

AMENDED

Minutes

Jefferson County Commission

Thursday, April 6, 2023

A meeting of the Jefferson County Commission was held on Thursday, April 6, 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, Jacki Shadle, County Clerk and Sorayda Pitts, Administrative Assistant. The archived meeting of the Thursday, April 6, 2023 meeting is available on the Jefferson County Commission website.

PRAYER- Pastor Bill Rowley

PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the March 15, 2023 Budget Deliberation Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the March 16, 2023 Regular Meeting Minutes with edits. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the March 22, 2023 Budget Deliberation Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Stolipher to approve the Payroll for March 31, 2023 in the amount of **\$291,190.54**. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for April 6, 2023 in the amount of **\$203,696.18**. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
87723		CASTO & HARRIS INC		\$ 9,832.39
87724		CORNELIA HAMM		\$ 340.56
87725		COURTNEY S MOORE		\$ 53.75
87726		DOING BETTER BUSINES		\$ 25.95
87727		GUTTMAN OIL CO		\$ 4,757.81
87728		J.D. POWER & ASSOC		\$ 478.50
87729		JENNILEE HARTMAN		\$ 361.57
87730		Bobby Swartz		\$ 200.00
87731		SPECIALTY BUSINESS SUPPLIES		\$ 48.25
87732		WILLIAM SCHWEITZER		\$ 2,751.47
87733		WV ASSOC OF EXTENSION 4-H AGENTS		\$ 125.00
87734		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		\$ 31,966.25
87735		XEROX CORPORATION		\$ 410.00
87736	GS/004	GENERAL COUNTY FUND-004		\$ 13,433.92
TOTAL				\$ 64,785.42

- **Motion by Mr. Stolipher to approve the Accounts Payable for March 23, 2023 in the amount of \$64,785.42 Motion seconded and unanimously approved.**

CHECK#	VENDOR NAME	AMOUNT
87738	AHA-ARTS & HUMANITIES ALLIANCE	\$ 979.41
87739	AT&T MOBILITY - CC	\$ 622.31
87740	ATLANTIC OCCUPSYCH INC.	\$ 2,125.00
87741	BESSIE NELSON	\$ 99.55
87742	BUREAU OF CHILD SUPPORT	\$ 373.39
87743	CITY OF CHARLES TOWN	\$ 20.00
87744	CITY OF CHARLES TOWN	\$ 80.00
87745	COMPTROLLER OF MARYLAND	\$ 802.33
87746	DAMIEN HART	\$ 177.00
87747	DELTA DENTAL OF WV	\$ 5,636.24
87748	EFTPS IRS TAXES	\$ 97,014.62
87749	EMPOWER RETIREMENT	\$ 5,544.90
87750	GUTTMAN OIL CO	\$ 4,670.66
87751	HIGHMARK WV	\$ 172,468.62
87752	JAMIN BRANCH	\$ 6,500.00
87753	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 1,450.27
87754	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 24,485.37
87755	JEFF CO PARKS & RECREATION COMMISSION	\$ 22,055.68
87756	JEFFERSON SECURITY BANK	\$ 4,075.00
87757	JCCOA JEFFERSON CENTER	\$ 150.00
87758	JEFFREY POLCZYNSKI	\$ 468.50
87759	JESSICA EBERSOLE	\$ 85.00
87760	KONE BROOKLYN	\$ 591.44
87761	LANGUAGE LINE SERVICES	\$ 27.25
87762	THE LAW OFFICE OF GREGORY E KENNEDY PLLC	\$ 6,553.25
87763	MILLENIUUM INSURANCE GROUP	\$ 900.00
87764	NATIONAL VISION ADMIN.	\$ 1,549.52
87765	NICOLE NOBREGA	\$ 927.16
87766	NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
87767	R.E. MICHEL CO. LLC	\$ 8.49
87768	RAYMOND L FECTEAU	\$ 250.00
87769	DR. ROBERT E. JONES III	\$ 1,000.00
87770	ROBERT S. SELL	\$ 256.00
87771	SPIRIT OF JEFFERSON	\$ 62.70
87772	STATE TAX DEPARTMENT	\$ 150.00
87773	VA DEPT OF TAXATION	\$ 2,270.53
87774	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 16,180.87
87775	WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	\$ 466.33

87776		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 43,979.67
87777		WV STATE TAX DEPARTMENT		\$ 48,368.71
87778		XEROX CORPORATION		\$ 330.29
87779	FG/009	SHERIFF OF JEFFERSON CO		\$ 3,828.10
87780	BS/011	SHERIFF OF JEFFERSON CO		\$ 6,137.11
87781	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,605.75
TOTAL				\$ 486,161.02

- **Motion by Mr. Stolipher to approve the Accounts Payable for March 30, 2023 in the amount of \$486,161.02. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
87782		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		3,457.65
87783		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY		22,500.00
87784		CCAWV-COUNTY COMMISSION ASSOCIATION OF WV		75.00
87785		COLONIAL LIFE		143.52
87786		CORMAC QUINN		16.40
87787		DARYLL WIMER		19.37
87788		DAVID EVERETT BOOBER		561.70
87789		DAVID WAMPLER		30.67
87790		DOUGLAS PITTINGER		32.91
87791		ED HANNON		10.58
87792		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY		20,000.00
87793		GUTTMAN OIL CO		5,121.33
87794		INSIGHT PUBLIC SECTOR INC		20,847.60
87795		JEFFERSON CO EMERGENCY SERVICES AGENCY		787,217.75
87796		JEFFERSON COUNTY DEVELOPMENT AUTHORITY		31,725.00
87797		JEFF CO PARKS & RECREATION COMMISSION		93,771.50
87798		JEFFERSON DAY REPORT CENTER		37,502.50
87799		JENNIFER KROUSE		56.00
87800		KEITH JOHNSON		8.03
87801		MARKL SUPPLY COMPANY		1,398.25
87802		OLD CHARLES TOWN LIBRARY		1,500.00
87803		OLD CHARLES TOWN LIBRARY		22,500.00
87804		ROMULO QUEZADA		6.07
87805		SHEPHERDSTOWN PUB LIBRARY		22,500.00
87806		SHERIFF OF JEFFERSON COUNTY		77.21
87807		SOUTH JEFFERSON PUBLIC LIBRARY		22,500.00
87808		TEK ADVISORS LLC		4,200.00

87809		THE HARTFORD		3,509.68
87810		THE HARTFORD		2,241.55
87811		WVU WEST VIRGINIA UNIVERSITY		3,700.00
87812	FG/009	BERKELEY CO SHERIFF DEPT		1,462.26
87813	FG/009	CITY OF CHARLES TOWN		714.24
87814	FG/009	RANSON POLICE DEPT		1,954.22
TOTAL				1,111,360.99

- **Motion by Mr. Stolipher to approve the Accounts Payable for April 6, 2023 in the amount of \$1,111,360.99. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

24-Mar-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
572	CS/O2	EASTRIDGE HEALTH SYSTEM		\$ 2,400.00
845	HD/8	ATTENTI		\$ 60.96
1050	AV/56	J.D POWER & ASSOC		\$ 685.00
1051	AV/56	MR. PRINT		\$ 305.57
359	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 85,644.80
1814	CO/246	P.J RACO CONSULTING		\$ 1,375.00
167	AR/207	STRYKER MEDICAL		\$ 116,718.48
1387	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 59.00
1388	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 9,676.07
1389	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 56,048.01
1390	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 5,924.73
1391	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 2,606.87
147	PARK/249	MINGHINI'S		\$ 14,250.00
958	CW/O59	HUNTZMAN ENT		\$ 1,074.00
TOTAL				\$ 296,828.49

- **Motion by Mr. Stolipher approve the Manual Checks for March 24, 2023, in the amount of \$296, 828,49. Motion seconded and unanimously approved.**

31-Mar-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
573	CS/2	PRIORITY DISPATCH		\$ 116,975.00
846	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,399.80
1052	AV/56	MILLERS SUPPLIES AT WORK		\$ 521.68
168	AR/207	EMERGENCY VEHICLE SPECIALIST		\$ 12,785.29
169	AR/207	INDEPENDENT FIRE CO		\$ 7,289.00
170	AR/207	JCESA		\$ 30,306.41
171	AR/207	SHERIFF OF JEFFERSON CO		\$ 8,756.72
1815	CO/246	PRIORITY DISPATCH		\$ 63,965.90
148	249/PARK	JEFF CO PARK/REC		\$ 11,328.61
TOTAL				\$ 253,328.41

- **Motion by Mr. Stolipher approve the Manual Checks for March 31, 2023 in the amount of \$253,328.41. Motion seconded and unanimously approved.**

7-Apr-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
959	CW/O59	WV STATE POLICE		\$ 15.00
400	WV/369	WVDSRF		\$ 910.00
149	PARK	HELBING LIPP REC		\$ 6,251.12
1816	CO/246	R.E. MICHEL CO		\$ 1,986.44
172	AR/207	CITIZEN VOL FIRE		\$ 3,400.00
173	AR/207	EMERGENCY VEH		\$ 9,225.26
174	AR/207	INDEPENDENT FIRE		\$ 2,400.00
175	AR/207	JEFF CO COMM MIN		\$ 20,000.00
176	AR/207	RUGGED NOTEBOOKS		\$ 35,225.00
177	AR/207	STRYKER MEDICAL		\$ 5,479.60
178	AR/207	US BANK		\$ 592.16
1053	AV/56	AWVA ASSOC OF WV ASSESSORS		\$ 1,060.00
1054	AV/56	BARKER LAND & CONSULTING		\$ 10,000.00
1055	AV/56	COMMERCIAL PRESS INC		\$ 978.00
1056	AV/56	MILLERS SUPPLIES AT WORK		\$ 46.10
1057	AV/56	NATIONAL BAND & TAG CO		\$ 2,700.00

1058	AV/56	PRINT-O-STAT		\$ 190.00
1059	AV/56	SEGRA		\$ 616.00
1060	AV/56	US BANK		\$ 968.47
847	HD/8	US BANK		\$ 91.06
TOTAL				\$ 102,134.21

- **Motion by Mr. Stolipher approve the Manual Checks for April 7, 2023 in the amount of \$102,134.21. Motion seconded and unanimously approved.**

PUBLIC COMMENT: Makayla Zonfrilli, Jaqueline Milliran, David Tabb, Josh Beall.

PRESENTATIONS

1. Angie Banks-Assessor-
 - a. Requested approval of Exonerations

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Gregory & Amy Byrne	PP	SD	\$21.45	315497

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 315497 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Richard & Janice Myers	PP	CT	\$35.76	303094

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 303094 as presented by Ms. Banks. Motion seconded and unanimously approved.**

- b. Requested approval of new hire
 - **Motion by Mrs. Tabb approve the hire of Cheri Vest for the Circuit Clerk position with a start date of April 17, 2023 and a starting salary of \$37,000. Motion seconded and unanimously approved.**
2. Karen Olden- Probate Office
- **Motion by Mrs. Tabb to convene as a Fiduciary Review Board. Motion seconded and unanimously approved.**
 - a. Quarterly Review of Accountings/Waivers and New Estates.
 - **Motion by Mrs. Tabb to approve the accounts and waivers that have met all the requirements of the Probate Office and are ready to be closed and approve the new estates that been opened since last quarterly review. Motion seconded and unanimously approved.**
 - **Motion by Mrs. Tabb to adjourn as a Fiduciary Review Board. Motion seconded and unanimously approved**
 - b. Requested approval to appoint Bradley C. Snowden, Esq. as a Fiduciary Commissioner
 - **Motion by Mr. Stolipher to appoint Bradley C. Snowden, Esq. as the fourth Fiduciary Commissioner. Motion seconded and unanimously approved.**
3. Jennifer Myers- Jefferson County Parks & Recreation-
- a. Requested to add Jefferson County Parks & Recreation Commission to the Jefferson County Commission health insurance plan effective July 1, 2023.

- **Motion by Mrs. Ath to allow Jefferson County Parks & Recreation Commission to explore the options to become a division of the Jefferson County Commission health insurance plan. Motion seconded and unanimously approved.**

b Requested to waive all fees and bonding for park and construction projects in Jefferson County Parks.

- **Motion by Mr. Stolipher to waive all fees and bonding for construction projects in all Jefferson County Parks. Motion seconded and unanimously approved.**

4. Steve Allen- Jefferson County Office of Homeland Security and Emergency Management- Requested acceptance of proposal bid for 2023 Multi-Jurisdictional All Hazards Mitigation Plan.

- **Motion by Ms. Jackson to approve the President to sign the contract for the 2023 Multi-Jurisdictional All Hazards Mitigation Plan. Motion seconded and unanimously approved.**

5. Steve Cox and Bessie Nelson- Jefferson County Sheriff's Civil Service Commission- Requested guidance from the County Commission regarding vendor contract for a 3rd party to provide promotional exams for the Jefferson County Sheriff Deputies.

**Please note that Nathan Cochran-Assistant Prosecuting Attorney recused himself from the discussion.*

- **Motion by Mr. Stolipher to grant the President of the Jefferson County Civil Service authority to sign contracts on behalf of the Civil Commission providing funds are available. Motion seconded and unanimously approved.**

6. Lutman Land Development, LLC- Requested for a Map Amendment for Lutman Land Development, LLC per article 12, Section 12.3.A of Jefferson County Zoning and Land Development Ordinance from Industrial/Commercial to Residential Growth/Light Industrial/Commercial.

- **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 the Kabletown Tax District and schedule a public hearing at the county Commission May 4, 2023 and to refer the application to the Planning Commission for advice on the requests consistency with the Comprehensive plan. Motion seconded and unanimously approved.**
7. ILA Properties, Inc. Applicant for Rehman, et. al. Property- Requested for a Map Amendment for Rehman, et. al., Middleway District, Map 2, Parcel 2.2 containing 12.80+-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 Rehman, et. al., Parcel 2.2 on Map 2 in the Middleway Tax District and schedule a Public Hearing at the County Commission Meeting on May 4, 2023 and to refer the application to the Planning Commission for advice on the requests consistency with the Comprehensive Plan.**
8. Laura Kuhn- Fleet & Facilities Management- Requested
- a. Approval of Employment-Custodian
- **Motion by Mr. Stolipher to approve the employment of Conner Walzl as a Custodian with the department of Fleet and Facilities Management at a Grade 2, 40-hour position with a start date of April 10, 2023 and starting Salary of \$33,000. Motion seconded and unanimously approved.**
- b. Approval of funding for Service Invoices for the 911 Generator
- **Motion by Mr. Stolipher to approve the budget transfer from the Coal Severance fund to Maintenance /Repair line to cover the two invoices from Fidelity Power Systems for repair of the generator at the 911 Communications Center for a total of \$14,172.04. Motion seconded and unanimously approved.**
9. Roger Goodwin- Department of Engineering, Planning and Zoning- Requested approval of Employment offer to fill both positions of Planning Intern in the Department of Engineering, Planning and Zoning.

- **Motion by Mr. Stolipher to approve the offer of employment to Joe Guttman as a Planning Intern with the Department of Engineering, Planning and Zoning at an hourly rate of \$15.00 and not to start before May 1, 2023. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to approve the offer of employment to Shenandoah Ragle as a Planning Intern with the Department of Engineering, Planning and Zoning at an hourly rate of \$15.00 and not to start before May 1, 2023. Motion seconded and unanimously approved.**

10. Jeff Polczynski-Emergency Communication Center- Requested approval of hire to six (6) Full-time Public Safety Dispatchers (Trainee)

- **Motion by Mrs. Tabb to approve the appointment of Amanda Carroll as a Public Safety Dispatcher (trainee) at the hourly rate of \$22,2822 (\$46,347/yearly), training incentive signing bonus of \$2000 and the post-training salary increase upon completion of training. Motion seconded and unanimously approved.**
- **Motion by Mrs. Tabb to approve the appointment of Matthew Buchwitz as a Public Safety Dispatcher (trainee) at the hourly rate of \$22,9507 (\$47,737.41/yearly), training incentive signing bonus of \$2000 and the post-training salary increase upon completion of training. Motion seconded and unanimously approved.**
- **Motion by Mrs. Tabb to approve the appointment of Steffanie Michael as a Public Safety Dispatcher (trainee) at the hourly rate of \$22,2822 (\$46,347/yearly), training incentive signing bonus of \$2000 and the post-training salary increase upon completion of training. Motion seconded and unanimously approved.**
- **Motion by Mrs. Tabb to approve the appointment of Robert Smith as a Public Safety Dispatcher (trainee) at the hourly rate of \$22,2822 (\$46,347/yearly), training incentive signing bonus of \$2000 and the post-training salary increase upon completion of training. Motion seconded and unanimously approved.**
- **Motion by Mrs. Tabb to approve the appointment of Jade Warner as a Public Safety Dispatcher (trainee) at the hourly rate of \$22,2822 (\$46,347/yearly), training incentive signing bonus of \$2000 and the post-**

training salary increase upon completion of training. Motion seconded and unanimously approved.

- **Motion by Mrs. Tabb to approve the appointment of Anthony Cole as a Public Safety Dispatcher (trainee) at the hourly rate of \$22,2822 (\$46,347/yearly), training incentive signing bonus of \$2000 and the post-training salary increase upon completion of training. Motion seconded and unanimously approved.**

11. Jeff Polczynski- Emergency Communication Center- Dustyn McConnell, Jeffrey Perry, SWIC/SIRN and Fred Kinder, SIRN Technician, WVEMD-

It was the consensus of the Commission that Director Jeff Polczynski and Fred Kinder to return for the May 4th Commission Meeting with additional information/updates.

12. Liz Wheeler-Jefferson County Farmland Protection Board-Requested approval of purchase of one agricultural Conservation Easement.

- **Motion by Mr. Stolipher 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 Kime Farm Owner, LLC. Motion seconded and unanimously approved.**

13. 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; State of West Virginia ex rel. Patrick Morrissey, Attorney General v. Walgreens Boots Alliance, Inc., et al., Civil Action No. 20-C-82 PNM (W. Va. Cir. Ct. Putnam County) (the "West Virginia AG Action"), pending within In re: Opioid Litigation, Civil Action No. 21-C-9000 (W. Va. Cir. Ct. Kanawha County) and related matters.
- b. Review potential adoption of Commission leave policy as assigned to counsel.

c. Review, discussion, and possible adoption of Operational MOU for Fire and EMS between the JCESA and/or JCC and fire departments.

d. Discussion of W.Va. Human Rights Comm. Case No. EREP-49-21.

- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice on items 13 a, b and c. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to reconvene in regular session. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to approve the President to sign the release form for the Walgreens litigation. Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

14. Memorandum of Understanding – Shepherd University Emergency Action Plan (SS)

NO ACTION REQUIRED

NEW BUSINESS

15. Discussion between Commissioners and County Administrator staff regarding the lead-up to the budgeting process, the late submission of the budget, and the errors discovered therein (JK)

16. Approval of FY24 Official Budget Document Submittal to the State Auditor's Office.

- **Motion by Mr. Stolipher to approve the adjustment of the original FY24 official budget and take \$250,000.00 from the contingency line and the remaining \$1,697 from the Coal Severance fund to balance out the FY2024. Motion Seconded and unanimously approved.**

17. Meeting room use Request- Mountain View Coaching

- **Motion by Ms. Jackson to approve the request by Mountain View Coaching to use the meeting room for monthly financial empowerment for teens workshop with a stipulation that any Jefferson County Department/Organization will take priority in the use and an additional fee of \$40 will be charge to the for-profit organization. Motion Seconded and unanimously approved.**

INTERIM COUNTY ADMINISTRATOR REPORTS

- ESA Reimbursement Request for Labor Cost of EMS Transition project for February 2023 for the amount of \$7,850.24.

Motion by Mrs. Tabb to approve the reimbursement of \$7,850.24 to JCESA for the cost of labor for February 2023 in association with the EMS transition project and to be funded by ARPA Fund: EMS System allocation. Motion seconded and unanimously approved.

- Continuation of Retro Pay Discussion

Motion by Mr. Stolipher to approve the retro pay for the county employees. Motion seconded and unanimously approved.

- Continuation of Increased Pay Rate

Motion by Mr. Stolipher to approve the continuation of increase pay rate for the commission staff. Motion failed on a 2 -2 vote with Commissioner Stolipher and Commissioner Tabb voting for it and Commissioner Jackson and Commissioner Krouse opposing. Noting Commissioner Ath was not present for the vote.

- Project Manager for ESA Transition

It was the consensus of the Commission that interim County Administrator Cindy Rezmer provide a job description at the next county commission meeting.

- Designation of Grant Signatory

NO MOTION NEEDED

- Offer of Employment – County Administrator

Motion by Mr. Stolipher to approve the hire of Makayla Zonfrilli as the County Administrator with a salary of \$110,000.00 with a starting date of May 8, 2023. Motion seconded and unanimously approved.

The Commission adjourned at 12:35pm on a motion by Mr. Stolipher was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant