

Minutes

Jefferson County Commission

Thursday, February 02, 2023

A meeting of the Jefferson County Commission was held on Thursday, February 02, 2023 during the second quarterly session at 09:30am. The meeting was held via GoToWebinar and in-person. Present were Steve Stolipher, President, Clare Ath, Vice President, and Commissioners Tricia Jackson, Jennifer Krouse, and Jane Tabb. Also present were Cindy Rezmer, Interim County Administrator, Krista Davis, Finance Director, Jacki Shadle, County Clerk and Jessica James, Assistant Deputy County Administrator. The archived meeting of the Thursday, February 02, 2023 meeting is available on the Jefferson County Commission website.)

PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the January 19, 2023 regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the January 26, 2023 Special Session Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the January 26, 2023 BORE Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Stolipher to approve the Payroll for February 02, 2023 in the amount of **\$289,011.91**. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for February 02, 2023 in the amount of **\$298,792.91**. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
87482		AMANDA MASTERS		\$ 126.26
87483		APRIL BLAKER		\$ 1,425.16
87484		CITY OF CHARLES TOWN		\$ 68.00
87485		EMILY MORROW		\$ 28.75
87486		GUTTMAN OIL CO		\$ 7,045.14
87487		HIRERIGHT		\$ 17.75
87488		MILLENIUM INSURANCE GROUP		\$ 900.00
87489		NICOLE NOBREGA		\$ 1,021.97
87490		NEOPOST USA INC.		\$ 442.62
87491		DR. ROBERT E. JONES III		\$ 1,000.00
87492		SEN COMMUNICATIONS LLC		\$ 109.90
87493		SOFTWARE SYSTEMS INC		\$ 145.00
87494		THOMAS HANSEN		\$ 61.00
87495		TINA RENNER		\$ 154.00
87496		XEROX CORPORATION		\$ 2,695.51
87497	GS/OO4	GENERAL CO FUND/004		\$ 7,465.10
TOTAL				\$ 22,706.16

- **Motion by Mr. Stolipher to approve the Accounts Payable for January 26, 2023 in the amount of \$22,706.16. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
87499		ADAM WARD		105.00
87500		AHA-ARTS & HUMANITIES ALLIANCE		1,059.14
87501		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		2,305.10
87502		ANGELA L BANKS		90.00
87503		AT&T MOBILITY - CC		180.00
87504		BUREAU OF CHILD SUPPORT		373.39
87505		COLONIAL LIFE		95.68
87506		COMPTROLLER OF MARYLAND		794.23

87507		DELTA DENTAL OF WV		5,823.16
87508		EFTPS IRS TAXES		98,784.87
87509		EMPOWER RETIREMENT		6,121.93
87510		ESRI		13,650.00
87511		FEDEX		72.18
87512		HIGHMARK WV		170,686.00
87513		JACQUELINE SHADLE		126.00
87514		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		1,568.32
87515		JEFFERSON CO CONVENTION AND VISITORS BUREAU		1,721.15
87516		JEFFERSON CO CONVENTION AND VISITORS BUREAU		26,478.46
87517		JEFF CO PARKS & RECREATION COMMISSION		23,851.00
87518		JEFFERSON SECURITY BANK		4,115.00
87519		JENNIFER KROUSE		191.67
87520		JOHN DEERE FINANCIAL		734.02
87521		LANGUAGE LINE SERVICES		132.75
87522		MAZZITTI & SULLIVAN EAP		936.00
87523		MONICA BENNETT		90.00
87524		NATIONAL VISION ADMIN.		1,616.02
87525		NATIONWIDE RETIREMENT SOLUTIONS		834.00
87526		OLD CHARLES TOWN LIBRARY		1,500.00
87527		SEN COMMUNICATIONS LLC		72.56
87528		SOFTWARE SYSTEMS INC		3,091.00
87529		STATE TAX DEPARTMENT		150.00
87530		THE HARTFORD		3,484.74
87531		THE HARTFORD		2,235.20
87532		TOWN OF BOLIVAR		1,721.15
87533		WV DEPUTY SHERIFF RETIREMENT SYSTEM		16,891.91
87534		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM		280.76
87535		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		44,768.86
87536		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		166.49
87537		XEROX CORPORATION		777.62
87538		XEROX FINANCIAL SERVICES		249.81
87539	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,840.20
87540	BS/011	SHERIFF OF JEFFERSON CO		\$ 8,099.12
87541	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,630.81
TOTAL				452,495.30

- **Motion by Mr. Stolipher to approve the Accounts Payable for February 02, 2023 in the amount of \$452,495.30. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

27-Jan-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
1037	AV/056	MONROE		\$ 896.69
1803	CO/246	INSIGHT PUBLIC SECTOR INC		\$ 7,669.71
1804	CO/246	PAUL J RACO		\$ 962.50
955	CW/059	TOTAL ID SOLT.		\$ 587.00
TOTAL				\$ 10,115.90

- **Motion by Mr. Stolipher approve the Manual Checks for January 27, 2023, in the amount of \$10,115.90. Motion seconded and unanimously approved.**

3-Feb-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
568	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 2,200.00
569	CS/2	BENDA HINKLE		\$ 249.40
835	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,464.99
150	AR/207	JEFF CO COMMUNITY MINISTRIES		\$ 20,000.00
151	AR/207	JEFF CO COMMUNITY MINISTRIES		\$ 20,000.00
152	AR/207	SHERIFF OF JEFFERSON CO		\$ 5,566.61
1038	AV/56	PRINT-O-STAT		\$ 520.84
398	WV369	WVDSRF		\$ 696.00
TOTAL				\$ 50,697.84

- **Motion by Mr. Stolipher approve the Manual Checks for February 03, 2023 in the amount of \$50,697.84. Motion seconded and unanimously approved.**

PUBLIC COMMENT: Marc Petitpierre, David Tabb, Joanne Curran, Stacy Tabb

PRESENTATIONS

1. Tom Hansen-Sheriff- Requested approval for

a- Insurance Check Reimbursement

- **Motion by Mr. Stolipher to provide the automobile repair insurance check in the amount of \$7, 373.01 to the Sheriff's office to reimburse them sheriff auto supplies line item. Motion seconded and unanimously approved.**

b- Law Enforcement Administrative Assistant hire

- **Motion by Mr. Stolipher to approve the hire of Maryhelen Embrey as a full-time administrative assistant, 80-hour position, at a salary of \$33,000, effective the week of February 19, 2023. Motion seconded and unanimously approved.**

c- Emergency Funding for Conservatorship

- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice status and updates on item 1c. 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**
- **Motion by Mr. Stolipher to approve the emergency funding for the requested Conservatorship not to exceed \$10,000. Motion seconded and unanimously approved.**

2. Tina Renner- Circuit Clerk- Requested approval to hire a Deputy Circuit Clerk

- **Motion by Mr. Stolipher to approve the hire of Savannah McDonald as a full-time Deputy Circuit Clerk, 80-hour position, at a salary of \$30,000, effective February 06, 2023. Motion seconded and unanimously approved.**

3. Angie Banks-Assessor- Requested

a. Approval of Exonerations

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Carla Hardy	RP	MW	\$238.32	21629

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 21629 as presented by Ms. Banks. Motion seconded and unanimously approved.**

b. Approval of mutual agreement/exonerations re: Board of Assessment Appeals applicants, Careen Smith and David & Nadine Tabb.

Please note that Commissioner Tabb recused herself from the discussion of item 3-2.

- **Motion by Mr. Stolipher to approve the mutual agreements as presented by Ms. Banks. Motion seconded and unanimously approved.**

4. Keith Lowery- Jefferson County Community Ministries-Requested approval to advertise for Homeless Support Position.

- **Motion by Mr. Stolipher to approve the advertisement for the Homeless Support Position. Motion seconded and unanimously approved.**

5. Kelly Franklin- Jefferson Day Report Center- Requested approval of FY2024 West Virginia Community Corrections Grant.

- **Motion by Mr. Stolipher to approve and act on behalf the Jefferson County Commission to enter into a contractual agreement with the Division of Justice and Administrative Service to receive and administer grant funds pursuant to provision of the Community Corrections Program. Motion seconded and unanimously approved.**

6. Interviews and appointments

a. Jefferson County Parks and Recreation Commission

- **Motion by Mr. Stolipher to appoint Vicki Fields to the Jefferson County Parks and Recreation Commission for an unexpired term ending June 30, 2025. Motion seconded and unanimously approved.**

b- Jefferson County Board of Zoning Appeals

- **Motion by Mrs. Tabb to appoint Jacob Harris to the Jefferson County Board of Zoning Appeals for an unexpired position ending January 1, 2024. Motion seconded and unanimously approved.**

7. Roger Goodwin-Director and Chief County Engineer and Michelle Mason, Impact Fees Program Specialist- Requested

a- Presentation of Calendar Year 2022 Annual Report for the office of Impact Fees

- **Motion by Mr. Stolipher to approve the presentation of Calendar Year 2022 annual report for the office of Impact Fees. Motion seconded and unanimously approved.**
- **Motion by Mrs. Tabb to approve the annual inflationary adjust to the impact fees. Motion seconded and unanimously approved.**

b.-Approval of the FY2024 Capital Improvement Plan for the Office of Impact Fees.

- **Motion by Mrs. Tabb to approve the FY2024 Capital Improvement Plan for the Office of Impact fees as presented. Motion seconded and unanimously approved.**

8. Bob Burner/ Mike Sine, Director, Jefferson County Emergency Services Agency- Requested

- a. Monthly update on the progress of the EMS transition
- b. Funding request to upgrade/replace 5 ambulance cots including power-load installation of 3 units, 8 chair stairs, and purchase maintenance contracts for the same at a total cost of \$314,491.93
 - **Motion by Mr. Stolipher to approve the upgrade/replace 5 ambulance cots including power-load installation of 3 units, 8 chair stairs, and purchase maintenance contracts for the same at a total cost of \$314,491.93 from the ARPA Funds. Motion seconded and unanimously approved.**
- c. Funding request to purchase a two-year maintenance contract for t12 LUCAS CPR devices, 13 LifePak, 15 cardiac monitors, 5 ambulance cots, 6 power-load systems and 3 stair chairs at a total cost of \$116,718.48.
 - **Motion by Mr. Stolipher to approve a two-year maintenance contract for t12 LUCAS CPR devices, 13 LifePak, 15 cardiac monitors, 5 ambulance cots, 6 power-load systems and 3 stair chairs at a total cost of \$116,718.48 from the ARPA Funds. Motion seconded and unanimously approved.**
- d. Request reimbursement of labor expenses in the amount of \$5,777.36 for December 2022, associated with the EMS transition project.
 - **Motion by Mr. Stolipher to approve the reimbursement of labor expenses in the amount of \$5,777.36 for December 2022, associated with the EMS transition project from the ARPA Funds. Motion seconded and unanimously approved**
- e. Request reimbursement to JCESA for the cost of supplies, equipment and services for the EMS transition during the month of December 2022 in the amount of \$84,441.27.
 - **Motion by Mr. Stolipher to approve the reimbursement to JCESA for the cost of supplies, equipment and services for the EMS transition during the month of December 2022 in the amount of \$84,441.27. Motion seconded and unanimously approved**

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 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, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation) and related matters.
- c. Review and discussion of Intergovernmental Agreement Between the Jefferson County Commission, the Jefferson County Sheriff's Department and the Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement Between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services
- d. Review, discussion, and possible adoption of leases for Ambulance parking and personnel space between the JCESA and/or JCC and fire companies at various Fire Stations.

- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice and status updates on items b and c. 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**

b- Motion by Mr. Stolipher to sign a release as presented by counsel. Motion seconded and unanimously approved.

c- Motion by Mr. Stolipher to approve aas Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department and the Corporation of Bolivar for

Public Safety Services and the Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services as presented. Motion seconded and unanimously approved

FINANCE DIRECTOR REPORTS

Krista Davis- Finance Director- Requested-

- a. Approval of 7.5% salary increase for Emergency Services employees to be effective March 1, 2023
 - **Motion by Mr. Stolipher to approve the 7.5% salary increase for Emergency Services employees effective March 1, 2023. Motion seconded and unanimously approved.**
- b. Approval of 5-year financial audit of the Jefferson County Emergency Services Agency.

It was the consensus of the Commission to have Ms. Davis reach out to Mike Sine, Interim Director of the Jefferson County Emergency Services Agency, to share the ESA audit report documents.

UNFINISHED BUSINESS

10. Discussion and Review of potential adaptation of County Commission's proposed Prayer Policy.
 - **Motion by Mrs. Krouse to amend the presented proposed prayer policy and present at next commission meeting. Motion tabled to next meeting.**
11. Review and approval of revisions to Policy 305(TJ)

Provided unanimous consent, no motion necessary
12. Funding source for Summer Intern to assist with Comprehensive Plan Update

- **Motion by Mrs. Tabb to approve the budget adjustment of \$14,000 from the Coal Severance fund. Motion seconded and unanimously approved.**

13. Revisit JCESA Transition to County Department (JK)

- **Motion by Mrs. Tabb to maintain the decision to transition the Jefferson County Emergency Services Agency into a County Department. Motion passed with 3-2 with Commission Jackson and Commissioner Krouse opposing.**

COUNTY ADMINISTRATOR REPORTS

-Temporary Position appointments for Commission Staff.

- **Motion by Ms. Jackson to approve a \$3000 stipend for Assistant Deputy County Administrator Jessica James and Administrative Assistant Sorayda Pitts on next payroll and to revisit in two months pending the hiring of a County Administrator. Motion seconded and unanimously approved.**

15. Board of Review and Equalization- held at the Jefferson County Courthouse located at 100 E. Washington Street, Charles Town, WV, 25414 – see separate set of minutes.

16. Joint Meeting with the Jefferson County Planning Commission to discuss the Comprehensive Plan update and approve the proposed timeline, score of work, and strategy- to be held in the Jefferson County Commission meeting room in the Old Charles Town Library at 200 E. Washington Street, Charles Town, WV 25414

- **Motion by Mr. Stolipher to approve the amended timeframe and direct Planning Commission and staff to move forward with Comprehensive Plan update as planned. Motion seconded and unanimously approved.**

The Commission adjourned at 4:22 pm on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant