

Minutes

Jefferson County Commission

Thursday, September 15, 2022

A meeting of the Jefferson County Commission was held on Thursday, September 15, 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 James, Assistant Deputy County Administrator (The archived meeting of the Thursday, September 15, 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 September 1, 2022 regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Hudson to approve the Payroll for September 2, 2022 in the amount of **\$291,156.39** Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Hudson to approve the Requisitions for September 15, 2022 in the amount of **\$83,695.00** Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
86821	AMY BERRY	\$ 3,250.00
86822	CAPITAL ELECTRIC	\$ 507.60
86823	DODSON SEPTIC SERVICE LLC	\$ 285.00
86824	GUTTMAN OIL CO	\$ 6,053.00
86825	JOSEPH FORMAN	\$ 3,092.08
86826	RICE TIRES CO	\$ 639.20
86827	US POSTAL SERVICE	\$ 20,000.00
86828	WILLIAM WILHEIM	\$ 1,264.11
TOTAL		\$ 35,090.99

Motion by Mr. Hudson to approve the Accounts Payable for September 08, 2022 in the amount of \$35,090.99 Motion seconded and unanimously approved.

CHECK#	VENDOR NAME	AMOUNT
86830	AMERIFLEX	\$ 320.80
86831	AMY BERRY	\$ 1,913.13
86832	AT&T	\$ 66.87
86833	AT&T MOBILITY - CC	\$ 187.77
86834	BOLAND TRANE SERVICES INC	\$ 16,950.00
86835	BUREAU OF CHILD SUPPORT	\$ 373.39
86836	CAPITAL ELECTRIC	\$ 874.46
86837	COMPTROLLER OF MARYLAND	\$ 802.76
86838	CORMAC QUINN	\$ 5.29
86839	DELTA DENTAL OF WV	\$ 6,104.05
86840	EFTPS IRS TAXES	\$ 97,661.90
86841	EMPOWER RETIREMENT	\$ 5,938.90
86842	ENGAGE STRATEGIES, LLC	\$ 2,875.00
86843	FIFTH THIRD BANK	\$ 90,822.13
86844	GUTTMAN OIL CO	\$ 9,227.08
86845	JEFFERSON COUNTY SOLID WASTE AUTHORITY	\$ 8.94
86846	JEFF CO DEPUTY SHERIFF'S ASSOC	\$ 1,300.00
86847	JEFFERSON SECURITY BANK	\$ 4,190.00
86848	JEFFERSON CENTER	\$ 100.00
86849	JUSTTECH LLC	\$ 120.32
86850	KATHRYN KING	\$ 3,250.00
86851	KENTICKY MEDICAL SERVICES FOUNDATION	\$ 1,250.00
86852	MAZZITTI & SULLIVAN EAP	\$ 936.00
86853	NATHAN COCHRAN	\$ 300.00
86854	NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
86855	POTOMAC EDISON	\$ 26,720.45
86856	PRINT-O-STAT INC.	\$ 198.63
86857	R.E. MICHEL CO. LLC	\$ 240.04
86858	RETIREE HEALTH BENEFIT TRUST	\$ 7,732.00
86859	RICE TIRES CO	\$ 134.93
86860	RONALD DANTZIC	\$ 28.94
86861	SANDRA SLUSHER MCDONALD	\$ 1,880.00
86862	SOFTWARE SYSTEMS INC	\$ 1,106.32
86863	SPECIALTY BUSINESS SUPPLIES	\$ 131.50
86864	SPIRIT OF JEFFERSON	\$ 77.32
86865	STATE TAX DEPARTMENT	\$ 150.00
86866	STEPHEN V GROH	\$ 237.50
86867	STEVEN HOLZ	\$ 19.71
86868	TERESA HENDRICKS	\$ 1,363.23
86869	THE HARTFORD	\$ 2,343.15
86870	THE HARTFORD	\$ 3,641.48
86871	THE JOURNAL	\$ 208.00
86872	TRACY HERRON-RICE RPR	\$ 40.00
86873	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 18,098.08
86874	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 44,864.73

86875		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	\$ 65,620.00
86876		XEROX CORPORATION	\$ 3,506.38
86877	FG/009	RUGGED NOTEBOOK	\$ 17,450.00
86878	FG/009	SHERIFF OF JEFFERSON CO	\$ 5,528.40
86879	BS/011	SHERIFF OF JEFFERSON CO	\$ 7,584.46
86880	AM/053	SHERIFF OF JEFFERSON CO	\$ 1,618.11
TOTAL			\$ 456,936.15

Motion by Mr. Hudson to approve the Accounts Payable for September 15, 2022 in the amount of \$456,936.15. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

9-Sep-22

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
1004	AV/56	MILLERS SUPPLIES AT WORK		\$ 370.20

Motion by Mr. Hudson to approve the Manual Checks for September 09, 2022 in the amount of \$370.20 Motion seconded and unanimously approved.

16-Sep-22

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
560	CS/002	EASTRIDGE HEALTH SYSTEM		\$ 2,400.00
317	DK/003	SHERIFF OF JEFFERSON CO		\$ 1,503.39
811	HD/008	ATTENTI		\$ 3,958.40
812	HD/008	FIFTH THIRD BANK		\$ 91.10
813	HD/008	SHERIFF OF JEFFERSON CO		\$ 2,442.14
1005	AV/O56	FIFTH THIRD BANK		\$ 698.35
1006	AV/O56	JUSTTECH LLC		\$ 171.02
1007	AV/O56	SEGRA		\$ 621.94
353	FP/O57	JEFFERSON CO FARMLAND PROT.		\$ 118,044.11
126	AR/207	FIFTH THIRD BANK		\$ 3,989.64
127	AR/207	SHERIFF OF JEFFERSON CO		\$ 5,062.95
1788	CO/246	FIFTH THIRD BANK		\$ 562.80
TOTAL				\$ 139,545.84

Motion by Mr. Hudson to approve the Manual Checks for September 16, 2022 in the amount of \$139,545.84 Motion seconded and unanimously approved.

ANNOUNCEMENTS

PUBLIC COMMENT : Barbara Fuller, Nicola Bastia, George Rutherford, Rebecca Phitz, David Tabb, Stewart Baker, Christina Winer, Andrea Elliot, Chief Morgan,

PRESENTATIONS

1. Angela Banks- Assessor- Requested approval for exonerations and apportionments

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
James R May	RE	ST	\$178.74	28581

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 28581 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Bruce A Fanelli	PP	CT	\$337.06	305460

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 305460 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Daniel Francis W III	PP	HF	\$245.46	307251

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 307251 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
James M Miller	PP	ST	\$181.12	316689

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 316689 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Steve Luxford/ Anne Luxford	Apportionment	CT CT	\$14.31 \$35.75	310509

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 310509 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Ryan Rogers	PP		\$17.30	314577

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 314577 as presented by Ms. Banks. Motion seconded and unanimously approved.**

2. Debbie Lowe-Sheriff's Office- Requested the approval to hire Administrative Assistant/Kennel Tech and approval to hire an administrative assistant for the Sheriff Office.

- **Motion by Mr. Stolipher to approve the hire of Robin Mullikin as the administrative assistant/kennel tech, a 80 hour position with a salary of \$32,347.00 with a start date of September 26, 2022. Motion seconded and unanimously approved.**

- **Motion by Mr. Stolipher to approve the hire of Mackenzi Woodward as an administrative assistant, an 80-hr position with a salary of \$35,000 with a start date of October 03, 2022. Motion seconded and unanimously approved.**
3. Nikki Painter- Voter & Elections, County Clerk's Office- Requested approval of the poll worker & alternate lists provided, and approval of HAVA Grant Funds to replace electronic Poll books.
- **Motion by Ms. Tabb to approve the poll workers and alternates as presented for the 2022 general election. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to approve the application for HAVA grant funds to replace the electronic poll books and, if awarded, fund the grant match of \$4,700 from the capital Outlay or Coal Severance. Motion seconded and unanimously approved.**
4. Steve Allen- Director- JCOHSEM- Requested approval of Emergency Management Performance Grant (EMPG) 2020 application. Resolution/proclamation to observe September 2022 as National Preparedness Month in Jefferson County.
- **Motion by Mr. Stolipher to approve the 2020 Emergency Performance Grant (EMPG) application and authorized for the president of the Commission to sign the document. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to approve the proclamation and resolve to observe September 2022 as National Preparedness Month in Jefferson County. Motion seconded and unanimously approved.**
5. Michelle Gordon- Finance Director- Requested approval for the WV Department of Arts, Culture and History Grant Contract AH23-079127 and Approval of EMS Project- contractual, equipment and supplies Purchases.
- **Motion by Mr. Stolipher to approve and sign the Department of Arts, Culture and History Grant Contract AH23-079127 with an award amount of \$75,000 for pass-through to the Jefferson County Parks & Recreation. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to approve Requisition 23022 for the purchase of equipment in the amount of \$63,079 funded by ARPA Grant funds. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to approve Requisition 23024 for Ambulance striping and decals in the amount of \$74,100, except that the Requisition will not include 22 karat gold lettering and will include imitation gold lettering at a lower amount**

funded by ARPA Grant funds. Motion seconded and passes on a 3-1 vote with Commissioner Jackson opposing.

- **Motion by Mr. Stolipher to approve Requisition 23025 for Ambulance pre-service inspections in the amount of \$5,727.96 funded by ARPA Grant funds. Motion seconded and unanimously approved.**

6. Russell Burgess- Director- IT- - Response Plan discussion/Action

- a- Requested approval of audio/visual equipment and software bid in reference to the RFP released in August 2022- Defer to the next meeting Oct. 6, 2022
- b- Approval of multi-functional digital copier/printer/scanner/ fax proposal from Document Solutions, Inc. in reference to the RFP released in June 2022
- **Motion by Mr. Stolipher to approve the bid submitted by Document Solutions, Inc. in response to the Multi-Function Digital Copier/Printer/Scanner/Fax RFP that was released in June 2022. Monthly cost to include hardware lease of \$1, 845.53 and then added in the monthly per copy cost to be distributed to the appropriate departments for billing. Motion seconded and unanimously approved.**
- c- Approval of promotion for Spencer Fraser to IT support/Helpdesk Technician Level 2,
- **Motion by Mr. Stolipher to approve the promotion of Spencer Fraser from IT Support/Helpdesk Technician level 1 to IT Support/Helpdesk Technician level 2 with a corresponding annual salary of \$41,500.00. Motion seconded and unanimously approved.**

7. Interviews and Appointments to the following:

- a. Jefferson County Emergency Services Agency- One three-year term for Fire Representative ending June 30, 2025 and for one three-year EMS Representative ending June 30, 2025. - Defer to next meeting October 06, 2022

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, Jefferson County Circuit Court Civil Action No. 2022-C-103 and WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731.

- b. Report on Jefferson County Circuit Court case number 19-P-69 (WV Supreme Court case number 21-0229).
- c. Report on Jefferson County Circuit Court case number 2022-C-85.
- d. Report on Jefferson County Circuit Court case number 2022-C-48.
- e. Consider matters involving or affecting the construction, planning, or purchase, sale, or lease of property.
- f. Report by counsel on opioid case and consideration of recent developments in the 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 status and updates on items 8 a,d,e and f. Motion seconded and unanimously approved.**

- **Motion by Mr. Stolipher to come out of Executive Session and reconvene in regular session. Motion seconded and unanimously approved.**

NEW BUSINESS

9. Selection of nominees to serve as County Representative on the Charles Town Utility Board- Will advertise for position.

10. Ambulance Transition Update
 - **Update was provided by Bob Burner- Director of the Jefferson County Emergency Services Agency.**

COUNTY ADMINISTRATOR REPORTS

- Approval of Hire- Deputy County Administrator
 - **Motion by Mr. Stolipher to approve the hire of Cindy Rezmer as Deputy County Administrator with a salary of \$74,000 with a start date of September 19, 2022. Motion seconded and passed on a 3-1 vote with Commissioner Jackson opposing.**

11. ADJOURN

The Commission adjourned at 09:25pm on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

Caleb Hudson, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant