

Minutes

Jefferson County Commission

Thursday, December 15, 2022

A meeting of the Jefferson County Commission was held on Thursday, December 15, 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, Krista Davis, Finance Director, Jacki Shadle, County Clerk and Sorayda Pitts Administrative Assistant (The archived meeting of the Thursday, December 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 December 1, 2022 regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Hudson to approve the December 5, 2022 Special Session Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Hudson to approve the Payroll for December 09, 2022 in the amount of **\$301,765.86**. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Hudson to approve the Requisitions for December 15, 2022 in the amount of **\$66,326.03** Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
87242	ADAM WARD	\$ 464.29
87243	AMANDA JOHNSON	\$ 215.00
87244	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 2,413.98
87245	AMERITEL CORP	\$ 208.45
87246	ARIN ELIZABETH FLOOK	\$ 1,064.25
87247	BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMPANY	\$ 70,000.00
87248	BUREAU OF CHILD SUPPORT	\$ 373.39
87249	CAPITAL LIGHTING & SUPPLIES LLC	\$ 322.27
87250	CITY OF CHARLES TOWN	\$ 72.00
87251	CITY OF CHARLES TOWN	\$ 24.00
87252	CITY OF CHARLES TOWN	\$ 52.00
87253	CLARE ATH	\$ 82.00
87254	COLONIAL LIFE	\$ 95.68
87255	COMPTROLLER OF MARYLAND	\$ 629.85
87256	DODSON SEPTIC SERVICE LLC	\$ 570.00
87257	EFTPS IRS TAXES	\$ 109,141.55
87258	ELIZABETH JUNE BOWERS	\$ 3,250.00
87259	EMPOWER RETIREMENT	\$ 6,106.49
87260	FEDEX	\$ 67.03
87261	GAIL MCMILLION	\$ 59.43
87262	GUTTMAN OIL CO	\$ 6,208.60
87263	HIRERIGHT	\$ 35.20
87264	INSIGHT PUBLIC SECTOR INC	\$ 1,283.22
87265	J.C. EHRLICH	\$ 773.18
87266	JAMES P HAYDEN	\$ 554.85
87267	JEFFERSON SECURITY BANK	\$ 4,510.00
87268	JCCOA JEFFERSON CENTER	\$ 100.00
87269	JUSTTECH LLC	\$ 111.31
87270	KENT PARSONS FORD INC	\$ 291.50
87271	KONE BROOKLYN	\$ 541.64
87272	MICHAEL MONAGHAN	\$ 143.34
87273	MILLER'S CHRYSLER JEEP	\$ 106.54
87274	MILLERS SUPPLIES AT WORK	\$ 85.16
87275	MONROE SYSTEMS FOR BUSINESS	\$ 68.09
87276	NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
87277	POTOMAC EDISON	\$ 25,536.92
87278	REBECCA HALL	\$ 3,250.00
87279	RETIREE HEALTH BENEFIT TRUST	\$ 7,732.00
87280	RICE TIRES CO	\$ 1,230.66
87281	SEN COMMUNICATIONS LLC	\$ 184.90
87282	SHERIFF OF JEFFERSON COUNTY	\$ 3,510.00
87283	SOFTWARE SYSTEMS INC	\$ 1,192.02
87284	SPIRIT OF JEFFERSON	\$ 210.68
87285	STATE TAX DEPARTMENT	\$ 150.00
87286	TEK ADVISORS LLC	\$ 4,200.00
87287	THE HARTFORD	\$ 2,368.55
87288	THE HARTFORD	\$ 3,687.12
87289	TRI COUNTY RENTAL INC	\$ 22.98
87290	V.E. MAUCK PLUMBING SPPLY	\$ 39.71
87291	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 18,846.90
87292	WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	\$ 256.70
87293	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 47,914.94
87294	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 166.49
87295	XEROX CORPORATION	\$ 2,306.97

87296	GS/004	GENERAL CO FUND -004	\$ 8,575.19
87297	FG/009	SHERIFF OF JEFFERSON CO	\$ 4,347.57
87298	BS/011	SHERIFF OF JEFFERSON CO	\$ 8,519.40
87299	AM/053	SHERIFF OF JEFFERSON CO	\$ 1,630.82
TOTAL			\$ 356,738.81

- **Motion by Mr. Hudson to approve the Accounts Payable for December 08, 2022 in the amount of \$356,738.81. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME	AMOUNT
87300		AMERIFLEX	\$ 125.80
87301		AT&T	\$ 133.02
87302		AT&T MOBILITY - CC	\$ 385.11
87303		DOUGLAS H FLETCHER	\$ 24.68
87304		ESS ELECTION SYSTEMS & SOFTWARE	\$ 4,975.00
87305		FIFTH THIRD BANK	\$ 62,998.85
87306		JEFFERSON CO SCHOOLS	\$ 909.00
87307		JSCM GROUP	\$ 1,800.00
87308		SHAUN PACETTI	\$ 101.00
87309		SHERIFF OF JEFFERSON COUNTY	\$ 16.95
87310		SHERIFF OF JEFFERSON COUNTY	\$ 78.12
87311		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	\$ 65,764.75
87312		XEROX CORPORATION	\$ 859.18
87313		XEROX FINANCIAL SERVICES	\$ 249.81
TOTAL			\$ 138,421.27

- **Motion by Mr. Hudson to approve the Accounts Payable for December 15, 2022 in the amount of \$138,421.27. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

9-Dec-22

OTHER FUNDS			
Check#	Fund	VENDOR	Amount
825	HD/OO8	SHERIFF OF JEFFERSON CO	\$ 1,228.78
139	AR/207	SHERIFF OF JEFFERSON CO	\$ 6,649.70

396	WV369	WVDSRF	\$ 633.00
951	CW/O59	WV STATE POLICE	\$ 15.00
1027	AV/O56	JUSTTECH	\$ 161.37
1028	AV/O56	MONROE	\$ 1,413.05
1029	AV/O56	SEGRA	\$ 616.00
TOTAL			\$ 10,716.90

- **Motion by Mr. Hudson approve the Manual Checks for December 9, 2022, in the amount of \$10,716.90. Motion seconded and unanimously approved.**

16-Dec-22

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
564	CS/2	BENDA HINKLE		\$ 376.40
826	HD/8	ATTENTI		\$ 3,356.80
827	HD/8	ENVIVO HEALTH		\$ 64.00
828	HD/8	FIFTH THIRD BANK		\$ 90.98
356	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 109,234.19
1030	AV/56	FIFTH THIRD BANK		\$ 718.70
1797	CO/246	STORAGE NETWORK		\$ 163,275.00
1372	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 3.00
1373	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 532.95
1374	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 2,848.45
1375	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 301.12
1376	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 132.42
TOTAL				\$ 280,934.01

- **Motion by Mr. Hudson approve the Manual Checks for December 16, 2022 in the amount of \$280,934.01. Motion seconded and unanimously approved.**

PUBLIC COMMENT: Barbara Fuller, Jacki Shadle, David Tabb

PRESENTATIONS

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

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
CCAP Auto Lease LTD	PP	MD	\$326.50	313483

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 313483 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Lewis Ellen C	PP	KT	\$190.66	310468

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 310468 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Jason & Julie Fowler	PP	MD	\$28.60	312053

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 312053 as presented by Ms. Banks. Motion seconded and unanimously approved.**

2. Tom Hansen-Sheriff- Requested approval for

a- Holiday Hours

- **No motion required**
- **Vacation Hours**
- **Motion by Mr. Stolipher to extend the accrue time until March 31, 2023, while the deputies still get to accrue time. Motion seconded and unanimously approved.**

b- New Hire-Trip Guard

- **Motion by Mr. Stolipher to approve the hire of Dale Gottshalk as a part-time trip guard at the hourly rate of \$15.00/hour, effective immediately. Motion seconded and unanimously approved.**

3. Dennis Jarvis- Director-Jefferson County Development Authority -Requested approval for a 2% raise following the probationary period.

- **Motion by Mr. Stolipher to approve the 2% raise following the probationary period of Ryan Snyder-Agriculture coordinator. Motion seconded and unanimously approved.**
4. Elizabeth Wheeler-Jefferson County Farmland Protection Board- Requested approval of purchase of one Agriculture Conservation Easement.
- **Motion by Mrs. Tabb to approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program one conservation easement on the property in Jefferson County owned by Conrad Lotze and Kristina Maciunas, (Property 2021-03). Motion seconded and unanimously approved.**
5. Jeff Polczynski-Jefferson County Emergency Communications- Requested Priority Dispatch EOD and EFD software project.
- **Motion by Mrs. Tabb to approve the added purchase of the Priority Dispatch EPD software cal/ taking and quality assurance systems to be allocated from the County Capital Outlay Fund in the amount of \$63,965.90. Motion seconded and unanimously approved.**
6. Russell Burges- IT- Requested Cyber Security Incident/Response/Discussion and purchase of additional Cyber Security Tools to protect county networks.
- **Motion by Mr. Stolipher to approve the purchase of MDR (Managed Detection and Response, NDR (Network Detection and Response) with Firewall integration in the amount of \$52,304.66 using the Capital Outlay Fund. Motion seconded and unanimously approved.**
7. Roger Goodwin- Chief County Engineer- Requested the following:
- a. Partial construction bond release for: Town homes Rental LLC-Rocky Ridge Subdivision, Phase I, lots 1-6,61-132, Commercial Lot A & Residue (Future Phases I and III) File#19-7-SD
 - **Motion by Mr. Stolipher to approve the partial release of \$1,632,904.00 from the Town homes Rental LLC-Rocky Ridge Subdivision, Phase I, lots 1-6,61-132, Commercial Lot A & Residue (Future Phases I and III) File # 19-7-SD. Motion seconded and unanimously approved.**

b. Complete Bond release request for Sleep Hollow Telecommunication Town (FPC File # 22-1-SP)

- **Motion by Mr. Stolipher to approve the release of Performance Bond No. K40492549 with the Federal Insurance Company, Whitehouse Station, NJ in the amount of \$200,000,00. For a maintenance and removal of bond for Sleepy Hollow Telecommunication Tower (PC File # 22-1-SP). Motion seconded and unanimously approved.**

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 2022-C-141 and WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731.
- b- 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) and related matters.

NO UPDATES PROVIDED

NEW BUSINESS

9. Review Charles Town Utility Board Article 147 and consider nominations(s) for appointment of Director.

- Keep advertising for both positions: Director and Liaison positions

10. Discussion and Approval of payment for Overdue Invoices:

a. Sandy McDonald-

- **Motion by Mr. Stolipher to release the invoice hold for Sandy McDonald in the amount of \$1,120.00. Motion passed on a 4-1 vote with Commissioner Jackson opposing.**

- b. Miller's Supplies at Work-

 - **Motion by Mr. Stolipher to release the invoice hold for Miller's Supplies at Work for the amount of \$4,455.51. Motion passed on a 4-1 vote with Commissioner Jackson opposing.**

ADJOURN

The Commission adjourned at 7:40 pm on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

Caleb Hudson, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant