

## **Minutes**

### **Jefferson County Commission**

**Thursday, August 4, 2022**

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A meeting of the Jefferson County Commission was held on Thursday, August 4, 2022 during the third quarterly session at 9:30a.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 in attendance were John Nissel, County Administrator, Sorayda Pitts, Administrative Assistance and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, August 4, 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 July 14, 2022 Special Session Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the July 21, 2022 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

#### **APPROVAL OF REQUISITIONS**

Motion by Mr. Hudson to approve the Requisitions for August 4, 2022 in the amount of \$53,260.00. Motion seconded and unanimously approved.

**APPROVAL OF PAYROLL**

Motion by Mr. Hudson to approve the Payroll for July 22, 2022 in the amount of \$280,309.93  
Motion seconded and unanimously approved.

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK#		VENDOR NAME		AMOUNT
86629		ALBERT HOCKMAN		\$ 1,100.00
86630		APRIL BLAKER		\$ 117.59
86631		DR. ROBERT E. JONES III		\$ 1,000.00
86632		ELIZABETH WHEELER		\$ 55.00
86633		GUTTMAN OIL CO		\$ 6,641.49
86634		HD MEDIA CO.		\$ 54.87
86635		HIRERIGHT		\$ 51.25
86636		JEFFERSON COUNTY SOLID WASTE AUTHORITY		\$ 14.63
86637		JEFFERSON CENTER		\$ 100.00
86638		JOYCE A. JOHNS		\$ 4,200.00
86639		MARY K THOMPSON		\$ 2,026.74
86640		MILLENIUM INSURANCE GROUP		\$ 900.00
86641		MONROE SYSTEMS FOR BUSINESS		\$ 260.56
86642		NEOPOST USA INC.		\$ 397.90
86643		US POSTAL SERVICE		\$ 20,000.00
86644		WV STATE BAR		\$ 2,500.00
86645	FG/009	BERKELEY SHERIFF'S OFFICE		\$ 5,991.51
86646	FG/009	RANSON POLICE DEPT		\$ 1,759.24
86647	FG/009	MOOREFIELDS POLICE DEPT		\$ 1,881.34
86648	SG/010	SHERIFF OF JEFFERSON CO		\$ 23,003.66
<b>TOTAL</b>				<b>\$ 72,055.78</b>

**Motion by Mr. Hudson to approve the Accounts Payable for July 28, 2022 in the amount of \$72,055.78. Motion seconded and unanimously approved.**

CHECK#	VENDOR NAME	AMOUNT
86650	84 LUMBER	\$ 23.25
86651	AHA-ARTS & HUMANITIES ALLIANCE	\$ 1,996.81
86652	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 2,413.98
86653	BATTERY MART	\$ 29.90
86654	BUREAU OF CHILD SUPPORT	\$ 492.93
86655	CAPITAL ELECTRIC	\$ 101.81
86656	CASTO & HARRIS INC	\$ 1,032.50
86657	CITY OF CHARLES TOWN	\$ 60.00
86658	COLONIAL LIFE	\$ 95.68
86659	COMPILED TECHNOLOGIES LLC	\$ 1,000.00
86660	COMPTROLLER OF MARYLAND	\$ 779.86
86661	CORMAC QUINN	\$ 22.42
86662	DARRELL COX	\$ 226.50
86663	DARYLL WIMER	\$ 32.05
86664	DELTA DENTAL OF WV	\$ 6,290.84
86665	EFTPS IRS TAXES	\$ 94,941.10
86666	EMPOWER RETIREMENT	\$ 5,902.58
86667	ESI ELECTRONIC SYSTEMS INC	\$ 942.51
86668	ESRI	\$ 2,975.00
86669	ESS ELECTION SYSTEMS & SOFTWARE	\$ 11,366.62
86670	FBI NCCA	\$ 50.00
86671	FIDELITY POWER SYSTEMS	\$ 7,201.68
86672	GUTTMAN OIL CO	\$ 4,643.28
86673	HIGHCOM ARMOR SOLUTIONS INC	\$ 10,922.96
86674	HIGHMARK WV	\$ 192,968.76
86675	J.C. EHRLICH	\$ 370.04
86676	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 2,956.78
86677	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 49,920.36

86678		JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 3,041.78
86679		JEFFERSON COUNTY FAIR ASSOCIATION	\$ 200.00
86680		JEFF CO PARKS & RECREATION COMMISSION	\$ 44,966.76
86681		JEFFERSON SECURITY BANK	\$ 4,190.00
86682		JOSHUA WEAVER	\$ 226.50
86683		LANGUAGE LINE SERVICES	\$ 176.86
86684		NATIONAL VISION ADMIN.	\$ 1,678.80
86685		NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
86686		OLD CHARLES TOWN LIBRARY	\$ 1,500.00
86687		RICE TIRES CO	\$ 812.65
86688		SPIRIT OF JEFFERSON	\$ 605.12
86689		STATE TAX DEPARTMENT	\$ 150.00
86690		TEK ADVISORS LLC	\$ 4,200.00
86691		THE JOURNAL	\$ 686.82
86692		THOMAS HANSEN	\$ 68.38
86693		TOWN OF BOLIVAR	\$ 3,041.79
86694		WILLIAM WILHEIM	\$ 226.50
86695		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 16,247.60
86696		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 44,528.05
86697		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 166.49
86698		XEROX CORPORATION	\$ 989.06
86699		XEROX FINANCIAL SERVICES	\$ 249.81
86700	FG/009	BERKELEY CO SHERIFF	\$ 468.04
86701	FG/009	RANSON POLICE DEPT	\$ 1,344.62
86702	FG/009	SHERIFF OF JEFFERSON CO	\$ 4,347.56
86703	FG/009	MOOREFIELD POLICE DEPT	\$ 1,192.39
86704	BS/011	SHERIFF OF JEFFERSON CO	\$ 7,114.67
86705	AM/053	SHERIFF OF JEFFERSON CO	\$ 1,630.80



**PUBLIC COMMENT**

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

**PRESENTATIONS**

- 1. Angela Banks-Assessor- a. Requested approval of exonerations, b. approval of Part-time hire and c. Consolidation of lot requested by the tax payer.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Nicole White	PP	CT	\$52.44	304431

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 304431 As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Travis & Kendra Randshaw	PP	MD	\$63.16	312904

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 312904 As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Michael Bodmer	PP	CTD	\$12.00	300703

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 300703 As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Alec W Carroll Carroll Contracting	PP	HFD	\$332.80	309155

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 309155 As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Stephen & Shelley Rozakis	RE	CT	\$191.85	5829

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 5829 As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
David E & Vivian M Fields	PP	CT	\$79.98	305472

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 305472 As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Dillow Suzanna & Daniel	RE	CT	\$238.32	2249

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 2249 As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Christine Dole	PP	HFD	\$14.00	307327

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 307327 As presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Donald Smoot	PP	CT	\$433.74	303912

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 303912 As presented by Ms. Banks. Motion seconded and unanimously approved.**

b. Approval of Hire

- **Motion by Mrs. Tabb to approve the hiring of Anna Park as part-time help at \$16 per hour with an effective starting date of August 1, 2022. Motion seconded and unanimously approved.**

c. Consolidation of Lots

**Motion by Mrs. Tabb to approve the deactivation of Parcel 11 and consolidate with of lots 5, 6, 7, 8, and 9 in Parcel 15 – Kabletown District, Map 8F, John Brown Farm, as requested by tax payers John Maxey and Teresa Chiotos . Motion seconded and unanimously approved**

2. Debbie Lowe, Jefferson County Sheriff's Office -

- a. Equitable Sharing Agreement & Certification Report (ESAC)
- **Motion by Mr. Stolipher to appoint Commission President Hudson as the authorized representative and authorize the Sheriff’s Office to digitally sign and submit the ESAC report. Motion seconded and unanimously approved.**
  - **Motion by Mr. Stolipher to approve the Sheriff’s Commission Report and authorize payment of \$15,000. Motion seconded and unanimously approved.**
3. Laura Kuhn, Director, Fleet & Facilities Management- Requested approval to hire for the position of Maintenance Helper.
- **Motion by Mr. Stolipher to approve the hire of Michael Lee for the position of Facilities Maintenance Helper at a Grade 4, 80-hour position with a starting salary of \$38,693 with a starting date of August 22, 2022 or thereafter. Motion seconded and unanimously approved.**
4. Dr. Jonanthan Hartiens, CEO, Mountaineer Behavior Health, and Tiffany Lawrence, Orion Strategies Requested support of their application to the Pittsburgh Federal Home Loan Grant for the Mountaineer Recovery Village expansion
- **Motion by Mr. Stolipher to provide a letter of support to Mountaineer Behavioral Health for a Pittsburg Federal Home Grant Loan application to assist with the expansion of Mountaineer Behavioral Health, including the development of the Mountaineer Recovery Village Motion seconded and unanimously approved.**
5. Keith Lowry-Director, Jefferson County Community Ministries- Requested the letter of support for state-based ARPA grant funds to assist with the Ministries’ “The Neighbor Project” to build a new Community Services Center
- **Motion by Mr. Stolipher to provide a letter of support to the State on behalf of Jefferson County Community Ministries requesting ARPA grant funds to assist with the development of a new Community Services Center in Jefferson County.”. Motion Seconded and unanimously approved.**
6. Steve Cox- President, Jefferson County Sheriff’s Deputy Civil Service Commission -  
– provided the Commission with a year-in-review presentation as dictated by State Code.

**NEW BUSINESS**

John B. “JB” McCuskey, State Auditor- Presentation- West Virginia Checkbook – Mr. McCuskey and staff presented the Commission with a demonstration of West Virginia Checkbook, a transparency tool that allows taxpayers to view county financials in real time

**ADJOURN**

The Commission adjourned at 11:34am. 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