

Minutes

Jefferson County Commission

Thursday, February 16, 2023

A meeting of the Jefferson County Commission was held on Thursday, February 16, 2023 during the second quarterly session at 6:00pm. 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 Sorayda Pitts, Administrative Assistant. The archived meeting of the Thursday, February 16, 2023 meeting is available on the Jefferson County Commission website.

PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

A moment of silence was held in honor of Lieutenant Kenny Mills.

APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the **January 31, 2023** BORE Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the **February 02, 2023** regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the **February 02, 2023** BORE Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the **February 07, 2023** BORE Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the **February 09, 2023** BORE Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Stolipher to approve the Payroll for January 20, 2023 in the amount of **\$290,220.42**. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for February 02, 2023 in the amount of **\$40,427.17**. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
87542		84 LUMBER		\$ 167.70
87543		AT&T		\$ 335.91
87544		GUTTMAN OIL CO		\$ 4,206.09
87545		JOHN DEERE FINANCIAL		\$ 734.02
87546		KONE BROOKLYN		\$ 1,809.75
87547		POWERDMS INC		\$ 2,172.00
87548		R.E. MICHEL CO. LLC		\$ 1,515.84
87549		TRICIA JACKSON		\$ 105.00
TOTAL				\$ 11,046.31

- **Motion by Mr. Stolipher to approve the Accounts Payable for February 09, 2023 in the amount of \$11,046.31. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
87551		ADAM WARD		\$ 303.51
87552		AMANDA JOHNSON		\$ 577.72
87553		AMANDA MASTERS		\$ 133.76
87554		AMERIFLEX		\$ 125.80
87555		APRIL BLAKER		\$ 469.55
87556		BOLAND TRANE SERVICES INC		\$ 1,939.00
87557		BUREAU OF CHILD SUPPORT		\$ 373.39
87558		CAPITAL LIGHTING & SUPPLIES LLC		\$ 519.07
87559		DISTRICT COURT OF MARYLAND		\$ 5.50
87560		HILLSBOROUGH COUNTY CIRCUIT COURT		\$ 32.00

87561		COMPTROLLER OF MARYLAND		\$	776.65
87562		CORMAC QUINN		\$	31.01
87563		DARYLL WIMER		\$	12.70
87564		DAVID EVERETT BOOBER		\$	479.50
87565		DAVID WAMPLER		\$	26.23
87566		DOING BETTER BUSINES		\$	825.84
87567		ED HANNON		\$	8.66
87568		EFTPS IRS TAXES		\$	91,689.27
87569		EMPOWER RETIREMENT		\$	5,572.95
87570		FIDELITY POWER SYSTEMS		\$	12,044.00
87571		FIFTH THIRD BANK		\$	3,222.45
87572		GLOBALSTAR USA		\$	2,440.52
87573		GUTTMAN OIL CO		\$	8,291.96
87574		INSIGHT PUBLIC SECTOR INC		\$	601.24
87575		JACQUELINE SHADLE		\$	92.80
87576		JEFFERSON SECURITY BANK		\$	4,115.00
87577		JCCOA JEFFERSON CENTER		\$	100.00
87578		JUSTTECH LLC		\$	140.62
87579		KEITH JOHNSON		\$	28.91
87580		MR PRINT		\$	4,129.38
87581		NAPA AUTO PARTS		\$	672.26
87582		NATIONWIDE RETIREMENT SOLUTIONS		\$	834.00
87583		POTOMAC EDISON		\$	37,442.79
87584		POTOMAC EDISON		\$	4,598.78
87585		R.E. MICHEL CO. LLC		\$	85.52
87586		RELIANT POWER MANAGEMENT LLC		\$	6,782.91
87587		RETIREE HEALTH BENEFIT TRUST		\$	8,348.00
87588		ROMULO QUEZADA		\$	14.80
87589		RONALD DANTZIC		\$	59.36
87590		SELBY VETERINARY SERVICES		\$	75.00
87591		SOFTWARE SYSTEMS INC		\$	1,192.02
87592		STATE TAX DEPARTMENT		\$	150.00
87593		TAMMY MOBLEY		\$	6,074.84
87594		TEK ADVISORS LLC		\$	4,200.00
87595		THOMAS HANSEN		\$	121.07
87596		TINA RENNER		\$	633.88
87597		US BANK		\$	69,623.56
87598		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$	16,383.68
87599		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM		\$	288.78
87600		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$	43,113.51
87601		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$	56,452.50

87602		WV SHERIFFS ASSOCIATION		\$ 2,200.00
87603		WV STATE TAX DEPARTMENT		\$ 34,845.97
87604		WV ASSOCIATION OF COUNTIES		\$ 940.00
87605		XEROX CORPORATION		\$ 3,418.55
87606	GS/004	SHERIFF OF JEFFERSON CO		\$ 7,793.48
87607	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,918.63
87608	BS/011	SHERIFF OF JEFFERSON CO		\$ 4,133.63
87609	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,618.11
TOTAL				\$ 456,124.62

- **Motion by Mr. Stolipher to approve the Accounts Payable for February 16, 2023 in the amount of \$456,124.62. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

10-Feb-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
1805	CO/246	G & TRIPLET LLC		\$ 1,655.00

- **Motion by Mr. Stolipher to approve the Manual Checks for February 10, 2023, in the amount of \$1,655.00. Motion seconded and unanimously approved.**

17-Feb-23

OTHER FUNDS				
Check #	Fund	VENDOR		Amount
322	DK/O3	SHERIFF OF JEFFERSON CO		\$ 50.74
826	HD/8	ATTENTI		\$ 3,584.00
837	HD/8	CORNERSTONE DIAGNOSTICS		\$ 248.00
838	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,399.80
839	HD/8	US BANK		\$ 91.06
358	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 65,729.67
153	AR/207	JEFFERSON CO FAIR ASSOC		\$ 150,000.00
154	AR/207	RCN COMMUN.		\$ 16,376.86
155	AR/207	RUGGED NOTEDBOOK		\$ 74,975.00
156	AR/207	SHERIFF OF JEFFERSON CO		\$ 5,149.30
1806	CO/246	FIFTH THIRD BANK		\$ 1,925.64

1807	CO/24 6	US BANK		\$ 74.37
1808	CO/24 6	US BANK		\$ 4,235.00
1040	AV/56	SEGRA		\$ 616.00
1039	AV/56	JUSTTECH		\$ 171.69
1041	AV/56	US BANK		\$ 961.70
TOTAL				\$ 325,588.83

- **Motion by Mr. Stolipher to approve the Manual Checks for February 17, 2023 in the amount of \$325,588.83. Motion seconded and unanimously approved.**

PUBLIC COMMENT: Marc Petitpierre, Jerri Wines, Denise Nick, Jaqueline Millard, Cindy Staubs, Kristy Grove, Ed Hannon, David Tabb, Austin Dotson, Amanda Straud, Mike Mood, Ross Morgan, and Stacy Tabb.

PRESENTATIONS

1. Janet Shushan- JHS Group- Requested time for Federal grants and direct awards program offer to Jefferson County.

It was the conscious of the Commission to request the JHS Group to provide a contract to staff to be reviewed by council.

2. Jacki Shadle-County Clerk- Requested approval to hire Probate Clerk.

- **Motion by Mr. Stolipher to approve the hire of Christine Puttock as a Probate Clerk with a start date of February 27, 2023 with a salary of \$35,000.00 per year. Motion seconded and unanimously approved.**

3. Steve Allen-Director- Jefferson County Office of Homeland Security and Emergency Management- Requested

- a. Approval for purchase for response equipment and trailer markings for the Bovine Emergency Response Program.

- **Motion by Mrs. Tabb to approve the purchase of the equipment and trailer markings for the Bovine Emergency Response Program. Motion seconded and unanimously approved.**
 - b. Approval for the release of the Request for Proposal (RFP) for the FEMA Hazard Mitigation Plan Update.
 - **Motion by Mrs. Tabb to approve the post for the RFP for the 2024 Hazard Mitigation Plan Update. Motion seconded and unanimously approved.**
4. Jeffrey Polczynski- Director of Communications-Request approval to hire a public Safety Dispatcher (trainee).
- **Motion by Mr. Stolipher to approve the appointment of Patricia Settle as a Public Safety Dispatcher (trainee) at the hourly rate of \$25.625 (\$53,300.00/year) with a signing bonus of \$2,000.00 and a post-training salary increase once full training is complete with a start date of February 21,2023. Motion seconded and unanimously approved.**
5. Jennifer Myers-Director-Jefferson County Parks and Recreation- Requested funding for the 2023 fireworks at Sam Michael's Park.
- **Moved to the next meeting**
6. Matt Mullenax- Executive Director- Hagerstown/ Eastern Panhandle Metropolitan Planning Organization- Requested letter of support for the HEPMPO & EPTA RAISE grant application for the EPTA Multimodal Transit Center Project.
- **Motion by Mr. Stolipher to approve the request for the letter of support for the HEPMPO & EPTA RAISE grant application for the EPTA Multimodal Transit Center Project. Motion seconded and unanimously approved.**
7. Paul Raco, Lutman Land Development, LLC- Requested Landowner petition of Map Amendment for Lutman Land Development , LLC: Kabletown, District, Map 29, Parcels 2 (66 acres) and 6 (30.89 acres) containing a total of 99.89 +- Acres. Request to schedule a Public Hearing and refer the application to the Planning Commission for advice on the comprehensive Plan Consistency of the request.

- **Motion by Mr. Stolipher to accept the Landowner petition and request for Map Amendment for Lutman Land Development, LLC, Parcels 2 and 6 on Map 29 in Kabletown Tax District and schedule Public Hearing at the County Commission meeting on March 16, 2023 and to refer to the application to the Planning Commission for advice on the request's consistency with the Comprehensive Plan. Motion seconded and unanimously approved.**
8. Paul Raco, Federal Group, Inc.- Requested Landowner petition for Map Amendment for Federal Group, Inc.: Shepherdstown District, Map 8, Parcels 10.9 (23.67 acres) and 24.3 (1.02 acres) containing a total of 24.69+- acres. Request to schedule a Public Hearing and refer the application to the Planning Commission for advice on the comprehensive Plan Consistency of the request.
- **Motion by Mr. Stolipher to accept the Landowner petition and request for Map Amendment for Federal Group, Inc., Parcels 10.9 and 24.3 on Map 8 in Shepherdstown Tax District and schedule Public Hearing at the County Commission meeting on March 16, 2023 and to refer to the application to the Planning Commission for advice on the request's consistency with the Comprehensive Plan. Motion seconded and unanimously approved.**
9. 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, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation) and related matters.
 - b. Review, discussion, and possible adoption of leases for Ambulance parking, personnel space and other contractual issues 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 9b and 13. 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.**

FINANCE DIRECTOR REPORTS

10. Krista Davis- Finance Director- Review and Discussion of Draft Policy 320- Budget Revision Policy

- **Finance Director to provide Policy 320- To the Commission to review/edit**

UNFINISHED BUSINESS

11. Final Review of potential adaptation of County Commission's proposed Prayer Policy.

- **Motion by Mrs. Krouse to approve the presented proposed prayer policy and present at next commission meeting. Motion passed on a 3-2 vote, Commissioner Tabb and Commissioner Stolipher opposing.**

NEW BUSINESS

12. Discussion and development of a plan of action re: the dissolution of the Jefferson County Emergency Services Agency in relation to the EMS transition (TJ)

- **Update provided by Interim Director Mike Sine**
- **It was the consensus of the Commission that the JCESA Board will remain in place until further notice.**

13. Memorandum of Understanding- Shepherd University Emergency Action Plan (SS)

- **Motion by Ms. Jackson to direct Nathan Cochran, Assistant Prosecuting attorney to write up a letter to Shepherd University Emergency Action Plan and present at next meeting. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

-Stipend Alternative for Commission Staff

- **Motion by Mr. Stolipher to have the Acting County Administrator to look into the stipend vs. the increased comp pay and to act accordingly once she had proper information from the Auditors office. Motion passed on a 4-1 vote, with Commissioner Jackson abstaining from voting.**
- - EMS Transition Update

Update provided by Mike Sine-Interim Director Jefferson County Emergency Service Agency, Krista Davis -Finance Director and Cindy Rezmer, Interim County Administrator.

- Personnel Action-Director, Jefferson County Development Authority

- **Mrs. Rezmer informed the Commission, that the Director of Jefferson County Development Authority, Dennis Jarvis resigned from his position earlier in the week. The Board will be meet next week and will report back to the Commission regarding the Interim Director position.**

The Commission adjourned at 9:00 pm on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant