

Minutes

Jefferson County Commission

Thursday, March 02, 2023

A meeting of the Jefferson County Commission was held on Thursday, March 02, 2023 during the second quarterly session at 9:30am. 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 Sorayda Pitts, Administrative Assistant. The archived meeting of the Thursday, March 02, 2023 meeting is available on the Jefferson County Commission website.

PRAYER- Pastor Bush-Grace Baptist Church

PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

APPROVAL OF MINUTES

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 16, 2023 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the February 16, 2023 BORE Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Stolipher to approve the Payroll for March 3, 2023 in the amount of **\$277,245.06**. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for March 2, 2023 in the amount of **\$94,558.49**. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
87610		CAPITAL LIGHTING & SUPPLIES LLC		\$ 770.52
87611		J.C. EHRlich		\$ 775.94
87612		DR. ROBERT E. JONES III		\$ 1,000.00
TOTAL				\$ 2,546.46

- **Motion by Mr. Stolipher to approve the Accounts Payable for February 23, 2023 in the amount of \$2,546.46. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
87614		AHA-ARTS & HUMANITIES ALLIANCE		\$ 1,182.80
87615		AMERITEL CORP		\$ 187.03
87616		AT&T MOBILITY - CC		\$ 489.24
87617		AUTOMATED OFFICE EQUIPMENT INC		\$ 250.08
87618		BUREAU OF CHILD SUPPORT		\$ 373.39
87619		CITY OF CHARLES TOWN		\$ 78.00
87620		COMPTROLLER OF MARYLAND		\$ 869.00
87621		DARYLL WIMER		\$ 20.46
87622		DELTA DENTAL OF WV		\$ 5,425.86
87623		DOUGLAS PITTINGER		\$ 12.17
87624		EFTPS IRS TAXES		\$ 95,611.18
87625		EMPOWER RETIREMENT		\$ 5,558.49

87626		FIRE SAFETY EQUIP		\$ 555.00
87627		GUTTMAN OIL CO		\$ 7,410.47
87628		HIGHMARK WV		\$ 174,251.24
87629		INFORMER SYSTEMS LLC		\$ 5,304.00
87630		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		\$ 1,751.43
87631		JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$ 29,570.01
87632		JEFF CO PARKS & RECREATION COMMISSION		\$ 26,635.77
87633		JEFFERSON SECURITY BANK		\$ 4,075.00
87634		JCCOA JEFFERSON CENTER		\$ 150.00
87635		JEFFREY POLCZYNSKI		\$ 258.75
87636		JENNIFER KROUSE		\$ 95.08
87637		JOSHUA WEAVER		\$ 256.00
87638		LANGUAGE LINE SERVICES		\$ 118.12
87639		LAURA L KUHN		\$ 189.75
87640		LISA DRISCOLL		\$ 409.91
87641		MILLENIUUM INSURANCE GROUP		\$ 900.00
87642		NATIONAL VISION ADMIN.		\$ 1,501.84
87643		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
87644		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
87645		PANSCH INVESTIGATIONS LLC		\$ 550.00
87646		PROGRESSIVE PRINTING		\$ 420.00
87647		RANDALL DOANE		\$ 189.75
87648		REBECCA CHALK		\$ 17.50
87649		RICE TIRES CO		\$ 1,547.56
87650		RYAN MILBOURNE		\$ 189.75
87651		SHERIFF OF JEFFERSON COUNTY		\$ 262.47
87652		STATE TAX DEPARTMENT		\$ 150.00
87653		THE THRASHER GROUP INC		\$ 14,070.00
87654		TYLER PAYTON		\$ 13.13
87655		VICTOR C LUPIS III		\$ 77.49
87656		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 17,292.21
87657		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM		\$ 503.37
87658		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 43,080.26
87659		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49
87660		XEROX FINANCIAL SERVICES		\$ 249.81
87661	FG/009	RANSON POLICE DEPT		\$ 1,046.14
87662	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,817.39
87663	FG/009	MOOREFIELD POLICE DEPT		\$ 360.65
87664	BS/011	SHERIFF OF JEFFERSON CO		\$ 8,126.64
87665	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,630.81

TOTAL				\$ 460,585.49
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- **Motion by Mr. Stolipher to approve the Accounts Payable for March 02, 2023 in the amount of \$460,585.49. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

24-Feb-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
1382	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 43.00
1383	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 7,436.97
1384	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 40,693.91
1385	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 4,301.70
1386	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 1,892.64
TOTAL				\$ 54,368.22

- **Motion by Mr. Stolipher approve the Manual Checks for February 24, 2023, in the amount of \$54,368.22. Motion seconded and unanimously approved.**

3-Mar-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
570	CS/002	EASTRIDGE HEALTH SYSTEM		\$ 2,660.00
571	CS/002	RESCUE ONE TRAINING FOR LINE INC		\$ 8,850.00
840	HD/008	SHERIFF OF JEFFERSON CO		\$ 1,412.50
1042	AV/056	JUSTTECH		\$ 473.34
1043	AV/056	MONROE		\$ 770.72
157	AR/207	EMERGENCY VEHICLE SPECIALIST		\$ 15,633.82
158	AR/207	EXECUTIVE EMERGENCY LIGHTING		\$ 23,200.77
159	AR/207	JEFF CO EMERGENCT AGENCY		\$ 8,189.84
160	AR/207	JEFF CO EMERGENCT AGENCY		\$ 12,745.09

161	AR/207	JEFF CO EMERGENCT AGENCY	\$ 5,777.36
162	AR/207	JEFF CO EMERGENCT AGENCY	\$ 84,441.27
163	AR/207	SHERIFF OF JEFFERSON CO	\$ 5,603.77
164	AR/207	TYLER TECH	\$ 1,400.00
1809	CO/246	RE MICHEL CO	\$ 283.10
1810	CO/246	WHITMOYER AUTO GROUP	\$ 190,000.00
956	CW/059	WV STATE AUDITOR	\$ 956.00
399	WV369	WVDSRF	\$ 610.00
TOTAL			\$ 363,007.58

- **Motion by Mr. Stolipher approve the Manual Checks for March 3, 2023 in the amount of \$363,007.58. Motion seconded and unanimously approved.**

PUBLIC COMMENT: Marc Petitpierre, Jacquelyn Million, Kelsey Stipanovic, Robert Sell, Steve Holz and David Tabb

PRESENTATIONS

1. Angie Banks-Assessor- Requested approval to advertise vacant clerk position.
 - **Motion by Mr. Stolipher to approve the advertisement for the vacant clerk position. Motion seconded and unanimously approved.**
2. Tina Renner- Circuit Clerk- Requested approval for an internal budget revision.
 - **Motion by Mr. Stolipher to approve the internal budget revision and move \$8000 from Employees Salary and wages (410300) to overtime (410801). Motion seconded and unanimously approved.**
3. Tom Hansen-Sheriff- Requested the acceptance of the grant funding for the spray/neuter program.
 - **Motion by Mr. Stolipher to approve the acceptance of the grant funding for the spray/neuter program and authorize the President to sign any related documents. Motion seconded and unanimously approved.**

4. Crystal Gumbel/ Laura Creamer- Adult Drug Court- Requested approval to refurbish the old mail room for Recovery Closet to support Jefferson County Treatment Court.

- **Motion by Mr. Stolipher to direct Nathan Cochran to draft a legal Memorandum of Understanding/ lease for the old mail room for the Recovery Closet of Jefferson County treatment Court. Motion seconded and unanimously approved**

5. Keith Lowery- Jefferson County Community Ministries-Requested approval to hire for the Social Services Liason.

- **Motion by Mr. Stolipher to approve the hire Jennifer Verdugo for the Social Service Liason Position with a starting salary of \$57,000 with a start date of March 12, 2023. Motion seconded and unanimously approved.**

6. Susanna Henderson- Economic Resilience Coordinator- Requested a letter of support for the Corporation of Shepherdstown FY24 Congressional Directed Spending Request application for the Shepherdstown Path Project.

- **Motion by Mr. Stolipher to approve a letter of support for the Corporation of Shepherdstown FY24 Congressional Directed Spending Request application for the Shepherdstown Path Project. Motion seconded and unanimously approved.**

7. Nikki Painter-Probate Office- Requested removal of Executor for Two Estates

- **Motion by Mrs. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved**

Petitioner Eugene Isaac Hoffman was represented by legal counsel that presented evidence concerning the request.

- **Motion by Mrs. Krouse to approve the petition of removal of William Judy, III, executor for the Estates of Ellen Sherry Hoffman, also Richard Walter Accurso, deceased and appoint Eugene Hoffman as the executor. Motion seconded and unanimously approved.**

- **Motion by Mrs. Tabb to adjourn as a Fiduciary Review Board and reconvene in regular session. Motion seconded and unanimously approved.**

8. Laura Kuhn-Director Fleet & Facilities management- Requested approval to advertise and interview for the vacant custodial position.

- a. **Motion by Mr. Stolipher to authorized proceedings with the advertising and interview process to fill the upcoming vacant custodial position. Motion seconded and unanimously approved.**

9. Jeff Polczynski- Director of communications- Requested

- a. Appointment to fill the vacancy of CAD Administrator for the Emergency Communications Center.

- **Motion by Mrs. Tabb to approve the appointment of Damien Hart as the CAD Administrator at the hourly rate of \$29, 8077 (\$62,000/ year) with a starting date of March 20, 2023. Motion passed on a 3-1-1 vote with Commissioner Jackson opposing and Commissioner Krouse Abstaining.**

b. Appointment to fill the two (2) Public Safety Dispatcher (trainee)

- **Motion by Mr. Stolipher to approve the appointment of Brittany Moore as a Public Safety Dispatcher (trainee) at the hourly rate of \$22.2422 (\$46,347/year) with the training incentive/signing bonus of \$2000 and the post-training salary increase once full training is complete. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to approve the appointment of Bethani Mummert a Public Safety Dispatcher (trainee) at the hourly rate of \$24,0875 (\$50,101.96/year) with the training incentive/signing bonus of \$2000 and the post-training salary increase once full training is complete. Motion seconded and unanimously approved.**

10. Becky Burns/ Alexandra Beaulieu- Engineering- Requested

a. release of the \$10,000.00 site stability bond/tolling of Bond Agreement for Beallair Homes, LLC, for the Beallair Subdivison, Phase 2, Lots 50-133 & Residue A (File # 05-41)

c. Motion by Mr. Stolipher to approve the release of the remaining funds being held in Cash-in-escrow Account # 3211479 with the Bank of Charles Town as security for the site stability bond/tolling of Bond Agreement for Beallair Homes, LLC, for the Beallair Subdivison, Phasse 2, Lots 50-133 & Residue A ,File # 05-41. Motion seconded and unanimously approved.

b. Approval of employment offer to fill the position of Planning Clerk in the Department of Engineering, Planning and Zoning.

a. Motion by Mr. Stolipher to approve the hire of Michelle Evers. as a planning clerk in the Department of Engineering, Planning and Zoning with a starting salary of \$37,650/year with a starting date of early as March 12, 2023. Motion seconded and unanimously approved.

11. Russell Burges- Information Technology- Requested CGI video project for Jefferson County, WV.

b. Motion by Mr. Stolipher to approve the CGI Video Project for Jefferson County, WV as part of the promoting tourism in Jefferson County, West Virginia and adding to the Jefferson County, WV Website. Motion seconded and unanimously approved.

12. Mike Sine- Interim Director- Jefferson County Emergency Service Agency- Requested reimbursement for cost of supplies, equipment and services for the EMS Transition during the month of January, 2023 in the amount of \$30,306.41.

c. Motion by Mr. Stolipher to approve the reimbursement of \$30,306.41 to JCESA for the cost of supplies, equipment and services for the EMS

Transition during the month of January, 2023 to be funded from the ARPA: EMS system allocation. Motion seconded and unanimously approved.

13. Ryan Snyder- Jefferson County Development Authority- Requested approval to advertise for the vacant JCDA Executive Director Position.

d. Motion by Mr. Stolipher to approve the advertisement of the Jefferson County Development Authority Executive Director position. Motion seconded and unanimously approved.

14. 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.

NO UPDATES PROVIDED

UNFINISHED BUSINESS

15. Jennifer Myers- Jefferson County Parks & Recreation- Requested funding for the 2023 Fireworks at Sam's Michael Park.

- **Motion by Mr. Stolipher to approve the request of \$10, 000 for fireworks at the Sam's Michael Park, funds allocated from the Coal Severance Fund. Motion seconded and unanimously approved.**

16. Steve Stolipher- Requested Memorandum of Understanding- SUEAP

No plan has been provided by SUEAP

17. County Ambulance dispatch in the CAD system

- **Motion by Mr. Stolipher that all Jefferson County owned and operated ambulances to be dispatch by E911 with Commissioner Tabb making an amendment for legal to draft up a statement and guidance and present at next meeting. Motion seconded and unanimously approved.**

NEW BUSINESS

18. Jennifer Krouse- Commissioner- Requested a letter to the WV Public Service Commission about West Virginia American Water's Purchase of JUI and Rate Increase.

- **Motion by Mrs. Krouse to approve the draft letter, (*including the two amendments made by Commissioner Ath and Tabb*) and send it to WV Public Service Commission about West Virginia American Water's Purchase of JUI and Rate Increase. Motion seconded and unanimously approved.**

19. Tricia Jackson-Commissioner- Requested to secure an outside attorney/ law firm to assist with human resources and personnel matters where the county attorney is conflicted out.

- **Motion by Ms. Jackson to approve and sign the letter of agreement between the county commission and Ms. Wendy Greve, Esq. of Pulling, Fowler, Flanagan, Brown, & Poe to begin July 1, 2023. Motion failed 2-3 vote with Commissioners Stolipher, Ath and Tabb opposing.**

20. Clare Ath- Commission- Requested a letter of support to Senator Joe Manchin requesting grant funding considering for the Charles Town Utility Board and authorize the president of the Commission to sign letter.

- **Motion by Mrs. Ath to approve the letter of support to Senator Joe Manchin requesting grant funding considering for the Charles Town Utility Board and authorize the president of the Commission to sign letter. Motion seconded and unanimously approved**

The Commission adjourned at 12:12 pm on a motion by _____ Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant