

## **Minutes**

### **Jefferson County Commission**

**Thursday, July 21, 2022**

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A meeting of the Jefferson County Commission was held on Thursday, July 21, 2022 during the third quarterly session at 6:00p.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 Michelle Gordon - Acting County Administrator, Sandy McDonald, Deputy County Administrator, Sorayda Pitts, Administrative Assistance and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, July 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 June 16, 2022 regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the June 22, 2022 Special Session Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the June 24, 202 Special Session Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the June 30, 2022 Special Session Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the July 8, 2022 Special Session Meeting Minutes as presented. Motion seconded and unanimously approved.

**APPROVAL OF PAYROLL**

Motion by Mr. Hudson to approve the Payroll for June 23, 2022 in the amount of \$269,630.60.  
Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the Payroll for July 8, 2022 in the amount of \$266,942.01.  
Motion seconded and unanimously approved

**APPROVAL OF REQUISITIONS**

Motion by Mr. Hudson to approve the Requisitions for July 21, 2022 in the amount of \$561,653.70. Motion seconded and unanimously approved.

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK#		VENDOR NAME		AMOUNT
86464		AT&T		\$ 219.81
86465		BUREAU OF CHILD SUPPORT		\$ 492.93
86466		CASTO & HARRIS INC		\$ 12,098.18
86467		COMPTROLLER OF MARYLAND		\$ 770.07
86468		CYNTHIA DANNER		\$ 52.90
86469		DAVID M. CARTER		\$ 104.00
86470		EFTPS IRS TAXES		\$ 93,917.59
86471		ELIZABETH DUTKO		\$ 166.99
86472		EMPOWER RETIREMENT		\$ 5,861.45
86473		GUTTMAN OIL CO		\$ 5,512.44
86474		JEFFERSON SECURITY BANK		\$ 4,235.00
86475		LANGUAGE LINE SERVICES		\$ 93.00
86476		LORI BROWN		\$ 6,044.40
86477		MOTOROLA SOLUTIONS INC		\$ 940.00
86478		NAPA AUTO PARTS		\$ 42.94
86479		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
86480		ROGER GOODWIN		\$ 104.00
86481		SOFTWARE SYSTEMS INC		\$ 36.00
86482		SPIRIT OF JEFFERSON		\$ 415.48
86483		STATE TAX DEPARTMENT		\$ 150.00

86484		STORAGE NETWORKS		\$ 3,700.00
86485		TEK ADVISORS LLC		\$ 4,200.00
86486		VA DEPT OF TAXATION		\$ 1,087.50
86487		VINCENT TIONG		\$ 3,126.63
86488		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,031.67
86489		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 46,802.50
86490		WV STATE TAX DEPARTMENT		\$ 32,894.66
86491		XEROX CORPORATION		\$ 1,320.39
86492	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,631.66
86493	BS/011	SHERIFF OF JEFFERSON CO		\$ 6,766.10
86494	AM/053	JEFFERSON CO COUNCIL OF AGING		\$ 203.94
86495	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,592.94
86496	AM/053	SPECIALTY BUSINESS		\$ 697.08
<b>TOTAL</b>				<b>\$ 255,146.25</b>

**Motion by Mr. Hudson to approve the Accounts Payable for June 23, 2022 in the amount of \$255,146.25. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
86497		AT&T MOBILITY - CC		\$ 84.00
86498		CITY OF CHARLES TOWN		\$ 3,600.00
86499		DR. ROBERT E. JONES III		\$ 1,000.00
86500		GUTTMAN OIL CO		\$ 6,343.60
86501		JASON MICKEY		\$ 85.79
86502		JOSEPH KENT		\$ 25.20
86503		JOSEPH MURPHY		\$ 337.04
86504		MOTOROLA SOLUTIONS INC		\$ 122.50
86505		MOTOROLA SOLUTIONS INC		\$ 8,893.00
86506		TONY GAINEY		\$ 3,250.00
86507		WASHINGTON FORD INC.		\$ 22,000.00
86508		WV ASSOCIATION OF COUNTIES		\$ 6,500.00
86509		XEROX CORPORATION		\$ 292.85
<b>TOTAL</b>				<b>52,533.98</b>

**Motion by Mr. Hudson to approve the Accounts Payable for June 30, 2022 in the amount of \$52,533.98. Motion seconded and unanimously approved.**

CHECK#	VENDOR NAME	AMOUNT
86511	AHA-ARTS & HUMANITIES ALLIANCE	\$ 1,375.46
86512	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 2,413.98
86513	ARIN ELIZABETH FLOOK	\$ 948.75
86514	BAKERTON VOLUNTEER FIRE DEPARTMENT	\$ 222.32
86515	BOLAND TRANE SERVICES INC	\$ 2,163.60
86516	BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	\$ 22,500.00
86517	BUREAU OF CHILD SUPPORT	\$ 492.93
86518	CAPITAL ELECTRIC	\$ 64.03
86519	CCAWV-COUNTY COMMISSION ASSOCIATION OF WV	\$ 3,900.00
86520	COLONIAL LIFE	\$ 95.68
86521	COMPTROLLER OF MARYLAND	\$ 769.94
86522	CORMAC QUINN	\$ 21.85
86523	COURTNEY S MOORE	\$ 29.25
86524	CROCK-HAMRICK REPORTING SERVICES LLC	\$ 244.50
86525	DARYLL WIMER	\$ 20.14
86526	DELTA DENTAL OF WV	\$ 6,220.62
86527	DODSON SEPTIC SERVICE LLC	\$ 285.00
86528	EFTPS IRS TAXES	\$ 92,660.35
86529	EMPOWER RETIREMENT	\$ 6,025.31
86530	EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	\$ 20,000.00
86531	GLOBAL SCIENCE & TECHNOLOGY INC.	\$ 1,625.00
86532	GUTTMAN OIL CO	\$ 10,919.09
86533	HD MEDIA CO.	\$ 54.87
86534	HIGHMARK WV	\$ 192,523.11
86535	J.C. EHRLICH	\$ 457.92
86536	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 2,036.71
86537	JEFFERSON COUNTY SOLID WASTE AUTHORITY	\$ 75.56
86538	JEFFERSON CO EMERGENCY SERVICES AGENCY	\$ 787,217.75
86539	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 34,386.38
86540	JEFF CO PARKS & RECREATION COMMISSION	\$ 124,745.72
86541	JEFFERSON DAY REPORT CENTER	\$ 37,502.50
86542	JEFFERSON SECURITY BANK	\$ 4,190.00
86543	MATTHEW BENDER	\$ 1,592.24
86544	MAZZITTI & SULLIVAN EAP	\$ 936.00
86545	MILLENIUUM INSURANCE GROUP	\$ 900.00
86546	NATIONAL VISION ADMIN.	\$ 1,758.82

86547		NATIONWIDE RETIREMENT SOLUTIONS		\$	834.00
86548		OLD CHARLES TOWN LIBRARY		\$	1,500.00
86549		OLD CHARLES TOWN LIBRARY		\$	22,500.00
86550		R.E. MICHEL CO. LLC		\$	149.56
86551		RONALD DANTZIC		\$	39.17
86552		SANDRA SLUSHER MCDONALD		\$	3,120.00
86553		SHEPHERDSTOWN FIRE COMPANY		\$	70,000.00
86554		SHEPHERDSTOWN PUB LIBRARY		\$	22,500.00
86555		SOUTH JEFFERSON PUBLIC LIBRARY		\$	22,500.00
86556		SPIRIT OF JEFFERSON		\$	180.70
86557		STATE TAX DEPARTMENT		\$	150.00
86558		THE HARTFORD		\$	2,317.75
86559		THE HARTFORD		\$	3,508.06
86560		VICTORIA MYERS		\$	1,158.07
86561		WV ASSOCIATION OF COUNTY CLERKS		\$	650.00
86562		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$	16,353.67
86563		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$	43,385.00
86564		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$	166.49
86565		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$	72,954.00
86566		WV STATE TAX DEPARTMENT		\$	4,550.67
86567		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		\$	165,925.00
86568		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		\$	31,966.25
86569		WVU WEST VIRGINIA UNIVERSITY		\$	3,700.00
86570		XEROX CORPORATION		\$	3,055.76
86571		XEROX FINANCIAL SERVICES		\$	249.81
86572	FG/009	SHERIFF OF JEFFERSON CO		\$	4,271.33
86573	BS/011	SHERIFF OF JEFFERSON CO		\$	7,808.79
86574	AM/053	JEFFERSON CO EMERGENCY SERVICES AGENCY		\$	228,840.00
86575	AM/053	SHERIFF OF JEFFERSON CO		\$	1,703.50
86576	AM/053	VITAL SIGNS		\$	52.00
<b>TOTAL</b>				<b>\$</b>	<b>2,097,464.96</b>

**Motion by Mr. Hudson to approve the Accounts Payable July 7, 2022 in the amount of \$2,097,464.96. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
86577		AMERIFLEX		\$ 120.80
86578		AT&T		\$ 60.30

86579		BOLAND TRANE SERVICES INC	\$	1,931.00
86580		CORMAC QUINN	\$	6.63
86581		DARYLL WIMER	\$	8.34
86582		DAVID COLBERT	\$	2,107.75
86583		DOUGLAS PITTINGER	\$	15.77
86584		FIFTH THIRD BANK	\$	103,961.49
86585		JEFF CO PARKS & RECREATION COMMISSION	\$	10,000.00
86586		JUSTTECH LLC	\$	208.81
86587		MALLORY SPINKS	\$	2,432.69
86588		MATTHEW BENDER	\$	222.86
86589		NAPA AUTO PARTS	\$	407.95
86590		POTOMAC EDISON	\$	23,742.97
86591		PSYCHOLOGICAL CONSULTING INC	\$	600.00
86592		R.E. MICHEL CO. LLC	\$	49.70
86593		SOFTWARE SYSTEMS INC	\$	1,216.00
86594		TEK ADVISORS LLC	\$	4,200.00
86595		TRAVIS STELY	\$	2,820.87
86596		TRICIA JACKSON	\$	79.44
86597		VICTOR C LUPIS III	\$	921.30
86598		XEROX CORPORATION	\$	1,024.43
<b>TOTAL</b>			<b>\$</b>	<b>156,139.10</b>

**Motion by Mr. Hudson to approve the Accounts Payable July 14, 2022 in the amount of \$156,139.10. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
86600		AMANDA JOHNSON	\$	175.50
86601		AMANDA MASTERS	\$	91.27
86602		BRIAN LONG	\$	56.16
86603		BUREAU OF CHILD SUPPORT	\$	492.93
86604		COMPTROLLER OF MARYLAND	\$	778.02
86605		DODSON SEPTIC SERVICE LLC	\$	285.00
86606		EASTERN PANHANDLE REGIONAL PLANNING & DEVELOPMENT	\$	35,843.66
86607		EFTPS IRS TAXES	\$	97,714.69
86608		EMILY MORROW	\$	114.08
86609		EMPOWER RETIREMENT	\$	5,804.17
86610		GUTTMAN OIL CO	\$	4,986.81
86611		JEFFERSON SECURITY BANK	\$	4,210.00

86612		KONE BROOKLYN		\$ 1,809.75
86613		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
86614		POTOMAC EDISON		\$ 5,970.98
86615		RETIREE HEALTH BENEFIT TRUST		\$ 7,732.00
86616		RICE TIRES CO		\$ 678.65
86617		RODGERS CLOCK SERVICE		\$ 295.00
86618		RYAN SNYDER		\$ 32.76
86619		STATE TAX DEPARTMENT		\$ 150.00
86620		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.		\$ 3,418.43
86621		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,960.17
86622		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 45,618.95
86623		WV STATE TAX DEPARTMENT		\$ 34,442.60
86624	GS/004	GENERAL CO FUND/004		\$ 13,816.21
86625	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,334.87
86626	BS/011	SHERIFF OF JEFFERSON CO		\$ 8,652.20
86627	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,618.11
86628		BENJAMIN WILLIAMS		\$ 226.50
<b>TOTAL</b>				<b>\$ 297,143.47</b>

**Motion by Mr. Hudson to approve the Accounts Payable July 21, 2022 in the amount of \$297,143.47. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

<b>MANUAL CHECKS</b>				
Check#	Fund	VENDOR		Amount
315	DK/003	<b>SHERIFF OF JEFFERSON CO</b>		\$ 14.11
801	HD/008	<b>SHERIFF OF JEFFERSON CO</b>		\$ 2,676.62
1780	CO/246	<b>INSIGHT PUBLIC SECTOR</b>		\$ 8,046.67
<b>TOTAL</b>				<b>\$ 10,737.40</b>

**Motion by Mr. Hudson to approve the Manual Checks for June 24, 2022 in the amount of \$10,737.40. Motion seconded and unanimously approved.**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
555	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 600.00
556	CS/2	BENDA HINKLE		\$ 225.00
802	HD/8	SHERIFF OF JEFFERSON CO		\$ 2,588.59
987	AV/56	GLOBAL SCIENCE & TECH		\$ 750.00
988	AV/56	MILLERS SUPPLIES AT WORK		\$ 191.31
989	AV/56	MONROE		\$ 1,093.08
990	AV/56	PRINT-O-STAT		\$ 190.00
111	AR/207	BAKERTON FIR DEPT		\$ 164,960.41
112	AR/207	FRIENDSHIP FIRE CO		\$ 293,087.00
113	AR/207	SHERIFF OF JEFFERSON CO		\$ 2,735.71
114	AR/207	THE HUNTINGTON NATIONAL BANK		\$ 55,039.59
1781	CO/246	KENT PARSON FORD		\$ 26,505.00
<b>TOTAL</b>				<b>\$ 547,965.69</b>

**Motion by Mr. Hudson to approve the Manual Checks for July 8, 2022 in the amount of \$547,965.69. Motion seconded and unanimously approved.**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
803	HD/8	ATTENTI		\$ 3,248.00
804	HD/8	FIFTH THIRD BANK		\$ 90.84
351	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 132,127.36
1782	CO/246	FIFTH THIRD BANK		\$ 7,504.88
991	AV/56	FIFTH THIRD BANK		\$ 308.35
992	AV/56	JUSTTECH		\$ 162.59
1347	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 41.00
1348	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 6,630.14
1349	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 39,258.35
1350	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 4,149.93
1351	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 1,825.72
<b>TOTAL</b>				<b>\$ 356,332.30</b>

**Motion by Mr. Hudson to approve the Manual Checks for July 15, 2022 in the amount of \$356,332.30. Motion seconded and unanimously approved.**

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
805	HD/8	SHERIFF OF JEFFERSON CO		\$ 2,643.98
115	AR/207	SHERIFF OF JEFFERSON CO		\$ 5,063.06
<b>TOTAL</b>				<b>\$ 7,707.04</b>

**Motion by Mr. Hudson to approve the Manual Checks for July 22, 2022 in the amount of \$7,707.04. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

Public comment was provided by the following: Diane Brown, Daniel Latz, Nathaniel Hitt, Sean Fiego, Rebecca Phipps, Sharon Witt, Jami Hadden, Priscilla Rod, Bruce Hankins, Rachel Hankins, Stewart Acuff, Emmy Ward, David Tabb, Ed Hannon.

**PRESENTATIONS**

1. Angela Banks-Assessor-Requested approval of exonerations

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Jean V. Ambrose c/o Craig and Mary Thompson	RP	MW	\$337.66	20384

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 20384 As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Jean V. Ambrose c/o Craig and Mary Thompson	RP	MW	\$378.94	20483

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 20483 As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Georgette Keene	PP	02	\$543.38	302363

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 302363 As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Thomas Moore	PP	CTD	\$319.35	303029

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 303029  
As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Ayala, Maria & Dimas Canales	PP	CTC	\$595.92	305133

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 305133  
As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Henderson Mark D & Camille	PP	Ranson	\$299.86	314106

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 314106  
As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Lori Robinson	PP	Ranson	\$57.66	314573

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 314573  
As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
George F & Rosalinda Dahlberg	PP	KD	\$24.29	309866

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 309866  
As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Terri L. Murphy	PP	MD	\$19.08	312733

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 312733  
As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Carl J. Jenkins	PP	SD	\$63.34	317940

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 317940**

As presented by Ms. Banks. Motion seconded and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Richard E. Jones	PP	MD	\$11.92	312393

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 312393**  
As presented by Ms. Banks. Motion seconded and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Russel R. & Sylvia Geiman	RP	HF	\$238.32	11793

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 11793**  
As presented by Ms. Banks. Motion seconded and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
KLC Transport c/o Cherly Aiello	PP	HF	\$660.74	309205

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 309205**  
As presented by Ms. Banks. Motion seconded and unanimously approved.

2. Lt. Sell and Sheriff Hansen, Jefferson County Sheriff's Office - Requested approval to hire a Deputy and a Bailiff as well as funding for the AED for each patrol vehicle.

- **Motion by Mr. Stolipher to approve the hire of Ethan Northcraft as an uncertified deputy with a starting salary of \$45,950.00 with an effective date of July 24, 2022. Motion seconded and unanimously approved.**
- **Motion by Mrs. Tabb to approve the hire of Brian Neeley and David Wilson as a Part-Time Bailiffs eligible to begin any time after July 24, 2022 with a starting salary at \$15 per hour. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to approve the request for funding of the service contract for the AEDs in the mount of \$8,850.00 to be funded from the coal severance fund. Motion seconded and unanimously approved.**

3. Public Hearing – SPARC Zoning Amendment (Planning Commission File #22-3-Z)  
Public Hearing regarding a Zoning Map Amendment (rezoning) for the property designated as Tax District: Kabletown (06); Tax Map: 16; Parcels: 11, 11.1, 11.2, 11.11,

OSA; and Tax Map: 17; 2, 2.1, 2.2, 3.1, 5, & 9. The properties are part of the Summit Point Motorsports Park and Summit Point Training Campus, located on Summit Point Road in Summit Point. The property owner/applicant is Summit Point Automotive Research Center, LLC. The proposed areas to be rezoned are approximately 717 acres of the total 772.45 acres. The property is currently zoned Rural (R) and a petition has been made to the County Commission by the property owner to change the zoning classification of the property from Rural to General Commercial (Planning Commission File #22-3-Z).

Commissioner Hudson opened the floor for public comment, which was provided by the following: Sean Fiego, Wayne Armhurst, Edmond Uzan, Marc Dyck, and Dennis Jarvis.

- **Motion by Mr. Stolipher to approve the re-zoning request from Rural to General Commercial for the property owned by Summit Point Automotive Research Center, designated as Tax District: Kabletown (06); Tax Map: 16; Parcels: 11, 11.1, 11.2, 11.11, OSA; and Tax Map: 17; 2, 2.1, 2.2, 3.1, 5, & 9 which are part of the Summit Point Motorsports Park and Summit Point Training Campus, located on Summit Point Road in Summit Point.. The proposed areas to be rezoned are approximately 717 acres of the total 772.45 acres and the Commission finds that while the rezoning is not consistent with the Envision Jefferson 2035 Comprehensive Plan, substantial changes to the area over the years have warranted the rezoning request. Motion seconded and passes on a vote of 4-1 with Commissioner Tabb opposing.**
4. Nikki Painter, Chief Deputy Clerk, Elections - County Clerk's Office- Requested approval to permanently move the Polling Place for Precincts 22&25.
    - a- **Motion by Mrs. Tabb to approve the permanent polling place location change for Precincts 22 from the Summit Point Baptist Church to South Jefferson Elementary and Precinct 25 from South Jefferson Elementary to Middleway Fire Department. Motion seconded and unanimously approved.**
  5. Laura Kuhn, Director, Fleet & Facilities Management- Requested approval for an employee transfer to Central Garage for Auto Shop Helper position and authorization to fill the vacant maintenance helper position.
    - **Motion by Mr. Stolipher to approve the transfer of Charles Wise to the Auto Shop Helper at a Grade 4, 80-hour position at his current salary with the eligibility for a merit increase on his anniversary date, July 25, 2022 effective date. Motion seconded and unanimously approved.**
    - **Motion by Mr. Stolipher to approve to advertise to fill the vacant Maintenance Helper position at a Grade 4, 80-hour position with a starting salary of \$38,693.00. Motion seconded and unanimously approved.**

6. David Kling-Deputy Director, Jefferson County Parks and Recreation- Requested a proclamation designating July as Parks and Recreation Month in Jefferson County.
  - **Motion by Mrs. Tabb to approve the designation of July as Parks and Recreation month in Jefferson County. Motion seconded and unanimously approved.**
7. Nikki Painter, Chief Deputy Clerk, Probate Office- Approval of Quarterly review and to close and accept Estates.
  - a- **Motion by Mrs. Tabb to convey as a Fiduciary Review Board. Motion seconded and unanimously approved.**
  - b- **Motion by Mrs. Tabb to approve Quarterly review and to close and accept Estates. Motion seconded and unanimously approved.**
  - c- **Motion by Mr. Stolipher to adjourn as a Fiduciary Review Board and reconvene as a County Commission. Motion Seconded and unanimously approved.**
8. Interviews and Appointments to the following:
  - Jefferson County Board of Health- One five-year term ending June 30, 2027
    - Commissioner Tabb offered her nomination to Jennifer Simms
    - Commissioner Stolipher offered his nomination to Brandon Blake
    - **After receiving the majority vote, Brandon Blake was appointed to Jefferson County Board of Health for a five-year term ending June 30, 2027. Motion Seconded and unanimously approved.**
  - b- Jefferson County Emergency Services Agency- One three-year term for Citizen Representative, ending June 30, 2025
    - **Motion by Mrs. Jackson to appoint Bryan Derrickson to the Jefferson County Emergency Services Agency- as a Citizen Representative for one three-year term ending June 30, 2025. Motion Seconded and unanimously approved.**
  - c- Eastern Regional Planning and Development Council (Region 9) – One two-year term ending June 30, 2024

- **Motion by Mr. Stolipher to appoint Dennis Jarvis to the Eastern Regional Planning and Development Council for a two-year term ending June 30, 2024. Motion Seconded and unanimously approved.**
- d- Jefferson County Parks and Recreation Commission- Five Three-year term ending June 30, 2025
- **Motion by Mrs. Tabb to re-appoint Heather McIntire and Missy Thompson to the Jefferson County parks and Recreation Commission for a five-year term ending June 30, 2025. Motion Seconded and unanimously approved.**
- e- Jefferson County Solid Waste Authority- One four-year term ending June 30, 2026
- **Motion by Mr. Stolipher to re-appoint Peter Vila to the Jefferson County Solid Waste Authority for a four-year term ending June 30, 2026. Motion Seconded and unanimously approved.**
- f- South Jefferson Library Committee – One Five-year term ending June 30, 2027
- **Motion by Mr. Stolipher to re-appoint Edmond Uzan to the South Jefferson Library Committee for a five-year term ending June 30, 2027. Motion Seconded and unanimously approved.**
- g- Harpers Ferry – Bolivar Public Service District –One six-year term ending June 30, 2028
- **Motion by Mr. Stolipher to re-appoint Mike Lowery to the Harpers Ferry-Bolivar Public Service District to a six-year term ending June 30, 2028. Motion Seconded and unanimously approved.**
9. Roger Goodwin, Chief County Engineer, Department of Engineering, Planning and Zoning- Requested the approval of:
- a- Permit Fee and Impact Fee Refund Request for James Bohrer #21-382
- **Motion by Mrs. Tabb to approve a partial refund of the building permit fee for James Bohrer in the amount of \$566.15 and a full refund of the impact fee in the amount of \$6,700.00; and to revoke and close the permit file #21-382. Motion Seconded and unanimously approved.**
- b- Offer of Employment for Building Inspector Position

- **Motion by Mrs. Tabb to approve the offer of employment for Building Inspector in the Department of Engineering, Planning and Zoning at a salary of \$45,000.00/year to Ryan Mose, with a starting date of 8/8/2022. Motion Seconded and unanimously approved.**
- c- Adoption of Building Code Enforcement Ordinance
- **Motion by Mrs. Tabb to adopt the Resolution and the Building Code Enforcement Ordinance as presented, with the permit fee schedule amended to reflect the solar system permit fees established by the County Commission. Motion Seconded and unanimously approved.**
- d- Residential, Commercial and Solar Farm/Facilities Building Permit Fees.
- a- **Motion by Mrs. Tabb dies for lack of a seconded. It was the consensus of the commission to revisit again at a later meeting. Motion Seconded and unanimously approved.**
10. Steve Cox- Deputy Sheriff's Civil Service Commission-
- **Postponed until August 4, 2022. Regular schedule meeting.**
11. Michelle Gordon- Finance Director- Requested approval for
- a- Review of Preliminary FY2022 Budget to Actual as of 6/30/22
- b- Review and Approval of FY2023 State Budget Revision 1 for the General Fund
- **Motion by Mrs. Tabb to accept the FY23 State Budget Revision for the General Fund as presented, Motion Seconded and unanimously approved.**
- c- Review and Approval of FY2023 State Budget Revision 1 for the Coal Severance Fund
- **Motion by Mr. Stolipher to accept the FY23 State Budget Revision 1 for the Coal Severance Fund as presented, Motion Seconded and unanimously approved.**
- d- Discussion on Participation in EMSRS Retirement System for Future E911 Employees
- **Motion by Mr. Stolipher to approve the Resolution to Become a Participating Employer of the West Virginia Emergency Medical Services Retirement System (EMSRS) pursuant to Chapter 16, Article V, Section 31 of the WV Code as presented, Motion Seconded and passes on a vote of 4-1 with Commissioner Jackson opposing.**
- e- Review and Approval of Ambulance, equipment, and supplies purchase
- **Motion by Mr. Stolipher to approve the Requisition 23006 for the purchase of an Ambulance, equipment and supplies in the amount of**

**\$290,000.00 funded by the ARPA Grant Funds as presented, Motion Seconded and unanimously approved.**

12. Review and Approval of Ambulance Lease Agreement – this item was discussed in Executive Session.
13. Nathan Cochran, Assistant Prosecuting Attorney –
  - a. Discussion of legal issues and potential action regarding Solar Text Amendment #ZTA22-01 to the Jefferson County Zoning and Land Development Ordinance, including bonding, Comprehensive Plan and related matters; discussion of public hearing on proposed amendment, review and consideration of amendment text, adoption of amendment and/or modification of amendment text and/or Planning Commission review; 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, Jefferson County Circuit Court Civil Action No. 2022-C-81, and WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731.
  - b. Discussion of Jefferson County Circuit Court Civil Action No. CC-19-2022-C-48
  - c. Discussion of WV Human Rights Commission Case No. EREP-49-21
  - 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 and discuss contract negotiations re: agenda items 12, 13c & 14. Motion seconded and unanimously approved.**
    - **Motion by Mr. Hudson to come out of Executive Session and reconvene in regular session. Motion seconded and unanimously approved.**
    - **Motion by Mr. Stolipher to approve the hiring of Mr. Gregory Kennedy to assist in case No. EREP-49-21. Motion seconded and unanimously.**

## OLD BUSINESS

14. Discussion of county ambulance services and potential action regarding composition and structure of county EMS services, Jefferson County Emergency Services Agency, including the utilization, scheduling, and compensation of employees, the utilization of volunteers, acquisition and distribution of ambulance resources, and implementation of transition plan issues related to the Commission's approved motion during its May 19, 2022 meeting to develop a potential plan to create a County Ambulance Service.
15. Consider contracting with a consultant to assist in transitions of licensures and operational issues for the Emergency Service Agency

## NEW BUSINESS

16. Discussion of Permitting and Approvals by the WV Fire Marshall/Fire Commission and WV Office of Emergency Medical Services.
  - **Motion by Mr. Stolipher to approve the attendance and participation of the Mr. Nissel, Ms. Gordon, and Mr. Cochran at the State Fire Commission meeting in Cacapon, WV. /Fire Commission. Motion seconded and unanimously approved.**
17. Safe Roads Grant- WVDOH Traffic Impact Study for Intersection of Rose Hill with WV51 (SS)-
  - **Motion by Mr. Stolipher to apply for Safer Roads Grant. Motion withdrawn to be discussed in November in coordination with the Road Summit as presented. Motion Seconded and unanimously approved.**

## ADJOURN

The Commission adjourned at 10:34p.m. on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

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Caleb Hudson, PRESIDENT

Respectfully submitted  
Sorayda Pitts  
Administrative Assistant