

Minutes

Jefferson County Commission

Thursday, October 06, 2022

A meeting of the Jefferson County Commission was held on Thursday, October 06, 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 present were John Nissel, County Administrator, Cindy Rezmer, Deputy County Administrator, Michelle Gordon, Finance Director, Jessica James, Assistant Deputy County Administrator and Sorayda Pitts, Administrative Assistant. (The archived meeting of the Thursday, October 06, 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 15, 2022 regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Hudson to approve the Payroll for September 30, 2022 in the amount of \$298,899.77 Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Hudson to approve the Requisitions for October 6, 2022 in the amount of \$95,451.35. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
86881		ANDREW ROSEN		\$ 367.12
86882		AWVA-ASSOCIATION OF WV ASSESSORS		\$ 100.00
86883		DARYLL WIMER		\$ 12.37
86884		DIANN BROWN		\$ 52.08
86885		DODSON SEPTIC SERVICE LLC		\$ 285.00
86886		FEDEX		\$ 33.74
86887		FRANKLIN & PROKOPIK P.C.		\$ 2,205.00
86888		G.WARREN MICKEY		\$ 50.00
86889		GARY DUNGAN		\$ 50.00
86890		GUTTMAN OIL CO		\$ 4,848.60
86891		PANSCH INVESTIGATIONS LLC		\$ 275.00
86892		R.E. MICHEL CO. LLC		\$ 658.75
86893		RICE TIRES CO		\$ 134.93
86894		ROBERT S. SELL		\$ 296.00
86895		RONALD DANTZIC		\$ 13.10
86896		SHERIFF OF JEFFERSON COUNTY		\$ 2,000,000.00
86897		SOFTWARE SYSTEMS INC		\$ 85.70
86898		TERESA HENDRICKS		\$ 21.38
86899		THOMAS HANSEN		\$ 75.50
86900		WV STATE TAX DEPARTMENT		\$ 6,972.66
86901		WV TAX DEPUTIES ASSOCIATION		\$ 35.00
86902	GS/004	GENERAL CO FUND -004		\$ 13,176.20
86903	FG/009	BERKELEY CO SHERIFF		\$ 2,834.55
86904	FG/009	RANSON POLICE DEPT		\$ 1,180.36
86905	FG/009	MOOREFIELD POLICE DEPT		\$ 539.45
86906	SG/010	JEFFERSON DAY REPORT CENTER		\$ 38,750.00
86907	AM/053	JEFFERSON CO EMERGEN JCESA		\$ 225,000.00
TOTAL				\$ 2,298,052.49

Motion by Mr. Hudson to approve the Accounts Payable for September 22, 2022 in the amount of \$2,298,052.49. Motion seconded and unanimously approved.

CHECK#		VENDOR NAME		AMOUNT
86909		AHA-ARTS & HUMANITIES ALLIANCE		\$ 2,320.11
86910		AMERITEL CORP		\$ 289.55
86911		ASHLEY NOONAN		\$ 1,292.15
86912		BOLAND TRANE SERVICES INC		\$ 8,541.09
86913		BUREAU OF CHILD SUPPORT		\$ 373.39
86914		CITY OF CHARLES TOWN		\$ 20.00

86915		CITY OF CHARLES TOWN		\$ 68.00
86916		CITY OF CHARLES TOWN		\$ 70.00
86917		COLONIAL LIFE		\$ 143.52
86918		COMPROLLER OF MARYLAND		\$ 822.41
86919		DELTA DENTAL OF WV		\$ 6,104.05
86920		DOING BETTER BUSINES		\$ 80.16
86921		DR. ROBERT E. JONES III		\$ 2,000.00
86922		EFTPS IRS TAXES		\$ 104,358.33
86923		EMPOWER RETIREMENT		\$ 5,928.78
86924		ESS ELECTION SYSTEMS & SOFTWARE		\$ 1,141.10
86925		GUTTMAN OIL CO		\$ 3,968.08
86926		HIGHMARK WV		\$ 189,403.52
86927		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		\$ 3,435.51
86928		JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$ 58,002.87
86929		JEFF CO PARKS & RECREATION COMMISSION		\$ 52,247.25
86930		JEFFERSON SECURITY BANK		\$ 4,140.00
86931		JEFFREY POLCZYNSKI		\$ 62.00
86932		MILLENIUUM INSURANCE GROUP		\$ 900.00
86933		NAPA AUTO PARTS		\$ 227.21
86934		NATIONAL VISION ADMIN.		\$ 1,671.54
86935		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
86936		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
86937		RICE TIRES CO		\$ 1,017.44
86938		SPIRIT OF JEFFERSON		\$ 153.00
86939		STATE TAX DEPARTMENT		\$ 150.00
w86940		US POSTAL SERVICE		\$ 20,000.00
86941		VA DEPT OF TAXATION		\$ 1,689.34
86942		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,959.49
86943		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 44,780.71
86944		WV STATE TAX DEPARTMENT		\$ 55,409.04
86945		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		\$ 197,891.25
86946		XEROX FINANCIAL SERVICES		\$ 249.81
86947	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,427.02
86948	BS/011	SHERIFF OF JEFFERSON CO		\$ 5,833.39
86949	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,605.73
TOTAL				\$ 800,110.84

Motion by Mr. Hudson to approve the Accounts Payable for September 29, 2022 in the amount of \$800,110.84. Motion seconded and unanimously approved.

**CHECK REGISTER
6-Oct-22**

CHECK#		VENDOR NAME		AMOUNT
86950		BRIAN NEELEY		\$ 182.25
86951		DAVID WILSON		\$ 182.25
86952		KEITH JOHNSON		\$ 182.25

TOTAL				\$ 546.75

Motion by _____ to approve the Accounts Payable for October 06, 2022 in the amount of \$546.75. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

23-Sep-22

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
1008	AV/56	PRINT-O-STAT		\$ 1,169.01
1357	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 9.00
1358	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 2,658.95
1359	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 9,076.81
1360	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 959.38
1361	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 421.59
TOTAL				\$ 14,294.74

Motion by Mr. Hudson to approve the Manual Checks for September 23, 2022 in the amount of \$14,294.74. Motion seconded and unanimously approved.

30-Sep-22

MANUAL CHECKS				
Check#	Fund	VENDOR		Amount
561	CS/OO2	EASTRIDGE HEALTH SYSTEM		\$ 1,800.00
814	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,018.63
1009	AV/56	MONROE		\$ 328.97
1010	AV/56	ESRI		\$ 22,000.00
1789	CO/246	STORAGE NETWORK		\$ 83,695.00
128	AR/207	SHERIFF OF JEFFERSON CO		\$ 4,660.62
944	CW/O59	WV STATE AUDITORU		\$ 225.00
943	CW/O59	WV STATE POLICE		\$ 30.00
393	WV369	WVDSRF		\$ 578.00
TOTAL				\$ 114,336.22

Motion by Mr. Hudson to approve the Manual Checks for September 30, 2022 in the amount of \$114,336.22. Motion seconded and unanimously approved.

ANNOUNCEMENTS

PUBLIC COMMENT: David Tabb, Mark Petitpierre.

PRESENTATIONS

1. Angela Banks- Assessor-

a. Requested approval for exonerations

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Robert J. & Stephanie Willingham	PP	CTD	\$72.88	304498

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No.304498 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Brenda R. Creamer	PP	SD	\$204.96	315659

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 315659 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Harry Johnson	PP		\$502.86	302282

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 302282 as presented by Ms. Banks. Motion seconded and unanimously approved.**

b. Acknowledgement of Assessors Certificate of Compliance

- **Motion by Mrs. Tabb to approve the acknowledgement of Assessors Certificate of Compliance provided by the West Virginia Department of Agriculture and authorize the payment of the Assessor's compensation as outline in Chapter 7, Section 7, Article 6C of WV State Code.**

2. Rebecca Hall-Jefferson County Prosecuting Attorney's Office Victim Assistance Program- Requested approval for the Supplemental VOCA Grant Contract.

- **Motion by Mr. Stolipher to approve the Supplemental VOCA Grant Contract for 2022-2023. Motion seconded and unanimously approved.**
3. Lynn Fields- Probate- Requested quarterly review of Estates.
- **Motion by Mr. Stolipher to approve estates opened since last quarterly review in July, and close estates that have met all the requirements of the probate office. Motion seconded and unanimously approved.**
4. Roger Goodwin-Chief County Engineer, Jefferson County Department of Engineering, Planning & Zoning
- A-Complete bond release request for Slonaker's Custom Paving, LLC-Burr Business Park Lot 6 (File # 21-2-SP)
- **Motion by Mr. Stolipher to authorize and complete release of Performance Bond No. RCB0034619 with RIL Insurance Company, Peoria, IL construction bond security for Slonaker's Custom Paving, LLC- Burr Business Park Lot 6 (File #21-2SP). Motion seconded and unanimously approved.**
- B- Requested approval to offer employment for the County Planner position.
- **Motion by Mr. Stolipher to approve the hire Luke Z.....as County Planner in the Department of Engineering, Planning & Zoning with a salary at \$60,000/year with a start date of October 31, 2022. Motion seconded and unanimously approved.**
- C- Requested approval of Amendment No. 1 to the schools Impact Fees FY 2023 Capital Improvement Plan.
- Moved to next meeting Oct. 20
5. Jeff Polczynski- Director, Jefferson County Emergency Communications- Requested appointment for two Full-Time Public Safety Dispatchers
- **Motion by Mr. Stolipher to approve the appointment to hire Kaitlyn Dunn with a salary of \$21.50/hr (\$44,720) with a start date of October 11, 2022 and Michelle Caddell with a salary of \$19.54/hr for the public safety dispatchers positions; with a start date of October 11, 2022 with their notated salary and salary increase post training.**

6. Russell Burgess- Director IT- Requested approval for The Audio/Visual Equipment and Software Solutions bid in reference to the RFP that was released in August 2022.

- **Motion by Mr. Stolipher to approve the bid submitted by VIBE Design Group in respond to The Audio/Visual Equipment and Software Solutions RFP that was released in August 2022. Total cost of the project to be \$65,678.50 paid for with ARPA funding. Motion seconded and unanimously approved.**

7. Interviews and Appointments to the Jefferson County Emergency Service Agency

EMS: Craig Simpson (Currently Serving)
Marshall DeMerritt
Doug Snowden

- **Motion by Mr. Stolipher to re-appoint Craig Simpson to the JCRFA for a one unexpired term for an EMS Representative ending June 30, 2025.**

FIRE: John Paul Jones (Currently Serving)
Scott Cooper
Steve Harris

- **Motion by Mr. Stolipher to re-appoint John Paul Jones to the JCRFA for a one unexpired term for an FIRE Representative ending June 30, 2025.**

8. Laurel Ziemianki- Hill Top House Hotel- Requested consideration on proposed approval of the submission of Hill Top House Hotel EODD TIF.

- **Motion by Mr. Stolipher to consider and act upon a proposed Resolution regarding the public hearing on November 03, 2022, with respect to the proposed creation of an Economic Opportunity Development District to be known and designated as ‘Hill Top House Hotel Economic Opportunity Development District,’ approving the form of public hearing notice to be published in connection with the same and matters related thereto.**

9. 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 2022-C-85.
 - c. Report on Jefferson County Circuit Court case number 2022-C-48.
 - d. Report on WVHRC EREP-49-21.
 - 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 9 a,b,d and e. Motion seconded and unanimously approved.**
 - *Please note Commissioner Stolipher recused himself from the discussion of item 9a.*
 - **Motion by Mrs. Tabb to come out of Executive Session and reconvene in regular session. Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

10. EMS Transition Update

- Bob Burner-Director of the Jefferson County Emergency Services Agency-provided an update the commission with the EMS Transition.

NEW BUSINESS

11. Adoption of Proclamation- WV Breast Cancer Awareness Day and declaration of October as WV Breast Cancer Awareness Month.

- **Motion by Mrs. Tabb to adopt the Proclamation and make October as WV Breast Cancer Awareness Month. Motion seconded and unanimously approved.**

12. Approval and Signature of Certificate of Achievement for Local Girl Scout Council Gold Award Recipient

- **Motion by Mr. Stolipher to approve and sign the Certificate for Girl Scout Council Gold Award Recipient.**

FINANCIAL DIRECTORS UPDATE

- ARPA Funding for 12 EMS Positions
- ARPA EMS Summary

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

13. ADJOURN

CORRESPONDENCE AND INFORMATION

The Commission adjourned at 11:30am on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

Caleb Hudson, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant