

Minutes

Jefferson County Commission

Thursday, November 17, 2022

A meeting of the Jefferson County Commission was held on Thursday, November 17, 2022 during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolipher, Vice President, and Commissioners Tricia Jackson, Clare Ath, and Jane Tabb. Also present were John Nissel, County Administrator, Cindy Rezmer, Deputy County Administrator, Jessica James, Assistant Deputy County Administrator and Sorayda Pitts Administrative Assistant (The archived meeting of the Thursday, November 17, 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 November 03 regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Hudson to approve the Payroll for November 10, 2022 in the amount of **\$302,921.75**. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Hudson to approve the Requisitions for November 17, 2022 in the amount of **\$238,709.23** Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
87103	ADAM WARD	\$ 240.02
87104	ALEXANDRA BEAULIEU	\$ 102.98
87105	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 2,413.98
87106	AMERIFLEX	\$ 125.80
87107	AT&T	\$ 311.05
87108	AT&T MOBILITY - CC	\$ 271.95
87109	BOLAND TRANE SERVICES INC	\$ 1,528.00
87110	BUREAU OF CHILD SUPPORT	\$ 373.39
87111	CAPITAL ELECTRIC	\$ 1,638.39
87112	CITY OF CHARLES TOWN	\$ 20.00
87113	COMPROLLER OF MARYLAND	\$ 1,020.01
87114	EFTPS IRS TAXES	\$ 105,514.74
87115	EMPOWER RETIREMENT	\$ 6,016.50
87116	ESS ELECTION SYSTEMS & SOFTWARE	\$ 256.39
87117	FIDELITY POWER SYSTEMS	\$ 636.50
87118	GAIL MCMILLION	\$ 3,190.57
87119	GUTTMAN OIL CO	\$ 8,129.08
87120	INTRENSIC LLC	\$ 14,131.50
87121	IPC TECHNOLOGIES INC.	\$ 1,312.50
87122	JEFFERSON SECURITY BANK	\$ 4,615.00
87123	JCCOA JEFFERSON CENTER	\$ 100.00
87124	JOSEPH FORMAN	\$ 3,250.00
87125	JUDICIAL DIALOG SYSTEMS	\$ 8,933.97
87126	LANGUAGE LINE SERVICES	\$ 295.28
87127	MATTHEW BENDER	\$ 411.61
87128	MILLERS SUPPLIES AT WORK	\$ 40.50
87129	MONROE SYSTEMS FOR BUSINESS	\$ 45.24
87130	NAPA AUTO PARTS	\$ 904.56
87131	NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
87132	POTOMAC EDISON	\$ 29,147.69
87133	RETIREE HEALTH BENEFIT TRUST	\$ 7,732.00
87134	RICE TIRES CO	\$ 1,642.91
87135	STATE TAX DEPARTMENT	\$ 150.00
87136	STEPHEN S ALLEN	\$ 378.83
87137	THE HARTFORD	\$ 3,681.92
87138	THE HARTFORD	\$ 2,355.85
87139	TRAVIS STELY	\$ 1,233.11
87140	W B MASON CO. INC	\$ 53.36
87141	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 17,479.41
87142	WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	\$ 320.86
87143	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 45,808.74
87144	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 166.49
87145	WV REGIONAL JAIL & CORRECTION FACILITY AUTH	\$ 66,778.00
87146	XEROX CORPORATION	\$ 227.22
87147	XEROX FINANCIAL SERVICES	\$ 249.81

87148	GS/004	GENERAL COUNTY FUND-004		\$ 10,836.75
87149	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,607.96
87150	BS/011	SHERIFF OF JEFFERSON CO		\$ 7,247.04
87151	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,630.81
TOTAL				\$ 368,392.27

- **Motion by Mr. Hudson to approve the Accounts Payable for August 25, 2022 in the amount of \$368,392.27. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
87153		ASBURY UNITED METHODIST CHURCH		\$ 100.00
87154		BETHEL METHODIST CHURCH		\$ 100.00
87155		BLUE RIDGE COMMUNITY CLUB		\$ 100.00
87156		CAMP HILL WESLEY UNITED		\$ 150.00
87157		CHARLES TOWN BAPTIST CHURCH		\$ 100.00
87158		CITIZEN FIRE CO		\$ 150.00
87159		COVENANT BAPTIST CHURCH		\$ 100.00
87160		CROSSPOINT CHURCH		\$ 200.00
87161		FEDEX		\$ 93.57
87162		FELLOWSHIP BIBLE CHURCH		\$ 100.00
87163		FIFTH THIRD BANK		\$ 77,296.03
87164		FIRST BAPTIST CHURCH		\$ 200.00
87165		GUTTMAN OIL CO		\$ 4,738.16
87166		JEFFERSON COUNTY COUNCIL ON AGING		\$ 100.00
87167		KAREN NICK		\$ 17.63
87168		LEETOWN METHODIST CHURCH		\$ 100.00
87169		MIDDLEWAY FIRE CO		\$ 100.00
87170		OAKLAND METHODIST CHURCH		\$ 100.00
87171		SMOOT'S LLC		\$ 4,328.00
87172		ST JAMES CATHOLIC CHURCH		\$ 100.00
87173		TRINITY EPISCOPAL CHURCH		\$ 100.00
87174		XEROX CORPORATION		\$ 1,003.04
TOTAL				\$ 89,376.43

- **Motion by Mr. Hudson to approve the Accounts Payable for November 17, 2022 in the amount of \$89,376.43. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

10-Nov-22

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
821	HD/8	SHERIFF OF JEFFERSON CO		\$ 952.70
820	HD/8	ATTENTI		\$ 3,107.20
1019	AV/56	FIFTH THIRD BANK		\$ 746.35
1020	AV/56	GLOBAL SCIENCE & TECH		\$ 1,798.25
1021	AV/56	JUSTTECH		\$ 166.17
1022	AV/56	THE THRASHER GROUP		\$ 9,540.00
1793	CO/246	FIFTH THIRD BANK		\$ 191.04
1794	CO/246	VIBE DESIGN		\$ 32,839.78
135	AR/207	EMERGENCY VEHICLE		\$ 3,186.59
136	AR/207	SHERIFF OF JEFFERSON CO		\$ 5,399.34
950	CW/059	WV STATE AUDITOR		\$ 1,555.00
TOTAL				\$ 59,482.42

- **Motion by Mr. Hudson approve the Manual Checks for November 10, 2022 in the amount of \$59,482.42. Motion seconded and unanimously approved.**

18-Nov-22

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
823	HD/8	FIFTH THIRD BANK		\$ 90.98
822	HD/8	ENVIVO HEALTH		\$ 992.00
355	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 94,931.91
1795	CO/246	FIFTH THIRD BANK		\$ 301.90
1367	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 38.00
1368	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 8,499.16
1369	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 35,961.37
1370	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 3,801.49
1371	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 1,672.55
TOTAL				\$ 146,289.36

- **Motion by Mr. Hudson approve the Manual Checks for November 18, 2022 in the amount of \$146,289.36. Motion seconded and unanimously approved.**

PUBLIC COMMENT: David Tabb

PRESENTATIONS

1. Angie Banks- Assessor- Requested approval of Exonerations and/ or Apportionments.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Jae Anderson & Arlene Fernandez-Anderson	PP	03	\$37.13	305091

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 305091 as presented by Ms. Banks. Motion seconded and unanimously approved.**
2. Matthew Harvey-Prosecuting Attorney- Requested approval to hire a full time investigator and move part time victim advocate to full time.
 - **Motion by Mr. Stolipher to approve the hire of a new investigator Carlos Fonseca with a starting salary \$50,000 and a start date of November 18, 2022. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to approve the change from part-time to full-time of Courtney Knill, victim advocate with a salary \$35,000 with an effective date of December 1, 2022. Motion seconded and unanimously approved.**
 3. Roger Goodwin-Chief County Engineer-Requested approval to release of Tolling of Bonding Agreement of Avalon Hills Subdivision (Jefferson County Planning Commission File No. 06-24)
 - **Motion by Mr. Stolipher to approve the release of the Agreement Regarding Bonding Obligations and Declaration of Convents, Conditions and Restrictions, recorder in Deed Book 1102, page 89, for the of Avalon Hills Subdivision (Jefferson County Planning Commission File No. 06-24), as presented; and to record the release in the office of the County Clerk. Motion seconded and unanimously approved.**

Requested approval to release of Tolling of Bonding Agreement of Beallair Subdivision, Phase 2 (Jefferson County Planning Commission File No. 05-41)

- **Motion by Mr. Stolipher to approve the release of the Agreement Regarding Bonding Obligations and Declaration of Convents, Conditions and**

Restrictions, recorder in Deed Book 1096, page 547, for the of Beallair Subdivision, Phase 2 (Jefferson County Planning Commission File No. 05-41), as presented; and to record the release in the office of the County Clerk. Motion seconded and unanimously approved.

4. Nikki Painter- Chief Deputy Clerk- Requested certification of completed races for the 2022 General Election

- **Motion by Mr. Stolipher to certify the results of the November 8, 2022 elections with the exclusion of House of Representative 2nd Congressional District and the four proposed amendments to the WV Constitution. Motion seconded and unanimously approved.**

5. Dennis Jarvis- Director-Jefferson County Development Authority- Requested the assist in the payment of the accrued legal fees for the JCDA for property sales from William Rohrbaugh.

- **Motion by Mr. Stolipher to approve the payment of legal fees for the JCDA for property sales from William Rohrbaugh in the amount of \$12,500.00 using funds from the Coal Severance. Motion seconded and unanimously approved.**

Requested the support for the LED grant resolution acknowledging the JCDA as the lead economic development agency for Jefferson County.

- **Motion by Mr. Stolipher to approve the passage of the Resolution to certify Jefferson County Development Authority as the EDO for the community. Motion seconded and unanimously approved.**

6. Delegate Wayne Clark with JHS Group- Requested a letter to be sent to the WV DOH to explore alternative solutions to construct an interchange on route 340 and Augusta Ave. Parts of this interchange will also be on county property.

- **Motion by Mr. Stolipher to authorize the President of the Commission to write a letter to WV DOH, specifically Chief Engineer Jason Foster to all Jefferson County in conjunction with the City of Charles Town and JHS Group to seek outside funding to complete the route 340 and Augustine Ave. Interchange. Motion seconded and unanimously approved.**

7. Interviews and Appointments to the following:

a. Jefferson County Board of Zoning Appeals- one unexpired term ending January 1, 2026.

- **Motion by Mr. Stolipher to appoint David Wiegand to the Jefferson County Board of Zoning Appeals as a representative to the public for a one unexpired term ending on January 1, 2026. Motion seconded and unanimously approved.**

b. Jefferson County Parks and Recreation Commission Board- for a three unexpired-three-year term ending June 30, 2025.

Moved to the December 1st Commission Meeting

8. Nathan Cochran- Assistant prosecuting attorney-

a. 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).

No Updates

UNFINISHED BUSINESS

EMS Transition Update-

Moved to the December 1st Commission Meeting

NEW BUSINESS

9. Update re: Charles Town Utility Board Nominees

Refer to legal for advice

10. Approval of 2023 Holiday Schedule

- **Motion by Mr. Stolipher to accept the 2023 Holiday Schedule as presented. Motion seconded and unanimously approved.**

11. Approval of date, time, and location of the first meeting of 2023

- **Motion by Mr. Stolipher to approve the date, time and location of the first meeting of 2023 to be January 5th at 930 at the County Commission Meeting Room. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- Approval to Hire- Finance Director
 - **Motion by Mr. Stolipher to approve the hire of a new Finance Director Staci Clark with a starting salary \$90,000 and a start date of November 21, 2022. Motion passed 4-1 with Commissioner Jackson opposing.**

ADJOURN

The Commission adjourned at 07:09pm on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

Caleb Hudson, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant