

# Minutes

## Jefferson County Commission

Thursday, October 20, 2022

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A meeting of the Jefferson County Commission was held on Thursday, October 20, 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, Cindy Rezmer, Deputy County Administrator, Jessica James, Assistant Deputy County Administrator, Michelle Gordon, Finance Director and Sorayda Pitts, Administrative Assistant (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 October 06, 2022 regular Meeting Minutes as presented. Motion seconded and unanimously approved.

### APPROVAL OF PAYROLL

Motion by Mr. Hudson to approve the Payroll for October 14, 2022 in the amount of \$281,151.57. Motion seconded and unanimously approved.

### APPROVAL OF REQUISITIONS

Motion by Mr. Hudson to approve the Requisitions for October 20, 2022 in the amount of \$21,657.64 Motion seconded and unanimously approved.

### APPROVAL OF ACCOUNTS PAYABLE

	VENDOR NAME		AMOUNT
	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$	3,620.97
	AMERIFLEX	\$	125.80
	ATLANTIC OCCUPSYCH INC.	\$	1,125.00
	BANK OF CHARLES TOWN	\$	75.98
	BENJAMIN S WILLIAMS	\$	103.00
	BIEDLERS ELEC MOTOR REP	\$	27.34

BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	\$	22,500.00
BRYAN PERKINS	\$	3,163.36
BUREAU OF CHILD SUPPORT	\$	373.39
CITY OF CHARLES TOWN	\$	78.00
COMPTROLLER OF MARYLAND	\$	797.40
DARYLL WIMER	\$	11.63
EFTPS IRS TAXES	\$	98,315.22
ELIZABETH DUTKO	\$	19.47
EMPOWER RETIREMENT	\$	5,929.34
EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	\$	20,000.00
ESS ELECTION SYSTEMS & SOFTWARE	\$	1,278.40
EVELYN STEPHENSON	\$	3,250.00
FEDEX	\$	267.04
FIFTH THIRD BANK	\$	90,533.47
GUTTMAN OIL CO	\$	3,901.00
IPC TECHNOLOGIES INC.	\$	13,676.00
J.C. EHRLICH	\$	1,120.36
JACQUELINE SHADLE	\$	46.00
JEFFERSON CO EMERGENCY SERVICES AGENCY	\$	787,217.75
JEFF CO PARKS & RECREATION COMMISSION	\$	93,771.50
JEFFERSON DAY REPORT CENTER	\$	37,502.50
JEFFERSON SECURITY BANK	\$	4,615.00
JCCOA JEFFERSON CENTER	\$	100.00
JENNILEE HARTMAN	\$	3,250.00
JESSICA JAMES	\$	806.89
KAREN OLDEN	\$	803.92
KEITH JOHNSON	\$	17.48
LAURA STORM	\$	291.24
MILLERS SUPPLIES AT WORK	\$	21.56
NATIONWIDE RETIREMENT SOLUTIONS	\$	834.00
OLD CHARLES TOWN LIBRARY	\$	22,500.00
POTOMAC EDISON	\$	25,664.18
REBECCA F BURNS	\$	3,224.80
RETIREE HEALTH BENEFIT TRUST	\$	7,732.00
RICHARD HAHN	\$	36.00
RONALD DANTZIC	\$	23.31
SCPDC-SOUTH CENTRAL PLANNING & DEVELOPMENT COMM	\$	13,260.00
SHANNON BURLETT	\$	1,415.27
SHEPHERDSTOWN PUB LIBRARY	\$	22,500.00
SHERIFF OF JEFFERSON COUNTY	\$	1,128.00
SMOOT'S LLC	\$	4,327.00
SOUTH JEFFERSON PUBLIC LIBRARY	\$	22,500.00
STATE TAX DEPARTMENT	\$	150.00
TERESA HENDRICKS	\$	165.79
THE HARTFORD	\$	3,717.98
THE HARTFORD	\$	2,368.55
VICTOR C LUPIS III	\$	2,968.24
VINCENT TIONG	\$	3,135.87
WHOLESALE TIRES INC.	\$	251.76
WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	\$	20.73
WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$	17,001.55
WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$	45,629.00
WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$	166.49
WV REGIONAL JAIL & CORRECTION FACILITY AUTH	\$	57,755.25
WVCORP WV COUNTIES SELF INSURANCE RISK POOL	\$	712.50
XEROX CORPORATION	\$	1,144.93

FG/009	RUGGED NOTEBOOKS		\$ 61,750.00
FG/009	SHERIFF OF JEFFERSON COUNTY		\$ 4,694.77
BS/011	SHERIFF OF JEFFERSON COUNTY		\$ 7,124.37
AM/053	SHERIFF OF JEFFERSON COUNTY		\$ 1,630.81
			\$ 1,534,269.16

**Motion by Mr. Hudson to approve the Accounts Payable for October, 14 2022 in the amount of \$1,534,269.16. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME	AMOUNT
87020		DARYLL WIMER	\$ 6.42
87021		DAVID WAMPLER	\$ 11.93
87022		GUTTMAN OIL CO	\$ 3,979.95
87023		JPATS USMS	\$ 3,572.00
87024		RONALD DANTZIC	\$ 18.92
87025		SOFTWARE SYSTEMS INC	\$ 1,192.02
87026		TEK ADVISORS LLC	\$ 8,400.00
87027	AM/053	SHERIFF OF JEFFERSON CO	\$ 26,689.65
TOTAL			\$ 43,870.89

**Motion by Mr. Hudson to approve the Accounts Payable for October, 20 2022 in the amount of \$43,870.89. Motion seconded and unanimously approved.**

### APPROVAL OF MANUAL CHECKS

14-Oct-22				
OTHER FUNDS				
Check#	Fund	VENDOR		Amount
318	DK/003	SHERIFF OF JEFFERSON CO		\$ 441.53
815	HD/008	ATTENTI		\$ 3,257.60
816	HD/008	ENVIVO HEALTH		\$ 2,544.00
817	HD/008	FIFTH THIRD BANK		\$ 91.10
818	HD/008	SHERIFF OF JEFFERSON CO		\$ 831.59
354	FP/057	JEFFERSON CO FARMLAND PROT.		\$ 129,536.07
1011	AV/056	FIFTH THIRD BANK		\$ 656.35
1012	AV/056	JUSTTECH		\$ 164.72
1013	AV/056	MILLERS SUPPLIES AT WORK		\$ 58.56
1014	AV/056	PRINT-O-STAT		\$ 190.00
1015	AV/056	SEGRA		\$ 616.00
129	AR/207	ATLANTIC EMER SOLT		\$ 21,216.00
130	AR/207	JCESA		\$ 301,758.77
131	AR/207	SHEPHERDSTOWN FIRE DEPT		\$ 63,079.00
132	AR/207	SHERIFF OF JEFFERSON CO		\$ 5,438.88
1790	CO/246	FIFTH THIRD BANK		\$ 666.78
1791	CO/246	FIFTH THIRD BANK		\$ 2,988.83
439	SF/073	SHERIFF OF JEFFERSON CO		\$ 582.00
394	WV369	WVDSRF		\$ 671.00

945	CW/O59	WV STATE POLICE	\$	45.00
<b>TOTAL</b>			<b>\$</b>	<b>534,833.78</b>

**Motion by Mr. Hudson to approve the Manual Checks for October 14, 2022 in the amount of \$534,833.78. Motion seconded and unanimously approved.**

**21-Oct-21**

		OTHER FUNDS		
Check#	Fund	VENDOR		Amount
1016	AV/O56	GLOBAL SCIENCE & TECH		\$ 11,604.00
946	CW/O59	WV ST AUDITOR		\$ 1,525.00
947	CW/O59	TOM HANSEN		\$ 149.06
1362	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 18.00
1363	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 6,619.49
1364	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 17,469.49
1365	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 1,846.70
1366	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 812.30
<b>TOTAL</b>				<b>\$ 40,044.04</b>

**Motion by Mr. Hudson to approve the Manual Checks for October 21, 2022 in the amount of \$40,044.04. Motion seconded and unanimously approved.**

**ANNOUNCEMENTS**

**PUBLIC COMMENT:** Barbara Fuller, David Tabb and Stacey Tabb.

**PRESENTATIONS**

1. Robert Sell-Sheriff's Office- Requested the approval to hire Animal Control Officer and approval to accept the GHSP Grant award.
  - **Motion by Mrs. Tabb to approve the hire of Robert Smith as an Animal Control Officer, an 80 hour position with a salary of \$38,693.00 with a start date of October 24, 2022. Motion seconded and unanimously approved.**
  - **Motion by Mr. Stolipher to approve the acceptance of GHSP grant award and authorize the Commission President to sign the associated documents. Motion seconded and unanimously approved.**
  
2. Russell Burgess- Director- IT- Requested approval to submit application for the States Record Management and Preservation Board grant program.

- **Motion by Mr. Stolipher to approve the RMPB grant application in the amount of \$9,750.00 and pass the associated Resolution of Support. Motion seconded and unanimously approved.**
3. Jennie Brockman, County Planner, Office of Planning and Zoning- Requested Community Planning Month Proclamation
    - **Motion by Mr. Stolipher to approve the month of October as National Community Planning Month as an opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizens planners who have contributed their time and expertise to the improvement of Jefferson County. Motion seconded and unanimously approved.**
  4. Amy Grove-, Family Court Awareness Month Committee-Requested Proclamation to recognized November as Family Court Awareness Month in Jefferson County, WV.
    - **Motion by Mr. Stolipher to approve the proclamation to recognized November as Family Court Awareness Month in Jefferson County, WV, and authorize the President of the commission to sign the associated document. Motion seconded and unanimously approved.**
  5. Michelle Gordon- Finance Director- Requested approval for the FY22 Financial Statement, FY2023 State Budget Revision 2 for the General Funds and Review and approval of the FY2023 State Budget Revision 2 for the Coal Severance Fund.
    - **Motion by Mr. Stolipher to approve the FY22 Financial Statements. Motion seconded and unanimously approved.**
    - **Motion by Mr. Stolipher to approve the YF2023 State Budget Revision 2 for the General Funds. Motion seconded and unanimously approved.**
    - **Motion by Mr. Stolipher to approve the YF2023 State Budget Revision 2 for the Coal Severance Fund. Motion seconded and unanimously approved.**
  6. Roger Goodwin- Chief County Engineer- Requested Inspection Services Intergovernmental Agreement Extension with West Virginia Department of Economic Development-Hilltop House Hotel TDD Project.
    - **Motion by Mr. Stolipher to approve to authorize the County Administrator to execute the Contract Extension letter for the Jefferson County Hill Top House Hotel Tourism Development District project. Motion seconded and unanimously approved.**

7. 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-48.
- c. Report as assigned to counsel on the Jefferson County School Board Impact Fees.
- d. 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 7 c & d with Mr. Cochran is recusing himself from discussion of item C. Motion seconded and unanimously approved.**

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

## UNFINISHED BUSINESS

8. EMS Transition Update –

Director Bob Burner to update the commission at the Nov. 03, 2022 9:30 am meeting.

## COUNTY ADMINISTRATOR REPORTS

### E911 Salary Adjustments

-Consideration of Employee Promotion

- **Motion by Mrs. Tabb to approve a promotion of Elizabeth Dutko from an Administrative Asst. grade 2 to an Administrative Asst. II, grade 4 effective 10/24/2022 at a new annual salary of \$47,066. Motion passed 4-1 with Commissioner Jackson opposing.**

-Consideration of Position Upgrades: Dispatchers, Supervisors/Trainers, and Deputy Director

- **Motion by Mr. Stolipher to approve the upgrade of Dispatchers from grade 4 to grade 5 with a minimum increase for existing employees of 9.5% or \$46,347, whichever is higher and Supervisors/Trainers from Grade 5 to grade 6 with a minimum increase for existing employees of 7.5% effective 10/24/2022 at a cost of**

**\$78,536. Motion passed 4-1 with Commissioner Jackson opposing**

- **Motion by Mrs. Tabb to approve the upgrade of the Deputy Director position from a grade 7 to a grade 8 and to advertise for this vacant position at a grade 8 effective 10/24/2022 at a cost of \$9,294. Motion passed 4-1 with Commissioner Jackson opposing.**

-Consideration of Shift Differential

- **Motion by Mr. Stolipher to approve a shift differential of \$0.25 per hours for evening and midnight shift employees effective 10/24/2022 at a total cost of \$4,790. Motion passed 4-1 with Commissioner Jackson opposing**

-Consideration of Signing Bonus

- **Motion by Mrs. Tabb to approve a signing bonus of \$2,000 to be paid after completion of the initial dispatcher training academy with the stipulation that the employee must complete two (2) years of Full-Time service after completion of the academy or repay the bonus, effective 10/24/2022 at a cost of \$13,998 and applicable to employees currently in the training academy. Motion passed 4-1 with Commissioner Jackson opposing**

-Consideration of Referral Bonus

- **Motion by Mr. Stolipher to approve a referral bonus of \$200 as presented, effective 10/24/2022 at a cost of \$1,400. After employee has completed the 5-8 weeks of training. Motion passed 4-1 with Commissioner Jackson opposing**

-Consideration of the Elimination of three (3) full-time, vacant Dispatcher positions

- **Motion by Mrs. Tabb to eliminate three (3) full-time Dispatcher positions from the departmental approved position count at a savings of \$135,406. Motion passed 4-1 with Commissioner Jackson opposing.**

-Approval to advertise and interview for Finance Director Position

- **Motion by Mrs. Tabb to approve the advertisement for the Finance Director position. Motion passed 3-2 with Commissioner Jackson and Commissioner Ath opposing.**

Holiday Potluck

## 9. ADJOURN

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

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Caleb Hudson, PRESIDENT

Respectfully submitted  
Sorayda Pitts  
Administrative Assistant