

**Minutes**  
**Jefferson County Commission**  
**Thursday, March 3, 2022**

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A meeting of the Jefferson County Commission was held on Thursday, March 3, 2021 during the first quarterly session at 9:30 a.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolipher, Vice President, and Commissioners Clare Ath, Tricia Jackson, and Jane Tabb. Also present were John Nissel, County Administrator, Sandy McDonald, Deputy County Administrator and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, March 3, 2022 meeting is available on the Jefferson County Commission website.)

**PLEDGE OF ALLEGIANCE**

Commissioner Hudson led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Motion by Mr. Hudson to approve the Board of Review & Equalization Minutes for February 15 and 17, 2022 as presented/amended. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the February 17, 2022 Fitch Presentation Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the February 18, 2022 Budget Deliberation Minutes as presented/with noted correction. Motion seconded and unanimously approved.

**APPROVAL OF REQUISITIONS**

Motion by Mr. Hudson to approve the Requisitions for March 3, 2022 in the amount of \$11,182.60. Motion seconded and unanimously approved.

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK#		VENDOR NAME	AMOUNT
85881		AHA-ARTS & HUMANITIES ALLIANCE	\$ 1,074.25
85882		ARIN ELIZABETH FLOOK	\$ 569.25
85883		CERVIS TECHNOLOGIES INC	\$ 1,500.00
85884		CLERK OF JEFFERSON COUNTY COMMISSION	\$ 222.24
85885		DOING BETTER BUSINES	\$ 790.89
85886		ESRI	\$ 12,950.00
85887		GLEN KILMER	\$ 3,250.00
85888		GUTTMAN OIL CO	\$ 8,806.14
85889		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 1,590.70
85890		JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 26,856.35
85891		JEFF CO PARKS & RECREATION COMMISSION	\$ 24,191.39
85892		JUSTTECH LLC	\$ 111.01
85893		LANGUAGE LINE SERVICES	\$ 81.65
85894		MILLENIUM INSURANCE GROUP	\$ 900.00
85895		PRINT-O-STAT INC.	\$ 2,224.00
85896		SHERIFF OF JEFFERSON COUNTY	\$ 64.59
85897		SOFTWARE SYSTEMS INC	\$ 36.00
85898		SPIRIT OF JEFFERSON	\$ 99.50
85899		THOMAS HANSEN	\$ 29.00
85900		VINCENT TIONG	\$ 2,807.55
85901		WV ENHANCED 911 COUNCIL	\$ 70.00
85902		XEROX CORPORATION	\$ 126.42
85903	SG/010	BERKELEY CO SHERIFF OFFICE	\$ 926.60
85904	SG/010	MOOREFIELD POLICE DEPT	\$ 748.26
85905	AM/053	AXION STAFFING GROUP	\$ 1,607.50
<b>TOTAL</b>			<b>\$ 91,633.29</b>

**Motion by Mr. Hudson to approve the Accounts Payable for February 24, 2022 in the amount of \$91,633.29. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
85907		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		\$ 2,450.34
85908		ANGELA L BANKS		\$ 106.20
85909		BOLAND TRANE SERVICES INC		\$ 4,460.00
85910		BUREAU OF CHILD SUPPORT		\$ 760.05
85911		CHIMNEY RESTORATION SERVICES INC		\$ 3,680.00
85912		CITY OF CHARLES TOWN		\$ 28.00
85913		COMPTROLLER OF MARYLAND		\$ 547.32
85914		DELTA DENTAL OF WV		\$ 6,524.55
85915		EFTPS IRS TAXES		\$ 90,991.67
85916		EMPOWER RETIREMENT		\$ 6,751.93
85917		EVELYN STEPHENSON		\$ 815.71
85918		FEDEX		\$ 61.93
85919		GUTTMAN OIL CO		\$ 4,102.82
85920		HIGHMARK WV		\$ 201,879.45
85921		JAMIN BRANCH		\$ 3,830.45
85922		JEFFERSON SECURITY BANK		\$ 4,355.00
85923		MATTHEW BENDER		\$ 71.08
85924		MILLERS SUPPLIES AT WORK		\$ 281.23
85925		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
85926		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
85927		RICE TIRES CO		\$ 1,182.44
85928		SPIRIT OF JEFFERSON		\$ 87.54
85929		STATE TAX DEPARTMENT		\$ 150.00
85930		THE HARTFORD		\$ 2,298.70
85931		THE JOURNAL		\$ 98.80
85932		WV ASSOCIATION OF CIRCUIT CLERK		\$ 300.00
85933		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,451.86
85934		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 44,501.13
85935		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49
85936		XEROX FINANCIAL SERVICES		\$ 249.81
85937	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,745.14
85938	BS/011	SHERIFF OF JEFFERSON CO		\$ 7,567.32
85939	AM/053	AXION STAFFING		\$ 1,395.84
<b>TOTAL</b>				<b>\$ 413,226.80</b>

**Motion by Mr. Hudson to approve the Accounts Payable for March 3, 2022 in the amount of \$413,226.80. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
925	CW/O59	HUNTZMAN ENTERPRISES		\$ 702.00

**Motion by Mr. Hudson to approve the Manual Checks for February 25, 2022 in the amount of \$702.00. Motion seconded and unanimously approved.**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
544	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 2,600.00
545	CS/2	FITCH & ASSOC		\$ 26,250.00
782	HD/8	SHERIFF OF JEFFERSON CO		\$ 2,183.58
954	AV/56	PRINT-O-STAT		\$ 190.00
1761	CO/246	HOFFMAN FORD SALES		\$ 57,220.10
<b>TOTAL</b>				<b>\$ 88,443.68</b>

**Motion by Mr. Hudson to approve the Manual Checks for March 4, 2022 in the amount of \$88,443.68. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

Public comment was provided by the following: David Tabb and Stacy Tabb.

**PRESENTATIONS**

1. Nikki Painter, Elections – County Clerk’s Office – requested Poll Worker & Alternate Approval for the 2022 Primary.
  - **Motion by Mr. Stolipher to approve the poll workers and alternates as presented for the 2022 Primary Election. Motion seconded and unanimously approved.**

2. Rebecca Hall, Victim Advocate, Prosecuting Attorney's Office – requested the approval and signature for the VOCA Grant Application.
  - **Motion by Mr. Stolipher to approve the VOCA Grant Application for Grant Year 2022-2023 and authorize the President of the Commission to affix his signature to the associated documents. Motion seconded and unanimously approved.**
3. Interviews and Appointments to the Jefferson County Property Safety Enforcement Agency Board – two two-year terms for Citizen Representative ending February 8, 2024.
  - **Motion by Ms. Tabb to reappoint Sharon Wilt the Jefferson County Property Safety Enforcement Agency Board for a two-year term as Citizen Representative ending February 8, 2024. Motion seconded and unanimously approved.**
4. **Russell Burgess**
  - a. Jefferson County GigReady Program Participation
    - **Motion by Mr. Stolipher to commit \$500,000 on behalf of Jefferson County for the State GigReady Program to obtain technical assistance for identifying projects that may qualify for the program. Any projects identified would be reviewed at a later time to determine the county's involvement. Motion seconded and unanimously approved.**
  - b. Approval of Information Technology Intern Trevor Vanorsdale for student to meet graduation requirements at Blue Ridge Technical and Community College.
    - **Motion by Mr. Stolipher to approve Trevor Vanorsdale for the position of IT intern for 150 hours at \$12 per hour as previously approved by the county commission, with the funding to come from the Information Technology budget, effective Monday, March 7, 2022. Motion seconded and unanimously approved.**
  - c. **Reorganization of the GIS Department; Approval of Information Technology Department GIS Job Descriptions; approval of Rhonda Greenholtz to GIS Technician/Office Admin Level 2 with salary increase to \$44,500; approval of Jessica Gormont to GIS Coordinator Level 1 with salary increase to \$55,000; approval to hire Todd Fagan as Part-Time/Temporary Employee, rate of \$25.00 per hour not to exceed 400 hours/year; approval to advertise for GIS Analyst Level 1 with a salary of \$50,000;**

- **Motion by Ms. Tabb to approve the reorganization of the GIS Department with the following GIS job descriptions: GIS Technician Level 1-3, GIS Programmer Level 1-3, GIS Analyst Level 1-3, GIS Coordinator Level 1-3; and to approve Rhonda Greenholtz to GIS Technician/Office Administrator Level 1 with a salary increase to \$44,500; and approve Jessica Gormont to GIS Coordinator Level 1 with a salary increase to \$55,000; and approve the hire of Todd Fagan as a part-time/temporary employee at a rate of \$25/hr not to exceed 400 hours/year and to approve advertising for a GIS Analyst Level 1 with a salary of \$50,000. Motion seconded and unanimously approved.**
5. Rick Thiel, Finance Director, requested the review & approval of FY2022 State Budget Revision 4 for the General County Fund
- **Motion by Ms. Tabb to approve FY2022 State Budget Revision 4 for the General County Fund as presented. Motion seconded and unanimously approved.**
6. Appointment to the Jefferson County Deputy Sheriff Civil Service Commission
- **Motion by Mr. Stolipher to appoint Jean Vezzosi to the Jefferson County Deputy Sheriff Civil Service Commission for one unexpired term ending September 29, 2025. Motion seconded and unanimously approved.**
7. Dennis Jarvis, Director, and Sean Feigo, Board President, Jefferson County Development Authority – requested a discussion of the Development Authority Board Members Term Limits
- **Motion by Mr. Stolipher to shorten the term length of the upcoming citizen representative vacancies on the Jefferson County Development Authority Board of Directors to two years instead of three to better balance the number of member term expirations in a given year, with the two citizen representative positions to revert back to three year terms after their April 5, 2024 expirations. Motion seconded and unanimously approved.**
8. Conrad Lucas, Frontier Communications – Projects Update – Mr. Lucas discussed Frontier’s future fiber expansion within the County.

9. Nathan Cochran, Assistant Prosecuting Attorney

- a. 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.
- b. Consider matters involving or affecting the construction, planning or purchase, sale or lease of property.
- c. 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)
  - **Motion by Mr. Stolipher to enter into Executive Session to provide legal advice and discuss personnel issues regarding the following: 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; possibility of creating a CAD project manager position; the possibility of creating a Public Safety Director; and possible reorganization of E-911 and Emergency Management. Motion seconded and unanimously approved.**
  - **Motion Mr. Hudson to come out of Executive Session and resume regular session. Motion seconded and unanimously approved.**

**OLD BUSINESS**

10. Decision – proposed text amendment to the Jefferson County Envision Jefferson 2035 Comprehensive Plan (approved 1/14/2015) to clarify and/or state that solar facilities are a principal permitted use in the rural and residential zoning districts, in accordance with WV Code §8A-3-11, 8A-3-6 and related statutes.

**NEW BUSINESS**

11. Legislative Updates – none reported.
12. Report from liaison to CTUB, discussion of CTUB activity (CH) – the Commission discussed issues related to Article 147 with Ms. Jacqueline Milliron, county representative on the Charles Town Utility Board.

## COUNTY ADMINISTRATOR REPORTS

- Personnel Matters – Maintenance Director position
  - **Motion by Mr. Stolipher to rename the Maintenance Department to the Department of Facilities and Fleet Management. Motion seconded and unanimously approved.**
  - **Motion by Mr. Stolipher to approve the promotion of Laura Kuhn, Interim Maintenance Director, to Director of Facilities and Fleet Management, effective immediately. Motion seconded and unanimously approved.**
- Personnel Matters – County Commission Administrative Assistant – request to advertise
  - **Motion by Mr. Stolipher to advertise for an administrative assistant position within the Commission Department, with the salary at a Grade IV (\$37,750) minimum. Motion seconded and unanimously approved.**
- Personnel Matters – Discuss creating a position – Project Manager for CAD
- Personnel Matters – Discuss creating a position – Public Safety Director
- Discuss reorganization of E-911 and Emergency Management
  - o The items listed above were discussed in Executive Session.

## AFTERNOON SESSION

13. Public Hearing – Executive Summary EMS Study by Fitch & Associates.
  - Mr. Hudson opened the Public Hearing at 1:32 pm, stating the purpose of the hearing was to receive comment regarding the Executive Summary EMS Study prepared by Fitch & Associates and presented to the Commission on February 17, 2022.

The following individuals provided comment:

- David Tabb
- Jennifer Krouse
- Adam Watson
- Ross Morgan
- Marshall Demeritt
- Mike Mood
- Coy Beverage
- Troy Baker
- Geoff Smith
- Madelyn Riegert



- Alan Perdue
- Barbara Hartman
- Jay Premack
- Heath Fleming
- Ronda Lehman
- Resident from Shannondale – unable to capture name
- Warren Royce
- Megan Duncan
- Gabriel \_\_\_\_\_ (unable to capture last name)
- Denise Nick

- Mr. Hudson thanked the speakers and stated the Commission would leave the comment period open to receive written comment.

14. Discussion of Fitch Report, including potential action regarding composition and structure of county EMS services, Jefferson County Emergency Services Agency, acquisition and distribution of ambulance resources.

15. Review Fitch & Associates Proposal for Fire Department Study

- **Motion by Ms. Tabb to enter into Executive Session to receive legal counsel regarding the Fitch Report, including potential action regarding composition and structure of county EMS services, Jefferson County Emergency Services Agency, acquisition and distribution of ambulance resources.**
- **Motion by Mr. Hudson to come out of Executive Session and resume regular session. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to direct Mr. Nissel to contact Fitch & Associates to reaffirm the numbers used in the study; discuss more options regarding EMS service in the county; and the factors involved with the implementation process of options presented. Motion seconded and unanimously approved**

16. The Commission adjourned at 8:12 p.m. on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

Caleb Hudson, PRESIDENT

Respectfully submitted  
 Jessica Carroll  
 Executive Administrative Assistant