

## **AMENDED**

### **Minutes**

#### **Jefferson County Commission**

**Thursday, April 20, 2023**

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A meeting of the Jefferson County Commission was held on Thursday, April 20, 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 and Sorayda Pitts, Administrative Assistant. The archived meeting of the Thursday, April 20, 2023 meeting is available on the Jefferson County Commission website.

**PRAYER-** Rev. John Bethard, Chaplain

#### **PLEDGE OF ALLEGIANCE**

Commissioner Stolipher led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

Motion by Mr. Stolipher to approve the **March 2, 2023** Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the **March 9, 2023** Budget Deliberations Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the **March 24, 2023** Budget Deliberations Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the **March 27, 2023** DRAFT FY24 Public Hearing Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the **April 06, 2023** Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

### **APPROVAL OF PAYROLL**

Motion by Mr. Stolipher to approve the Payroll for April 14, 2023 in the amount of **\$280,530.48**. Motion seconded and unanimously approved.

### **APPROVAL OF REQUISITIONS**

Motion by Mr. Stolipher to approve the Requisitions for April 20, 2023 in the amount of **\$34,938.27**. Motion seconded and unanimously approved.

### **APPROVAL OF ACCOUNTS PAYABLE**

<b>CHECK#</b>		<b>VENDOR NAME</b>		<b>AMOUNT</b>
87816		AMERIFLEX		125.80
87817		ANGELA L BANKS		667.83
87818		BOLAND TRANE SERVICES INC		5,417.00
87819		BUREAU OF CHILD SUPPORT		439.85
87820		CAPITAL ELECTRIC		1,525.05
87821		COMPILED TECHNOLOGIES LLC		3,600.00
87822		COMPTROLLER OF MARYLAND		737.51
87823		EFTPS IRS TAXES		93,613.06
87824		ELIZABETH DUTKO		2,157.26
87825		EMPOWER RETIREMENT		5,465.49
87826		GUTTMAN OIL CO		5,613.82
87827		J.C. EHRLICH		775.94
87828		JAMES P HAYDEN		2,466.85
87829		JEFFERSON SECURITY BANK		4,075.00
87830		LAURA POPE		377.50
87831		LORI BROWN		377.50
87832		MARKL SUPPLY COMPANY		8,715.00
87833		MICHAEL MONAGHAN		1,830.88
87834		MILLER'S SUPPLIES AT WORK		76.61
87835		NAPA AUTO PARTS		328.16
87836		NATIONWIDE RETIREMENT SOLUTIONS		834.00
87837		POTOMAC EDISON		33,840.82
87838		RETIREE HEALTH BENEFIT TRUST		8,008.00
87839		RICE TIRES CO		1,230.86

87840		SANDRA KELLEY		650.65
87841		STACI HOVERMALE		377.50
87842		STATE TAX DEPARTMENT		150.00
87843		TRACY P RICE RPR		250.25
87844		US BANK		87,732.29
87845		WILLIAM SCHWEITZER		498.53
87846		WV ASSOCIATION OF CIRCUIT CLERK		225.00
87847		WV DEPUTY SHERIFF RETIREMENT SYSTEM		17,292.41
87848		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		44,121.34
87849		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		166.49
87850		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		55,970.00
87851	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,749.02
87852	BS/011	SHERIFF OF JEFFERSON CO		\$ 7,343.98
87853	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,630.81
<b>TOTAL</b>				<b>403,458.06</b>

- **Motion by Mr. Stolipher to approve the Accounts Payable for April 13, 2023 in the amount of \$403,458.06. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
<b>87854</b>		<b>BHM CPA GROUP INC</b>	<b>VOIDED CHECK</b>	<b>\$ (65,000.00)</b>
				<b>\$ 65,000.00</b>
87855		DOUGLAS H FLETCHER		\$ 677.35
87856		FEDEX		\$ 39.72
87857		GUTTMAN OIL CO		\$ 5,258.50
87858		JAMIE GREEN		\$ 1,676.61
87859		JAMIN BRANCH		\$ 281.65
87860		MONROE SYSTEMS FOR BUSINESS		\$ 45.74
87861		SHERIFF OF JEFFERSON COUNTY		\$ 3,285.00
87862		SHERIFF OF JEFFERSON COUNTY		\$ 5,398.10
87863		SOFTWARE SYSTEMS INC		\$ 1,233.77
87864		SPIRIT OF JEFFERSON		\$ 125.10
87865		TINA RENNER		\$ 10.00
87866		TONY GAINEY		\$ 3,250.00
87867		TRACY P RICE RPR		\$ 231.00
87868		W B MASON CO. INC		\$ 762.19
87869		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.		\$ 8,344.96
87870		WV STATE AUDITOR		\$ 2,600.00

87871		BHM CPA GROUP INC		\$ 32,500.00
87872	GS/004	GENERAL CO FUND -004		\$ 15,924.91
87873	AM/053	SHERIFF OF JEFFERSON CO		\$ 225,000.00
87874	AM/053	SHERIFF OF JEFFERSON CO		\$ 225,000.00
87875	AM/053	SHERIFF OF JEFFERSON CO		\$ 225,000.00
TOTAL				\$ 756,644.60

- **Motion by Mr. Stolipher to approve the Accounts Payable for April 20, 2023 in the amount of \$756,644.60. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

14-Apr-23				
OTHER FUNDS				
Check#	Fund	VENDOR		Amount
960	CW/O59	WV STATE AUDITORU		\$ 2,740.00
848	HD/8	ATTENTI		\$ 3,094.40
849	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,412.50
574	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 1,800.00
179	AR/207	CITIZENS VOLUNTEER FIRE CO		\$ 3,400.00
180	AR/207	EMERGENCY VEHICLE SPECIALIST		\$ 1,084.87
181	AR/207	JCESA		\$ 16,492.46
182	AR/207	MINGHINI'S		\$ 8,550.00
183	AR/207	MINGHINI'S		\$ 13,300.00
184	AR/207	SHERIFF OF JEFFERSON CO		\$ 11,469.35
1817	CO/246	MOTOROLA SOLUTION		\$ 433,198.69
1392	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 126.00
1393	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 19,659.84
1394	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 119,270.00
1395	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 12,607.90
1396	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 5,547.95
TOTAL				\$ 653,753.96

- **Motion by Mr. Stolipher to approve the Manual Checks for April 14, 2023, in the amount of \$653,753.96 Motion seconded and unanimously approved.**

21-Apr-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
575	CS/2	BENDA HINKLE		\$ 224.10
360	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 102,410.97
185	AR/207	AT&T		\$ 380.98
186	AR/207	INDEPENDENT FIRE DEPT		\$ 2,400.00
187	AR/207	SHEPHERDSTOWN FIRE DEPT		\$ 3,200.00
1818	CO/246	INSIGHT PUBLIC SECTOR		\$ 28,265.98
1819	CO/246	JC SOLID WASTE AUTH		\$ 221.00
TOTAL				\$ 137,103.03

- **Motion by Mr. Stolipher to approve the Manual Checks for April 21, 2023 in the amount of \$137,103.03. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:** John Christensen, Marc Petitpierre, Tine Renner, David Tabb and Jeri Wines.

### **PRESENTATIONS**

1. Nikki Painter-Elections, County Clerk's Office- Requested the approval to apply for the HAVA grant to cover part of the cost of the electronic poll books that were approved for the '24 budget cycle.

- **Motion by Mr. Stolipher to approve the HAVA grant application as presented. Motion seconded and unanimously approved.**

2. Rebecca Hall-Prosecuting Attorney's Office Victim Assistant Program- Requested the Commission to sign the VOCA Federal Grant Contract for 2022-2023 and sign the VOCA Federal Grant Application 2023-2024.

- **Motion Mr. Stolipher to approve the 2022-2023 VOCA Federal Grant contract. Motion seconded and unanimously approved.**

3. Gino Sisco- Director- Jefferson County Development Authority- Requested approval to hire new Director for the Jefferson County Development Authority

- **Motion by Mr. Stolipher to approve the hire of Edwina Benites for Executive Director of the Jefferson County Development Authority with a salary of \$95,000.00 with a start date of May 1, 2023. Motion passed on a 4-1 vote with Commissioner Tabb, Commissioner Ath, Commissioner Stolipher and Commissioner Krouse voting for and Commissioner Jackson opposing.**

4. Mike Sine- Interim Director Jefferson County Emergency Services Agency- Requested

- a. Monthly update on progress of EMS Transition
- b. Reimbursement for the cost of supplies, equipment and services for the EMS Transition during the month of February for the amount of \$31,224.62.

- **Motion by Mr. Stolipher to approve the reimbursement in the amount of \$31,224.62 to JCESA for the cost of supplies, equipment and services for the EMS Transition during the month of February, to be funded by ARPA Fund: EMS System allocation. Motion seconded and unanimously approved.**

- c. Reimbursement for the cost of supplies, equipment and services for the EMS Transition during the month of March for the amount of \$48,356.23.

- **Motion by Mr. Stolipher to approve the reimbursement in the amount of \$48,356.23 to JCESA for the cost of supplies, equipment and services for the EMS Transition during the month of March, to be funded by ARPA Fund: EMS System allocation. Motion seconded and unanimously approved.**

5. Interviews and appointments

- a. Jefferson County Property Safety Ordinance Enforcement Agency- One unexpired term ending February 8, 2024

**Move to the next meeting**

- b. Telamon Community Action Board of Directors-One three-year term ending March 2026.

- **Motion by Mr. Stolipher to appoint Jennifer Verdugo to the Telamon Community Action Board for a one three-year term ending March 2026. Motion seconded and unanimously approved.**

c. HOME Consortium Council- Two three-year terms ending June 30, 2026

- **Motion by Mr. Stolipher to appoint Bob Anderson to the HOME Consortium Council for a one-three year term ending June 30, 2026. Motion seconded and unanimously approved.**

d. Jefferson County Development Authority Board of Director- One three year term for Citizen Representative ending April 5, 2026

- **Motion by Mr. Stolipher to appoint Todd Coyle to the Jefferson County Development Authority Board as the Citizen Representative for a three-year term.**

Ranson- JCDA

**Moved to next meeting**

Bolivar- JCDA

- **Motion by Mrs. Ath to reappoint Gino Sisco to the Jefferson County Development Authority Board as the Town of Bolivar representative for a one three year term ending April 5, 2025. Motion seconded and unanimously approved.**

Shepherdstown-JDCA

- **Motion by Mr. Stolipher to reappoint James Gatz to the Jefferson County Development Authority Board of Director as the Corporation of Shepherdstown representative for a one three year term ending April 5, 2026. Motion seconded and unanimously approved.**

Charles Town-JCDA

- **Motion by Mrs. Krouse to appoint Elizabeth Ricketts to the Jefferson County Development Authority Board of Director as the City of Charles Town representative for a one three year term ending April 5, 2026. By Raised of hands, motion passed on a 3-2 vote with Commissioners Ath and Commissioner Stolipher opposing and Commissioner Tabb, Commissioner Jackson and Commissioner Krouse voting for.**

6. Jennifer Verdugo- Social Support Services- Requested a letter of support Mountaineer Recovery Grant.

**NO ACTION NEEDED**

7. 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.

**NO UPDATED PROVIDED**

**UNFINISHED BUSINESS**

8. Inclusion of Jefferson County Parks & Recreation staff on County Health Insurance Benefit Plan.



- **Motion by Mr. Stolipher to research the request from Jefferson County Parks & Recreation to be added into the Jefferson County Commission Health Insurance Benefit Plan with the County Health Insurance Agent. Motion seconded and unanimously approved.**

## **OLD BUSINESS**

9. Extension of Temporary Compensation Increase

**NO ACTION TAKEN**

## **COUNTY ADMINISTRATOR REPORTS**

-Request modification of existing contract with Tyler Technologies to assist with onboarding/importing additional employee and payroll information resulting from EMS Transition.

**It was the consensus of the Commission that interim County Administrator Cindy Rezmer provide a copy of the existing Tyler Technologies contract to the Commission and revisit at the May 4<sup>th</sup> Commission Meeting.**

- Approval to advertise-Finance Director Position

- **Motion by Mr. Stolipher to approve the advertisement of the Finance Director position. Motion passed on a 3-2 vote with Commissioner Stolipher, Commissioner Tabb and Commissioner Ath voting for it and Commissioner Krouse and Commissioner Jackson opposing it.**

- Approval to contract with CPA Firm for Financial Audit and Statement preparation

- **Motion by Mrs. Tabb to approve the contract with CPA Firm for Financial Audit. Motion passed on a 3-2 vote with Commissioner Stolipher, Commissioner Ath and Commissioner Tabb voting for and Commissioner Jackson and Commissioner Krouse opposing.**

- Approval of Hospitality Request for roads/transportation summit.

**It was the consensus of the Commission that additional information be brought to the May 4<sup>th</sup> Commission Meeting.**

The Commission adjourned at 8:02 pm on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

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Steve Stolipher, PRESIDENT

Respectfully submitted  
Sorayda Pitts  
Administrative Assistant