

Minutes

Jefferson County Commission

Thursday, April 21, 2022

A meeting of the Jefferson County Commission was held on Thursday, April 21, 2022 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolipher, Vice President, and Commissioners Tricia Jackson and Clare Ath. Commissioner Tabb was absent with prior notice. Also present were John Nissel, County Administrator, and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, April 21, 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 April 5, 2022 Special Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the April 7, 2022 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Hudson to approve the Payroll for April 14, 2022 in the amount of \$262,363.07. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Hudson to approve the Requisitions for April 21, 2022 in the amount of 32,652.58. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
86100		AMERIFLEX		\$ 120.80
86101		AT&T		\$ 94.44
86102		BOLAND TRANE SERVICES INC		\$ 1,931.00
86103		BUREAU OF CHILD SUPPORT		\$ 492.93
86104		CITY OF CHARLES TOWN		\$ 24.00
86105		COMMERCIAL PRESS INC		\$ 785.25
86106		COMPTROLLER OF MARYLAND		\$ 497.22
86107		EFTPS IRS TAXES		\$ 91,730.17
86108		EMPOWER RETIREMENT		\$ 7,267.30
86109		FEDEX		\$ 24.10
86110		FIFTH THIRD BANK		\$ 99,966.60
86111		JEFFERSON SECURITY BANK		\$ 4,335.00
86112		KELLY SPARKS		\$ 1,542.44
86113		LANGUAGE LINE SERVICES		\$ 43.25
86114		MARKL SUPPLY COMPANY		\$ 6,374.47
86115		MILLERS SUPPLIES AT WORK		\$ 202.94
86116		NAPA AUTO PARTS		\$ 237.90
86117		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
86118		PRECISION LASER & INSTRUMENT INC.		\$ 3,754.00
86119		RETIREE HEALTH BENEFIT TRUST		\$ 6,721.00
86120		RUSSELL BURGESS		\$ 3,197.50
86121		SOFTWARE SYSTEMS INC		\$ 93.00
86122		STATE TAX DEPARTMENT		\$ 150.00
86123		TAMMY YOKLEY		\$ 3,250.00
86124		TEK ADVISORS LLC		\$ 4,200.00
86125		WV ASSOCIATION OF CIRCUIT CLERK		\$ 1,125.00
86126		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 15,975.74
86127		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 45,411.07
86128		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49
86129		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 79,467.75
86130		XEROX CORPORATION		\$ 721.26
86131	GS/OO4	JEFFERSON CO GENERAL FUND-004		\$ 13,083.01
86132	GS/OO4	WV STATE AUDITOR		\$ 16,840.00
86133	FG/OO9	SHERIFF OF JEFFERSON CO		\$ 4,554.58
86134	AM/O53	AXIOM STAFFING GROUP		\$ 916.75
86135	BS/O11	SHERIFF OF JEFFERSON CO		\$ 6,677.51

TOTAL				\$ 422,808.47
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Motion by Mr. Hudson to approve the Accounts Payable for April 14, 2022 in the amount of \$422,808.47. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
86136		GLOBALSTAR USA		\$ 2,120.20
86137		GUTTMAN OIL CO		\$ 4,356.90
86138		JEFFREY POLCZYNSKI		\$ 218.50
86139		JESSICA ASHLEY		\$ 218.50
86140		JOSEPH MURPHY		\$ 218.50
86141		JUSTTECH LLC		\$ 88.09
86142		KATHRYN KING		\$ 356.50
86143		LAURA POPE		\$ 356.50
86144		LORI BROWN		\$ 356.50
86145		PRINT-O-STAT INC.		\$ 11,182.60
86146		QUALITY UPTIME SERVICE		\$ 11,913.12
86147		SCOTT DEMORY		\$ 88.50
86148		SHI INTERNATIONAL CORP		\$ 8,903.88
86149		SOFTWARE SYSTEMS INC		\$ 36.00
86150		THOMAS HANSEN		\$ 88.50
86151		THOMSON REUTER - WEST		\$ 1,068.03
86152		XEROX CORPORATION		\$ 203.87
TOTAL				\$ 41,774.69

Motion by Mr. Hudson to approve the Accounts Payable for April 21, 2022 in the amount of \$41,774.69. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

15-Apr-22				
MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
312	DK/O3	SHERIFF OF JEFFERSON CO		\$ 22.71
788	HD/8	ATTENTI		\$ 3,238.40
789	HD/8	CORNERSTONE DIAGNOSTICS		\$ 1,568.00

790	HD/8	FIFTH THIRD BANK		\$ 90.92
791	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,720.47
970	AV/56	FIFTH THIRD BANK		\$ 445.85
971	AV/56	MONROE		\$ 1,108.58
1769	CO/246	FIFTH THIRD BANK		\$ 2,231.05
1770	CO/246	PRECISION LASER		\$ 34,190.00
TOTAL				\$ 44,615.98

Motion by Mr. Hudson to approve the Manual Checks for April 15, 2022 in the amount of \$44,615.98. Motion seconded and unanimously approved.

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
972	AV/56	GLOBAL SCIENCE & TECH		\$ 7,883.42
1771	CO/246	RE MICHEL CO		\$ 85.09
1772	CO/246	THOS SOMERVILLE		\$ 113.98
1331	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 107.00
1332	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 29,742.84
1333	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 101,245.95
1334	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 10,702.39
1335	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 4,709.03
TOTAL				\$ 154,589.70

Motion by Mr. Hudson to approve the Manual Checks for April 22, 2022 in the amount of \$154,589.70. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was provided by the following: David Tabb and Ross Morgan

PRESENTATIONS

1. Matt Harvey, Prosecuting Attorney - requested approval to hire part-time Victim's Advocate

- **Motion by Mr. Stolipher to approve the hire of Courtney Knill as a part-time Victim Advocate in the Prosecuting Attorney's Office at \$18.50 an hour, effective April 25, 2022. Motion seconded and unanimously approved.**

2. Magistrates D'Angelo, Cesare, and Roper - request for funding to be included in next county budget to complete previously approved 3rd floor courtroom for Magistrate Court on the 2nd floor of the Judicial Building.
 - **Motion by Mr. Stolipher to direct Mr. Nissel to research the costs for a courtroom to be built on the 3rd floor of the Judicial Building and discuss more in depth at a date to be determined. Motion seconded and unanimously approved.**
3. Regina Phillips, General Manager, White Horse Tavern and Clarion Inn – Request for Letter of Support to the WVABCA for a Floor Plan Extension for White Horse Tavern to allow for alcohol service on outdoor dining patio.
 - **Motion by Mr. Stolipher to approve the letter of support to the WVABCA for a floor plan extension for White Horse Tavern to allow for service of alcohol on outdoor dining patio. Motion seconded and unanimously approved.**
4. Interviews & Appointments to the following: Jefferson County Development Authority - one two-year term for Citizen Representative ending April 5, 2024 and one three-year term for Business Representative ending April 5, 2025.
 - **Motion by Mr. Stolipher to appoint Tara Orndorff to the Jefferson County Development Authority as a Business Representative for a three-year term ending April 5, 2025. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to appoint Andy Colandrea to the Jefferson County Development Authority for a two-year term as a Citizen Representative ending April 5, 2024. Motion seconded and unanimously approved.**

- South Jefferson Public Library Board – one unexpired term ending June 30, 2023

 - **Motion by Ms. Jackson to appoint Nick DiGennaro to the South Jefferson Public Library Board for an unexpired term ending June 30, 2023. Motion seconded and unanimously approved.**
5. Keith Lowry, Jefferson County Community Ministries - request for FY23 support for launch of Jefferson County Community Ministries “Community Services Center” to support the homeless and at-risk
 - **Motion by Mr. Stolipher to approve the letter of support to the WV State Legislature for the launch of the Jefferson County Community Ministries “Community Services Center” and authorize the president of the Commission to affix his signature to the appropriate documents. Motion seconded and unanimously approved.**

6. Doug Estepp, Coal Country Tours – requested funding and access request concerning centennial events for 1922 Treason Trials.
 - **Motion by Mr. Stolipher to approve access to the upstairs courtroom in the Jefferson County Courthouse on Friday, May 13, 2022 from 5:15-7:00 pm contingent on the Sheriff’s ability to provide a bailiff. Motion seconded and unanimously approved.**

7. Michelle Gordon, Finance Consultant
 - Review of Highmark Medical Insurance Renewal Options and Selection of Plan for FY2023
 - Review of Delta Dental Insurance Renewal Options for FY2023
 - Review of Employee and Employer insurance premium rates for health, dental, and vision for FY2023
 - **Motion by Mr. Stolipher to accept the Highmark of West Virginia health insurance renewal for FY2023 as presented by Ms. Gordon. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to accept the Delta Dental insurance renewal for FY2023 as presented by Ms. Gordon.**
 - **Motion by Mr. Stolipher to accept the FY2023 employee and employer premium rates for health, dental, and vision as presented by Ms. Gordon. Motion seconded and unanimously approved.**

8. Nathan Cochran, Assistant Prosecuting Attorney
 - a. 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-C-46 through 50, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6 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. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170).

- **Motion by Mr. Stolipher to enter into Executive Session to consider matters involving or affecting the construction, planning, or purchase, sale, or lease of property and to receive legal advice concerning 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, funding and finance issues, and implementation of Fitch recommendations. Motion seconded and unanimously approved.**
- **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**

NEW BUSINESS

9. Discussion and possible action related to contract / consultant's proposal for updates to Subdivision Regulation and Zoning Ordinance.
 - **Motion by Mr. Stolipher to approve the hire of PJ Raco Consulting to update the Jefferson County Subdivision Regulation and Zoning Ordinance. Motion seconded and unanimously approved.**

OLD BUSINESS

10. 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, funding and finance issues, and implementation of Fitch recommendations.
 - Marshall Demeritt, EMS Chief for the Shepherdstown Volunteer Fire Department and Adam Watson, Fire Chief for Independent Fire Company, provided the Commission with a presentation concerning the findings and suggestions of the Fitch Report and provided the Commission with several alternative options for fire and EMS staffing in the county.
 - **Motion by Ms. Jackson to direct Mr. Nissel to work with Bob Burner, Director of the JCESA, to research appraisers to assist in the determination of ambulance pricing. Motion seconded and unanimously approved.**
 - **Motion by Ms. Jackson to direct Mr. Nissel to engage a commercial real estate broker to assess space needs and the fair market value of space to potentially be leased by the Commission. Motion seconded and unanimously approved.**

11. **ADJOURN**

The Commission adjourned at 9:17 p.m. on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

Caleb Hudson, PRESIDENT

Respectfully submitted
Jessica Carroll
Executive Administrative Assistant

