

Minutes

Jefferson County Commission

Thursday, May 4, 2023

A meeting of the Jefferson County Commission was held on Thursday, May 4, 2023 during the second quarterly session at 9:30am. The meeting was held via GoToWebinar and in-person. Present were Steve Stolipher, Vice-President Clare Ath, 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, May 4, 2023 meeting is available on the Jefferson County Commission website.

PRAYER- Pastor Van Marsceau

PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the April 6, 2023 AMENDE Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the April 18, 2023 Special Session Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the April 20, 2023 Regular Session Meeting Minutes with edits. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Stolipher to approve the Payroll for April 28, 2023 in the amount of \$283,314.67. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for May 4, 2023 in the amount of \$87,308.62. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
87877	AHA-ARTS & HUMANITIES ALLIANCE	\$ 800.55
87878	AT&T	\$ 270.21
87879	AT&T MOBILITY - CC	\$ 533.89
87880	BUREAU OF CHILD SUPPORT	\$ 439.85
87881	CITY OF CHARLES TOWN	\$ 34.00
87882	COMPTROLLER OF MARYLAND	\$ 531.75
87883	DAVID EVERETT BOOBER	\$ 589.10
87884	DIV OF JUSTICE & COMMUNTY	\$ 1,500.00
87885	EFTPS IRS TAXES	\$ 94,307.17
87886	EMPOWER RETIREMENT	\$ 5,335.95
87887	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 1,185.41
87888	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 20,013.67
87889	JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 6,228.75
87890	JEFF CO PARKS & RECREATION COMMISSION	\$ 18,027.71
87891	JEFFERSON SECURITY BANK	\$ 4,075.00
87892	JENNIFER KROUSE	\$ 63.19
87893	LANGUAGE LINE SERVICES	\$ 10.25
87894	LAURA L KUHN	\$ 4,196.42
87895	THE LAW OFFICE OF GREGORY E KENNEDY PLLC	\$ 1,980.00
87896	MONROE SYSTEMS FOR BUSINESS	\$ 61.76
87897	NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
87898	PRIORITY DISPATCH	\$ 9,964.00
87899	PSYCHOLOGICAL CONSULTING INC	\$ 200.00
87900	NEOPOST USA INC.	\$ 442.62
87901	RCN COMMUNICATIONS LLC	\$ 8,142.00
87902	DR. ROBERT E. JONES III	\$ 1,000.00
87903	STATE TAX DEPARTMENT	\$ 150.00
87904	THE JOURNAL	\$ 160.00
87905	THOMAS HANSEN	\$ 300.00
87906	TOWN OF BOLIVAR	\$ 6,228.76
87907	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 16,882.66
87908	WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	\$ 1,288.55

87909		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 44,582.01
87910		WV STATE TAX DEPARTMENT		\$ 26,690.54
87911	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,508.48
87912	BS/011	SHERIFF OF JEFFERSON CO		\$ 7,313.43
87913	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,618.11
TOTAL				\$ 290,489.79

- **Motion by Mr. Stolipher to approve the Accounts Payable for April 27, 2023 in the amount of \$290,489.79. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
87914		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		\$ 2,305.10
87915		COLONIAL LIFE		\$ 95.68
87916		DELTA DENTAL OF WV		\$ 5,659.96
87917		GUTTMAN OIL CO		\$ 6,164.10
87918		HIGHMARK WV		\$ 179,599.11
87919		NATIONAL VISION ADMIN.		\$ 1,546.26
87920		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
87921		SPECIALTY BUSINESS SUPPLIES		\$ 35.00
87922		TINA RENNER		\$ 92.25
87923		TYLER TECHNOLOGIES		\$ 34,938.27
87924		WV ASSOCIATION OF COUNTIES		\$ 100.00
87925		WV ASSOCIATION OF COUNTIES		\$ 100.00
87926	FG/009	BERKELEY CO SHERIFF		\$ 4,058.00
87927	FG/009	RANSON POLICE DEPT		\$ 1,289.08
TOTAL				\$ 237,482.81

- **Motion by Mr. Stolipher to approve the Accounts Payable for May 4, 2023 in the amount of \$237,482.81. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

28-Apr-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
576	CS/2	BENDA HINKLE		\$ 498.65
324	DK/O3	SHERIFF OF JEFFERSON CO		\$ 34.64
850	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,399.80
188	AR/207	CITIZENS VOLUNTEER FIRE COMPANY		\$ 3,400.00
189	AR/207	FRIENDSHIP FIRE COMPANY		\$ 1,800.00
190	AR/207	MOTOROLA SOLUTIONS INC		\$ 35,619.48
191	AR/207	SHEPHERDSTOWN FIRE COMPANY		\$ 1,600.00
192	AR/207	SHERIFF OF JEFFERSON COUNTY		\$ 10,184.74
193	AR/207	STRYKER MEDICAL		\$ 78,132.00
1820	CO/246	BLACK STONE ROOFING LLC		\$ 29,000.00
1821	CO/246	G & TRIPLE T LLC		\$ 1,273.00
1822	CO/246	INSIGHT PUBLIC SECTOR INC		\$ 16,175.54
TOTAL				\$ 179,117.85

- **Motion by Mr. Stolipher to approve the Manual Checks for April 28, 2023, in the amount of \$179,117.85. Motion seconded and unanimously approved.**

5-May-22

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
1061	AV/56	MONROE		\$ 1,330.26
1062	AV/56	PRINT-O-STAT		\$ 190.00
194	AR/207	CITIZENS VOLUNTEER FIRE CO		\$ 3,400.00
195	AR/207	SHEPHERDSTOWN FIRE DEPT		\$ 2,265.00
196	AR/207	STRYKER MEDICAL		\$ 31,827.28
401	WV369	WVDSRF		\$ 712.00
961	CW/O59	WVSAYLA		\$ 500.00
962	CW/O59	WV ST POLICE		\$ 15.00
963	CW/O59	WV ST AUDITOR		\$ 1,875.00
TOTAL				\$ 42,114.54

- **Motion by Mr. Stolipher to approve the Manual Checks for May 5, 2023, in the amount of \$42,114.54. Motion seconded and unanimously approved.**

PUBLIC COMMENT: Marc Petitpierre, Nancy Cronin, David Tabb and Stacey Tabb.

PRESENTATIONS

1. Angie Banks-Assessor- Requested approval of Exonerations

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Sarah Soto	PP	HFD	\$107.20	308746

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 308746 as presented by Ms. Banks. Motion seconded and unanimously approved.**

2. Matthew Harvey- Prosecuting Attorney- Requested approval to hire full-time paralegal

- **Motion by Mr. Stolipher to approve the hire Katie Rose as a Full-Time paralegal with a start date of May 8, 2023 and a salary of \$50,000. Motion seconded and unanimously approved.**

3. Tom Hansen-Sheriff- Requested

- a. May Delinquent list – NO ACTION NEEDED

- b. The approval to apply for the Court Security Grant to place 3-x-ray machines at the entrance of each courthouse.

- **Motion by Mr. Stolipher to approve the application for the Courthouse Security Grant as presented and authorize the President to sign the associated documents. Motion seconded and unanimously approved.**
- c. The approval to reinstate two former reserves into the program
- **Motion by Mr. Stolipher to approve the reinstatement of Russell Voelker and Christina Lopenzo as reserve deputies. Motion seconded and unanimously approved.**
- d. The approval to hire Part-time bailiff
- **Motion by Mr. Stolipher to approve the hire of Raymond Campbell as a part-time Bailiff with a starting salary of \$15.00/hour with a start date of May 8, 2023. Motion seconded and unanimously approved.**
- e. The approval convert full-time Bailiff hours
- **Motion by Mr. Stolipher to approve the transition of Daryl Wimer to a 40 hour employee effective July 1, 2023. Motion seconded and unanimously approved.**
4. Jennifer Myers- Director-Jefferson County Parks & Recreation- Requested
- a. A letter of permission from the Jefferson County Commission to hold a fireworks show at Sam Michael's Park on July 1, 2023, with rain date of July 2, 2023.
- **Motion by Mr. Stolipher to give Digital Lighting permission to do a fireworks show at Sam Michael's Park on July 1, 2023, with a rain date of July 2, 2023. Motion seconded and unanimously approved.**
- b. For the Jefferson County Commission to act as the responsible entity for Jefferson County Parks & Recreation Commission Community Development Funding as related to the requirements of an environmental assessment and sign all documents associated.
- **Motion by Mr. Stolipher to approve Jefferson County Commission to act as the responsible entity to allow the release of HUD Funds for Phase II of the AMP at Sam Michael's Park. Motion seconded and unanimously approved.**

5. Russell Burges- Director-IT- Requested approval to advertise for the Department of Information Technology Support/Helpdesk Technician.
 - **Motion by Mr. Stolipher to approve the Information Technology department to advertise for the Information Technology Support/Helpdesk Technician at salary of \$37,500 per year, Full-time employee. Motion seconded and unanimously approved.**

6. Roger Goodwin- County Chief Engineer- West Virginia State Code, Chapter 7, Article 1, County Commission Generally- 7-1-3U, *Authority of Counties and Municipalities to treat Streams to Prevent Floods.*

It was the consensus of the Commission that additional comments be sent Interim County Administrator Cindy Rezmer and to return to the next meeting.

7. Alex Beaulieu- Office of Planning and Zoning- Requested for a partial refund of the Conditional Use Permit fee for Patrick Kiser.
 - **Motion by Mr. Stolipher to approve the partial refund of \$220.00 to Patrick Kiser for the Conditional Use Permit fee. Motion seconded and unanimously approved.**

8. Mike Sine- Interim Director- Jefferson County Emergency Services Agency- Requested
 - a. Monthly EMS Transition Update-
 - b. Additional staffing to restore staffing and units back to BRMVF Co5 and MVFD Co 6.

It was the consensus of the Commission that additional information be brought to the May 18th Commission Meeting.

- c. ESA Reimbursement Request for Labor Cost of EMS Transition project for March 2023 for the amount of \$8,330.18.

- **Motion by Mr. Stolipher to approve the reimbursement of \$8,330.18 to JCESA for the cost of labor for March 2023 in association with the EMS transition project and be funded by ARPA Fund: EMS System allocation. Motion seconded and unanimously approved.**

9. Lutman Land Development, LLC- Requested a Zoning Map Amendment for Lutman Land Development, LLC Zoning Map Amendment (zoning) for the property designated as Tax District: Kabletown (06), Tax Map: 29; Parcels 2 & 6. Planning Commission File #23-3-Z.

PUBLIC HEARING

Commissioner Stolipher opened the floor to Public Comment

- **Motion by Mr. Stolipher to approve the Map amendment for Lutman Land Development, LLC Zoning Map Amendment (zoning) for the property designated as Tax District: Kabletown (06), Tax Map: 29; Parcels 2 & 6. Planning Commission File 23-3-Z. Motion seconded and unanimously approved.**

10. ILA Properties, Inc. Application for REHman et al. Property. Requested a Zoning Map Amendment (zoning) for the property designated as Tax District: Middleway (07), Tax Map: 2; Parcel: 2.2. Planning Commission File #23-4-Z.

PUBLIC HEARING

Commissioner Stolipher opened the floor to Public Comment

- **Motion by Mr. Stolipher to approve the Map Amendment (zoning) for ILA Properties, Inc. Application for REHman et al. Property for the property designated as Tax District: Middleway (07), Tax Map: 2; Parcel: 2.2. Planning Commission File #23-4-Z. Motion seconded and unanimously approved.**

11. Interviews and Appointments

- a. HOME Consortium Council- Two (2) three-year terms ending June 30, 2026

David Gignilliat- (VIRTUALLY)

No Action Taken

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

David Gignilliat-(VIRTUALLY)

No Action Taken

- c. Jefferson County Development Authority Board of Director-

Ranson- JCDA-

Ron Snyder

Daryl Wilt

Donnie Haines

William Benner

- **Motion by Mr. Stolipher to approve the appointment of Donnie Haines for a one unexpired term ending April 5, 2026. Motion passed on a 4-1 vote with Commissioner Krouse opposing.**

12. 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 Morrisey, 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 minor boundary location issue between Berkeley and Jefferson County.
 - **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice and status updates on item d. 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**

UNFINISHED BUSINESS

13. Radio Signal Update re: Shepherdstown (JK)

- **Motion by Mrs. Krouse to enter into Executive Session to receive legal advice and review contractual matters. 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**

14. Discussion of Hospitality Request for Jefferson County Roads Summit

- **Motion by Mr. Stolipher to approve up to \$1500 for the Jefferson County Roads Summit on May 23, 2023. Motion seconded and unanimously approved.**

NEW BUSINESS

15. Review organizational status for Emergency Services Agency transition

No Action Taken

16. Meeting room use request- Jefferson County Democratic Women's League

- **Motion by Mr. Stolipher to approve the request by the Jefferson County Democratic Women's League the use of the meeting room every 3rd Tuesday of every month starting in June. Motion seconded and unanimously approved**

COUNTY ADMINISTRATOR REPORT

- Request modifications of existing contract with Tyler Technologies to assist with boarding/importing additional employee and payroll information resulting from EMS transition

It was the consensus of the Commission that additional information be brought to the May 18th Commission Meeting.

-Review and approval FY24 Employee Benefits Selection

- **Motion by Mrs. Ath to approve the Highmark of West Virginia Health Insurance Renewal option #3 to include dental, vision and Life Insurance. Motion seconded and unanimously approved.**

The Commission adjourned at 12:30pm on a motion by _____. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant