

Minutes

Jefferson County Commission

Thursday, May 18, 2023

A meeting of the Jefferson County Commission was held on Thursday, May 18, 2023 during the second quarterly session at 6:00pm. The meeting was held via GoToWebinar and in-person. Present were Steve Stolipher, President, Vice-President Clare Ath, and Commissioners Tricia Jackson, Jennifer Krouse, and Jane Tabb. Also present were Makayla Zofrilli, County Administrator, Cindy Rezmer, Deputy County Administrator, Jacki Shadle, County Clerk and Sorayda Pitts, Administrative Assistant. The archived meeting of the Thursday, May 18, 2023 meeting is available on the Jefferson County Commission website.

PRAYER- Pastor John Seay

PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the April 20, 2023 Amended Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the May 4, 2023 Regular Meeting Minutes with edits. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Stolipher to approve the Payroll for May 12, 2023 in the amount of **\$289,609.81**. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
87929		AMERIFLEX		\$ 125.80
87930		AMY BERRY		\$ 113.50
87931		ANGELA L BANKS		\$ 113.50
87932		AT&T		\$ 281.98
87933		BUREAU OF CHILD SUPPORT		\$ 439.85
87934		CAROLINA RECORDING SYSTEMS LLC		\$ 2,180.00
87935		COMPTROLLER OF MARYLAND		\$ 741.15
87936		EFTPS IRS TAXES		\$ 96,207.59
87937		EMPOWER RETIREMENT		\$ 5,320.74
87938		ESRI		\$ 2,200.00
87939		JEFFERSON SECURITY BANK		\$ 4,095.00
87940		MILLENIUM INSURANCE GROUP		\$ 900.00
87941		MONICA BENNETT		\$ 113.50
87942		NATIONAL ACADEMY OF EMERGENCY DISPATCH		\$ 230.00
87943		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
87944		RETIREE HEALTH BENEFIT TRUST		\$ 8,008.00
87945		RHONDA WILLINGHAM		\$ 113.50
87946		STATE TAX DEPARTMENT		\$ 150.00
87947		STORAGE NETWORKS		\$ 3,025.00
87948		TEK ADVISORS LLC		\$ 4,200.00
87949		THE HARTFORD		\$ 2,317.75
87950		THE HARTFORD		\$ 3,452.14
87951		US POSTAL SERVICE		\$ 20,000.00
87952		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 17,399.20
87953		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 43,944.38
87954		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49
87955	FG/009	SHERIFF OF JEFFERSON CO		\$ 5,318.69
87956	BS/011	SHERIFF OF JEFFERSON CO		\$ 7,157.81
87957	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,630.81
TOTAL				\$ 230,780.38

- **Motion by Mr. Stolipher to approve the Accounts Payable for May 11, 2023 in the amount of \$230,780.38. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
87958		84 LUMBER		\$ 137.46
87959		ALEXANDRA BEAULIEU		\$ 319.98
87960		ATLANTIC OCCUPSYCH INC.		\$ 2,125.00
87961		BIEDLERS ELEC MOTOR REP		\$ 144.52
87962		BOLAND TRANE SERVICES INC		\$ 1,939.00
87963		CITY OF CHARLES TOWN		\$ 40.00
87964		COLIN WAKEHAM		\$ 30.63
87965		CORMAC QUINN		\$ 15.48
87966		DARYLL WIMER		\$ 25.74
87967		DOUGLAS PITTINGER		\$ 62.68
87968		ED HANNON		\$ 31.17
87969		FIRST CITIZENS BANK & TRUST CO		\$ 2,633.05
87970		GUTTMAN OIL CO		\$ 11,104.63
87971		HIRERIGHT		\$ 113.00
87972		J.C. EHRLICH		\$ 775.94
87973		JOSHUA WEAVER		\$ 19.35
87974		KENT PARSONS FORD INC		\$ 770.84
87975		KONE BROOKLYN		\$ 1,809.75
87976		MARKL SUPPLY COMPANY		\$ 15,015.00
87977		MICROMAIN CORPORATION		\$ 1,045.00
87978		MOTOROLA SOLUTIONS INC		\$ 22,241.52
87979		NAPA AUTO PARTS		\$ 749.95
87980		POTOMAC EDISON		\$ 33,909.47
87981		R.E. MICHEL CO. LLC		\$ 309.65
87982		RC AIR AND MOLD SOLUTIONS		\$ 405.00
87983		RICE TIRES CO		\$ 824.69
87984		SOFTWARE SYSTEMS INC		\$ 1,161.27
87985		THE JOURNAL		\$ 966.00
87986		THOMAS HANSEN		\$ 148.23
87987		TYLER TECHNOLOGIES		\$ 700.00
87988		US BANK		\$ 93,460.51
87989		WHOLESALE TIRES INC.		\$ 13.74
87990		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 51,917.00
87991	GS/004	GENERAL CO FUND -004		\$ 12,851.93
TOTAL				\$ 257,817.18

- **Motion by Mr. Stolipher to approve the Accounts Payable for May 18, 2023 in the amount of \$257,817.18. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

12-May-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
851	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,412.50
1063	AV/56	SEGRA		\$616
197	AR/207	RUGGED NOTEBOOKS		\$ 39,750.00
198	AR/207	SHAFFER TRAXELL & HOWE		\$ 3,400.00
199	AR/207	SHERIFF OF JEFFERSON CO		\$ 11,555.90
TOTAL				\$ 56,734.40

- **Motion by Mr. Stolipher approve the Manual Checks for May 12, 2023, in the amount of \$56,734.40. Motion seconded and unanimously approved.**

19-May-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
852	HD/8	ALLIED UNIVERSAL		\$ 2,988.80
853	HD/8	US BANK		\$ 91.00
200	AR/207	FRIENDSHIP FIRE DEPT		\$ 5,400.00
201	AR/207	SHEPHERDSTOWN FIRE DEPT		\$ 1,600.00
1823	CO/246	84 LUMBER		\$ 874.25
1824	CO/246	BLACK STONE ROOFING		\$ 31,000.00
1825	CO/246	POLARIS SALES		\$ 8,855.14
361	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 105,805.70
1397	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 63.00
1398	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 18,354.16
1399	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 62,230.31
1400	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 6,563.31
1401	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 2,904.03
TOTAL				\$ 246,729.70

- **Motion by Mr. Stolipher approve the Manual Checks for May 19, 2023, in the amount of \$246,729.70. Motion seconded and unanimously approved.**

PUBLIC COMMENT: Marc Petitpierre, Natalie Stone, Bridget Cohee, Richard Zigler, Doug Rockwell, Denise Nick, Dale Smythe, David Tabb, Bob Aitchenson, Marc Mayrand and Christine Marshall.

PRESENTATIONS

1. Robert Sell-Sheriff- Requested

a. the approval to hire Animal Control Officers

- **Motion by Mr. Stolipher to approve the hire of Robin Mulliken as an Animal Control Officer position, annual salary of \$38,693.00 with a 80 hour work week. Start date would be May 21, 2023. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to hire Zachary Holler as an administrative assistant/kennel tech, annual salary of \$32,347.00 with a 80 hour work week. Start date would be May 22, 2023. Motion seconded and unanimously approved.**

b. The approval to hire for the Deputy position

- **Motion by Mr. Stolipher to approve the hire of Brent Moreland as a probationary Deputy beginning June 12, 2023, starting salary of \$45,950.00. Motion seconded and unanimously approved.**

c. A promotion

NO ACTION REQUIRED

d. County Auction Sale

- **Motion by Mr. Stolipher to approve the Commission to hold an auction of County property, include a Conservatorship property and to be hosted by the Jefferson County Sheriff Department. Motion seconded and unanimously approved.**

2. Matthew Harvey-Prosecuting Attorney-Requested the approval to hire two part-time summer employees
 - **Motion by Mr. Stolipher to approve the hire of Colton White and Noelle Ward as part-time summer employees with a salary of \$15 per hour, 20 hours max and a start date of May 19, 2023. Motion seconded and unanimously approved.**

3. Matthew Harvey -Prosecuting Attorney's Office Victim Assistance Program- Requested the approval of the 2023-2024 VOCA Federal Grant application and the 2023 VOCA State Supplement Grant Application
 - **Motion by Mr. Stolipher to approve the 2023-2024 VOCA Federal Grant application and the 2023 VOCA State Supplement Grant Application. Motion seconded and unanimously approved.**

 - **Motion by Mr. Stolipher to approve the invoice in the amount of \$20, 208.28 for overpayment funds VOCA Grant. Motion seconded and unanimously approved.**

4. Laura Kuhn- Fleet & Facilities Management- Requested
 - a. the approval to advertise for the 3-approved position for the FY24
 - **Motion by Mr. Stolipher to approve proceeding with the advertising and interview process for the 3 newly approved positions in the Fleet & Facilities Department for 2 custodians and 1 office assistant. Motion seconded and unanimously approved.**

 - b. Approval to hire for the vacant custodian position.
 - **Motion by Mr. Stolipher to approve the hire of Teagan Bradley to fill the vacant custodial position in the Fleet & Facilities Department at a grade 2, 80 hours, starting salary of \$33,000 and a start date of May 23, 2023. Motion seconded and unanimously approved.**

5. Jessica Gormont- Information Technology- Requested approval of the Award Grant Application to the State Records Management and Preservation Board grant program.

- **Motion by Mrs. Tabb to approve the RMPB grant award in the amount of \$8,864.00 with a match of \$887 by the Jefferson County Commission and to sign the associated RMPB Agreement/Contract. Motion seconded and unanimously approved.**

6. Luke Seigfried- Department of Engineering, Planning & Zoning- Provided Quarterly status report of the 2045 Comprehensive Plan Update.

NO ACTION REQUIRED

7. Mike Sine- Interim Director- Jefferson County Emergency Services Agency-

- a. EMS Transition Update

- b. Request for reimbursement for Labor Expenses in the amount of \$3,771.12 for April 2023 associated with the EMS transition project

- **Motion by Mr. Stolipher to approve the reimbursement of \$3,771.12 to JCESA for the cost of labor for April 2023 in association with the EMS transition project and funded by ARPA Fund: EMS System allocation. Motion seconded and unanimously approved.**

- c. Request for reimbursement for the cost of supplies, equipment, and services for the EMS Transition in the amount of \$23,251.01 for April 2023

- **Motion by Mr. Stolipher to approve the reimbursement of \$23,251.01 to JCESA for the cost of supplies, equipment, and services for April 2023 in association with the EMS transition project and funded by ARPA Fund: EMS System allocation. Motion seconded and unanimously approved.**

- d. Life Saving/ Unit Citation/ Stork Award Ceremony, Friday May 26 at 11:00am at JCESA.

8. Christopher Callas- Wild Hill Solar-PILOT Program Presentation

NO ACTION TAKEN

9. Nathan Cochran- Prosecuting Attorney's Office-

- 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, discussion, and potential adoption of Commission leave policy as assigned to counsel.
- c. Review, discussion, and potential adoption of Operational MOU for Fire and EMS between the JCESA and/or JCC and fire departments.
- d. Discussion of minor boundary issue between Berkeley and Jefferson County.
- e. Review, discussion, and potential adoption of organizational and related documents and appointment of Agency Director for Emergency Services Agency transition and operation.

- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice and status updates on items 9e, 12, and Building Securities Issues requested by County Administrator. 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**
- **Motion by Mr. Stolipher to accept the ordinance as presented by legal counsel to dissolve the Jefferson County Emergency Service Agency Board. Motion passed on a 3-2 vote with Commissioner Stolipher, Commissioner Tabb and Commissioner Ath voting for and Commissioner Jackson and Commissioner Krouse opposing.**

- **Motion by Mr. Stolipher to appoint Mike Sine as the Director of the Jefferson County Emergency Services Agency effective immediately. Motion passed on a 3-2 vote with Commissioner Stolipher, Commissioner Tabb and Commissioner Ath voting for and Commissioner Jackson and Commissioner Krouse opposing.**

UNFINISHED BUSINESS

10. Request modification of Existing Contract with Tyler Technologies to assist with onboarding/importing additional employee and payroll information resulting from the EMS transition.

NO ACTION REQUIRED

NEW BUSINESS

11. Discussion of July 6, 2023 County Commission Meeting

It was the consensus of the Commission to revisit this item at the next meeting. Motion seconded and unanimously approved.

12. Discussion of File #8603-38, Claim No. WV192021020134-WV20906 (SS)

COUNTY ADMINISTRATOR REPORT

-Orientation Update

Makayla Zonfrilli reported on her first days as County Administrator.

-Building Security Issues

ITEM DISCUSSED IN EXECUTIVE SESSION

The Commission adjourned at 9:58 pm on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant