734	\$213.77

Mr. Stolipher moved to approve the Exoneration for Ticket No. 307734 as presented by the Assessor. Motion seconded and unanimously approved.

NAME	TYPE	DISTRICT	TICKET No.	AMOUNT
Lisa and John Weber	PP	HFD	309007	\$680.18

Mr. Stolipher moved to approve the Exoneration for Ticket No. 309007 as presented by the Assessor. Motion seconded and unanimously approved.

2.) Tom Hansen, Sheriff- Sign on Bonus – Discussion, no action.

3.) Patricia L. Greenley, VADV, Inc.- Seeking a Waiver of Fees for Processing a One-lot Minor Subdivision

Mr. Stolipher moved to Waiver of Fees for a One-lot Minor Subdivision for the amount of \$600. Motion seconded and unanimously approved.

4.) Discussion- Executive Assistant Position- Potential Hire

Mr. Stolipher moved to approve the hiring of Jessica Carroll starting January 24, 2022 with a starting salary of 46,000 a year. Motion seconded and unanimously approved.

5.) Public Hearing- Rezoning request for a one acre property located at 16 Old Leetown Pike, Kearneysville- Tax District – Middleway (07); Map No. 11; Parcel Nos. 2.2 and 2.1 to change current zoning district from Village to Residential, Light Industrial Commercial (RLIC) (Planning Commission #21-4-Z)

Ms. Tabb recused herself from this discussion and vote.

Mr. Stolipher moved to request zoning district from Village to Residential, Light Industrial Commercial (RLIC) (Planning Commission #21-4-Z). Motion seconded and passed unanimously with Ms. Tabb recused.

6.) Stephen S. Allen, Jefferson County Office of Homeland Security and Emergency Management

- Approval for purchase for equipment for Bovine Emergency Response Program and training course

Mr. Stolipher moved to approve the purchase of equipment for Bovine Emergency Response Program and training course. Motion seconded and unanimously approved.

- Approval and signature for FEMA Hazard Mitigation Planning Grant Application

Ms. Tabb moved to approve for FEMA Hazard Mitigation Planning Grant Application in the amount of \$60,000. Motion seconded and unanimously approved.

- 7.) Public Hearing- Zoning Map Amendment (rezoning) for the property designated as Tax District: Charlestown (09), Map 11; Parcels 29 and 45 to change the zoning classification of the property from Industrial-Commercial to Residential Growth (RG) (Planning Commission File #21-5-Z)

Mr. Stolipher moved to approve rezoning of Tax District: Charlestown (09), Map 11: Parcels 29 and 45 to change zoning classification of property from Industrial- Commercial to Residential Growth (RG). Motion seconded and unanimously approved.

- 8.) Russell Burgess, Information Technology- Downtown Data Center Refresh/Upgrade

Mr. Stolipher moved to approve the refresh/upgrade of Downtown Data Center in the amount of \$246,910.95 to be taken out of AARP first. If funds are unavailable funds are to be taken out of Capital Outlet. Motion seconded and unanimously approved.

- 9.) Jennifer Myers, Jefferson County Parks and Recreation Commission- Letter of Support for Economic Development Grant Application

Mr. Stolipher moved to approve a letter of support for Economic Development Grant Application for Moulton Park. Motion seconded and unanimously approved.

- 10.) Rebecca Hall, Prosecuting Attorney's Office Victim Advocate Program- Supplemental VOCA Grant Contract

Ms. Tabb moved to approve that the President signs supplemental VOCA Grant Contract. Motion seconded and unanimously approved.

- 11.) Lynn Fields, Probate Office- Probate in Solemn Form

Ms. Tabb moved to approve the Petition of Probate in Solemn Form the Last Will and Testament of Charles L. Ferguson, Deceased. Motion seconded and unanimously approved.

- 12.) Interviews and Appointments- Jefferson County Emergency Services Agency- One term ending June 30, 2022- Jefferson County Fire and Rescue Association Representative

Mr. Stolipher nominated Ronnie Shutts- 2 votes

Ms. Tabb nominated John Paul Jones- 3 votes

John Paul Jones was appointed Jefferson County Fire and Rescue Association Representative with the Jefferson County Emergency Services- One term ending June 30, 2022 with a 3-2 vote.

- 13.) Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of legal issues regarding proposed solar text amendment including bonding, comprehensive plan, and related matters, including report by Counsel regarding progress in amending comprehensive plan, and discussion of Jefferson County Circuit

Court Civil Action No's 2021-C-33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C46 through 50, and WV Supreme Court No.'s 21-0727, 21-0728 and 21-0731.

- Review of potential agreement with financial consultant, discussion and potential action regarding agreement.

NEW BUSINESS

14.) Possible Interviews and decisions for Finance Director Position

15.) Discussion- County Administrator Candidates – Potential Hire

16.) Legislative Updates

17.) Consider an amendment to zoning ordinance to add solar energy facilities under a conditional use permit (TJ)

Mr. Hudson moved to go into Executive Session to receive legal advice regarding agenda items No.'s 2 and 6 under presentations of Mr. Nathan Cochran. Also agenda items No.'s 16, 17 and 19 of New Business. Motion seconded and unanimously approved.

Mr. Hudson moved to come out of Executive Session into Regular Session. Motion seconded and unanimously approved.

Mr. Stolipher moved to authorize Chairman to sign vendor document to approve Michelle Gordon as a vendor. Motion seconded and unanimously approved.

Mr. Stolipher moved to approve the hiring of John Nissel as new County Administrator starting on February 16, 2022, with a starting salary of \$110,000. Motion seconded and unanimously approved.

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

PUBLIC COMMENTS- No public comments

18.) The Commission adjourned at 8:36pm on a motion by Mr. Hudson. Motion seconded and unanimously approved.

Caleb Hudson, PRESIDENT

Respectfully Submitted

Brittany Roberts

Temporary Assistant
