

Minutes

Jefferson County Commission

Thursday, August 18, 2022

A meeting of the Jefferson County Commission was held on Thursday, August 18, 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 John Nissel, County Administrator, Michelle Gordon, Finance Director, Sorayda Pitts, Administrative Assistant and Jessica Carroll, Assistant Deputy County Administrator (The archived meeting of the Thursday, August 18, 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 August 4, 2022 regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the August 11, 2022 Special Session Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the August 11, 202 Special Session Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Hudson to approve the Payroll for August 5, 2022 in the amount of \$ 275,072.49 Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Hudson to approve the Requisitions for August 18, 2022 in the amount of \$387,908.24. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
86706		AMERIFLEX		125.80
86707		AT&T		39.70
86708		CPI-COMPUTER PROJECTS OF ILLINOIS		1,980.00
86709		DAVID COLBERT		4,392.25
86710		DEBBIE LOWE		1,599.95
86711		DOUGLAS H FLETCHER		66.41
86712		ELIZABETH JUNE BOWERS		546.25
86713		FIFTH THIRD BANK		74,598.03
86714		GUTTMAN OIL CO		10,790.85
86715		HIGHCOM ARMOR SOLUTIONS INC		3,522.96
86716		JEFFERSON COUNTY DEVELOPMENT AUTHORITY		31,725.00
86717		JESSICA CARROLL		301.25
86718		JOHN NISSEL		62.50
86719		MARION A. HAZEL		684.63
86720		MICAH HUTCHINS		1,154.78
86721		MILLERS SUPPLIES AT WORK		261.52
86722		PANSCH INVESTIGATIONS LLC		1,100.00
86723		POTOMAC EDISON		32,184.83
86724		RETIREE HEALTH BENEFIT TRUST		7,732.00
86725		SANDRA SLUSHER MCDONALD		2,820.00
86726		SOFTWARE SYSTEMS INC		116.45
86727		STEVE STOLIPHER		483.73
86728		STEVEN HOLZ		30.30
86729		THE HARTFORD		3,513.98
86730		THE HARTFORD		2,368.55
86731		TRICIA JACKSON		749.98
86732		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		75,656.00
86733		XEROX CORPORATION		1,968.70
86734	GS/004	GENERAL CO FUND-004		9,748.47
86735	FG/009	HIGHCOM ARMOR SOLUTIONS INC		7,400.00

86736	AM/053	FIFTH THIRD BANK		548.90
TOTAL				278,273.77

Motion by Mr. Hudson to approve the Accounts Payable for August 11, 2022 in the amount of \$278,273.77 Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
86738		AUTOZONE		\$ 61.27
86739		BOLAND TRANE SERVICES INC		\$ 1,931.00
86740		BUREAU OF CHILD SUPPORT		\$ 373.39
86741		COMPILED TECHNOLOGIES LLC		\$ 2,500.00
86742		COMPTRROLLER OF MARYLAND		\$ 784.01
86743		CORMAC QUINN		\$ 2.52
86744		CSCJTA		\$ 1,860.00
86745		DARYLL WIMER		\$ 12.05
86746		EFTPS IRS TAXES		\$ 104,429.80
86747		EMPOWER RETIREMENT		\$ 5,899.94
86748		FASTSIGNS		\$ 12,336.73
86749		FIRE SAFETY EQUIP		\$ 593.85
86750		FUTURITY IT INC		\$ 1,000.00
86751		JAMES BOHRER		\$ 566.15
86752		JEFFERSON SECURITY BANK		\$ 4,190.00
86753		JUSTTECH LLC		\$ 163.56
86754		MONROE SYSTEMS FOR BUSINESS		\$ 45.40
86755		NAPA AUTO PARTS		\$ 513.40
86756		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
86757		PANHANDLE PRINTING & DESIGN		\$ 1,206.54
86758		R.E. MICHEL CO. LLC		\$ 223.83
86759		RICE TIRES CO		\$ 639.20
86760		SHERIFF OF JEFFERSON COUNTY		\$ 62,451.71
86761		SOFTWARE SYSTEMS INC		\$ 5,692.61
86762		STATE TAX DEPARTMENT		\$ 150.00
86763		WILLIAM F. ROHRBAUGH		\$ 67,914.40
86764		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,675.44
86765		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 44,965.24
86766		WV STATE TAX DEPARTMENT		\$ 35,958.00
86767		XEROX CORPORATION		\$ 203.87
86768	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,790.58
86769	BS/011	SHERIFF OF JEFFERSON CO		\$ 7,200.91
86770	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,738.84
TOTAL				\$ 387,908.24

Motion by Mr. Hudson to approve the Accounts Payable for August 18, 2022 in the amount of \$ 387,908.24. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

AUGUST 12,2022

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
559	CS/2	BENDA HINKLE		\$ 475.57
807	HD/8	ATTENTI		\$ 3,897.60
808	HD/8	FIFTH THIRD BANK		\$ 90.84
995	AV/56	FIFTH THIRD BANK		\$ 988.35
996	AV/56	JUSTTECH		\$ 163.68
997	AV/56	SEGRA		\$ 1,244.21
352	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 110,938.28
941	CW/O59	WV STATE POLICE		\$ 45.00
120	AR/207	JEFF CO COMMUNITY MINISTRIES		\$ 20,000.00
1786	CO/246	FIFTH THIRD BANK		\$ 673.20
1352	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 51.00
1353	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 23,678.21
1354	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 48,807.64
1355	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 5,159.24
1356	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 2,270.62
TOTAL				\$ 218,483.44

Motion by Mr. Hudson to approve the Manual Checks for August 12, 2022 in the amount of \$ 218,483.44 Motion seconded and unanimously approved.

19-Aug-22

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
316	DK/OO3	SHERIFF OF JEFFERSON CO		\$ 841.98
809	HD/OO8	SHERIFF OF JEFFERSON CO		\$ 2,773.16
121	AR/207	SHERIFF OF JEFFERSON CO		\$ 5,200.32
130	249/SCH	JAMES BOHRER		\$ 5,991.00
123	249/LAW	JAMES BOHRER		\$ 176.00
146	249/PARK	JAMES BOHRER		\$ 481.00
154	249/EMS	JAMES BOHRER		\$ 52.00
942	CW/O59	WV STATE AUDITORU		\$ 1,320.00
998	AV/O56	DLT SOLUTIONS		\$ 678.15
999	AV/O56	GLOBAL SCIENCE & TECH		\$ 18,839.98
TOTAL				\$ 36,353.59

Motion by Mr. Hudson to approve the Manual Checks for August 19, 2022 in the amount of \$ 36,353.59. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was provided by the following: Stewart Acuff, George Rutherford, Jason Murphy, Nicola Bastian, Lanae Johnson, Marc Petitpierre, Ruth Hatcher, Steve Harris, Loki Kern, Elizabeth McGowan, Jay Mansfield, Jennifer Krouse, Lyn Widmyer, David Tabb, Denise Jackson, Christine Wimer, Unidentified speaker, Ross Morgan, Marguerite Rockwell.

PRESENTATIONS

1. Angela Banks-Assessor- a. Requested approval of exonerations.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Francis & Lisa Sutton	PP	CTD	\$88.18	304098

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 304098 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Jonathan Petry	PP	KD	\$713.00	310812

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 310812 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Nicole E. Teitel	PP	Ranson	\$25.96	314764

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 314764 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Ernest Haynes	PP	KD	\$641.00	310208

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No.310208 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Joseph & Sarah Miller	PP	HF	\$138.22	308219

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 308219 as presented by Ms. Banks. Motion seconded and unanimously approved.**

- 2. Tom Hansen-Sheriff's Office- Requested approval to hire for the position of an officer.
 - **Motion by Mr. Stolipher to approve the hire of Ty Carroll for the position of a certified officer with a starting salary of \$49,626.00 with a starting date of September 06, 2022 or thereafter. Motion seconded and unanimously approved.**

- 3. Nikki Painter- Voter & Elections- Requested the County Commission extend emergency absentee voting to hospitals or duly registered medical facilities in an adjacent county or within 35 miles of the county seat.
 - **Motion by Mrs. Tabb to extend emergency absentee voting to hospitals or duly registered medical facilities in an adjacent county or within 35 miles of the county seat. Motion seconded and unanimously approved.**

- 4. Joe Kent- Chief County Engineering- Requested complete Construction Bond Release for Shepherdstown Public Library (File #S15-05)- Cash-In-Escrow with United Bank, Shepherdstown, WV.
 - **Motion by Mr. Stolipher to authorize complete release of the remaining \$535,042.00 from the construction bond for the Shepardstown Public Library (File#015-05). Motion seconded and unanimously approved.**

- 5. Steve Allen-Director-Jefferson County Homeland Security & Emergency Management- Requested approval to hire Administrative Assistant/Public Information Officer/Volunteer Coordinator Position.
 - **Motion by Mr. Stolipher to hire Jennifer M. Walters for the position of Administrative Assistant/Public Information Officer/Volunteer Coordinator for the office of Homeland Security & Emergency Management at the rate of**

\$39,500 annually with a starting date of September 01, 2022. With the understanding that after 6 months of satisfactory performance and completion of training in emergency management required by EMPG, her annual salary will increase to \$40,500.00. Motion seconded and unanimously approved.

6. Dennis Jarvis-Director-Jefferson County Development Authority- Requested assistance to offset costs associated with the development of engineering projects for the JCDA to develop three projects for economic development property.
 - **Motion by Mr. Stolipher to authorize the disbursement of \$8,649.00 from the Methane Gas, \$65,000 from the Coal Severance fund and \$80,000 from ARPA monies for the development of engineering services with RK&K. Motion seconded and unanimously approved.**
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7. Laurel Ziemianski- Hill Top House Hotel- Provided overview of TIF infrastructure and evaluation methodology.
8. Nathan Cochran- Assistant prosecuting attorney-
 - a. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01, including bonding, comprehensive plan, and related matters. Discussion of public hearing on proposed text amendment, review and consideration of amendment text, adoption of amendment and/or modification of amendment text and/or Planning Commission review and associated fees. 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. 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).

OLD BUSINESS

9. Discussion of permitting and approvals by the West Virginia Fire Marshall/Fire Commission and West Virginia Office of Emergency Medical Services.

- **No updates provided**

COUNTY ADMINISTRATOR REPORTS

- Approval to Hire HealthNet as Consult for Ambulance Service Transition process

-Motion by Mr. Stolipher to permit the ESA leadership staff to perform the work necessary to complete the 22 deliverables for transition of the county emergency medical services. It was stated that they have a projected completion date of March 1, 2023. The ESA leadership will report back to the County Administrator for progress updates.

- Approval of Employee Reclassification
 - **Motion by Mrs. Tabb to enter into Executive Session to discuss a personnel matter. Motion seconded and unanimously approved.**
 - **Motion by Mr. Hudson to come out of executive sessions. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to approve the employee reclassification for Jessica James as the Assistant Deputy Director, at a grade VII with a salary of \$56,060.00 and a starting date of August 22, 2022. Motion seconded and unanimously approved.**
- County Administrator 6 month review
 - **Updates and completed achievements were presented.**
 - **Motion by Mr. Stolipher to provide 3% increase in salary to John Nissel for satisfactory completion of 6 month probationary period. Motion withdrawn as matter was not on the agenda for discussion.**

ADJOURN

The Commission adjourned at 09:00pm. On a motion by Mr. Hudson. Motion was seconded and unanimously approved.

Caleb Hudson, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant