

Minutes

Jefferson County Commission

Thursday, June 1, 2023

A meeting of the Jefferson County Commission was held on Thursday, June 1, 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 Makayla Zonfrilli, County Administrator, Cindy Rezmer, Deputy County Administrator, Jacki Shadle, County Clerk and Sorayda Pitts, Administrative Assistant. The archived meeting of the Thursday, June 1, 2023 meeting is available on the Jefferson County Commission website.

PRAYER- Pastor Adam Johnson

PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the May 18, 2023 regular meeting minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Stolipher to approve the Payroll for May 26, 2023 in the amount of \$294,432.16. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for June 1, 2023 in the amount of \$14,058.00. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
87993		AHA-ARTS & HUMANITIES ALLIANCE		\$ 2,134.03
87994		ALICE N PAINTER		\$ 64.25
87995		AMANDA HEFFNER		\$ 64.25
87996		AMANDA MASTERS		\$ 139.52
87997		BANK OF CHARLES TOWN		\$ 130.29
87998		BUREAU OF CHILD SUPPORT		\$ 439.85
87999		COMPTROLLER OF MARYLAND		\$ 920.60
88000		DOING BETTER BUSINES		\$ 825.84
88001		DUANE DUNN		\$ 300.00
88002		EFTPS IRS TAXES		\$ 97,406.94
88003		ELIZABETH DUTKO		\$ 956.95
88004		EMILY MORROW		\$ 163.10
88005		EMPOWER RETIREMENT		\$ 5,318.85
88006		FIRST CITIZENS BANK & TRUST CO		\$ 1,442.29
88007		GUTTMAN OIL CO		\$ 10,566.08
88008		IPC TECHNOLOGIES INC.		\$ 4,544.96
88009		JACQUELINE SHADLE		\$ 64.25
88010		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION		\$ 3,159.96
88011		JEFFERSON CO CONVENTION AND VISITORS BUREAU		\$ 53,350.75
88012		JEFF CO PARKS & RECREATION COMMISSION		\$ 48,056.76
88013		JEFFERSON SECURITY BANK		\$ 4,075.00
88014		JEFFERSON RENTAL		\$ 32.32
88015		JENNIFER KROUSE		\$ 162.00
88016		JENNIFER M BROCKMAN		\$ 4,938.30
88017		KAREN OLDEN		\$ 64.25
88018		MARKL SUPPLY COMPANY		\$ 7,228.80
88019		MICHAEL MONAGHAN		\$ 300.00
88020		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
88021		OLD CHARLES TOWN LIBRARY		\$ 1,500.00
88022		NEOPOST USA INC.		\$ 442.62
88023		RICE TIRES CO		\$ 542.92
88024		DR. ROBERT E. JONES III		\$ 2,000.00
88025		ROGER GOODWIN		\$ 3,250.00
88026		RONALD GARZA		\$ 300.00
88027		RYAN MOSE		\$ 300.00
88028		SPIRIT OF JEFFERSON		\$ 231.96
88029		STATE TAX DEPARTMENT		\$ 150.00
88030		TRICIA JACKSON		\$ 146.00

88031		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,600.96
88032		WV DIVISION OF LABOR		\$ 270.00
88033		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM		\$ 5,238.58
88034		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 44,299.38
88035		WV STATE TAX DEPARTMENT		\$ 27,149.36
88036		WV STATE TAX DEPARTMENT		\$ 6,456.73
88037		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		\$ 4,747.00
88038		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		\$ 5,000.00
88039	FG/009	SHERIFF OF JEFFERSON CO		\$ 5,237.62
88040	BS/011	SHERIFF OF JEFFERSON CO		\$ 7,127.30
88041	AM/053	PAYMENTUS CORP		\$ 9.95
88042	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,618.10
TOTAL				\$ 380,302.67

- **Motion by Mr. Stolipher to approve the Accounts Payable for May 25, 2023 in the amount of \$380,302.67. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
88043		AMANDA KEMP		\$ 64.25
88044		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		\$ 2,305.10
88045		BEST BEST & KRIEGER LLP		\$ 7,176.00
88046		COLONIAL LIFE		\$ 95.68
88047		DELTA DENTAL OF WV		\$ 5,823.71
88048		FEDEX		\$ 40.98
88049		HIGHMARK WV		\$ 181,381.73
88050		MARKL SUPPLY COMPANY		\$ 4,621.25
88051		MILLENIUUM INSURANCE GROUP		\$ 900.00
88052		NATIONAL VISION ADMIN.		\$ 1,570.18
88053		KARA JACOBS		\$ 1,234.02
88054		SMOOT'S LLC		\$ 7,850.00
88055		TINA RENNER		\$ 1,089.13
88056		XEROX CORPORATION		\$ 1,474.25
TOTAL				\$ 215,626.28

- **Motion by Mr. Stolipher to approve the Accounts Payable for June 1, 2023 in the amount of \$215,626.28. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

26-May-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
325	DK/O3	SHERIFF OF JEFFERSON CO		\$ 39.19
854	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,399.80
1068	AV/56	ANGELA BANKS		\$ 88.50
1069	AV/56	RHONDA WILLINGHAM		\$ 88.50
202	AR/207	INDEPENDENT FIRE DEPT		\$ 2,400.00
203	AR/207	JEFF CO DEVELOPMENT AUTH		\$ 80,000.00
204	AR/207	SHERIFF OF JEFFERSON CO		\$ 11,337.17
1826	CO/246	KENT PARSON FORD		\$ 58,582.00
TOTAL				\$ 153,935.16

- **Motion** by Mr. Stolipher to approve the Manual Checks for May 26, 2023, in the amount of **\$153,935.16**. Motion seconded and unanimously approved.

2-Jun-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
OO3	TC/O77	UNITED WAY		\$ 10.06

- **Motion** by Mr. Stolipher to approve the Manual Checks for June 2, 2023, in the amount of **\$10.06**. Motion seconded and unanimously approved.

PUBLIC COMMENT: Diana Walch, David Grozinski, Marc Petitpierre, John Meeker, John Mason, Peter Ublir, Tyler Fleet, Mark Fleet, Jessi Fulton, Elizabeth Ricketts, Kelly Pannill-Perkins, Lleon Chew, Alicia Hanlin, David Tabb, Jason Murphy and Bill Veldran.

PRESENTATIONS

1. Angie Banks-Assessor- Requested approval of Signatures for the assessors certificates of Oath.
 - **Motion by Mr. Stolipher to approve the signature of the certificate of oath for the Assessor's office. Motion seconded and unanimously approved.**

2. Edwina Benites- Director of Jefferson County Development Authority-
 - a. Requested approval of internal promotion for Program manager.
 - **Motion by Mr. Stolipher to approve the promotion of Ryan Snyder as program manager, effective June 15, 2023 with a salary of \$42,119.22. Motion passed on a 4-1 vote with Commissioner Stolipher, Commissioner Ath, Commissioner Tabb and Commissioner Krouse voting for and Commissioner Jackson opposing.**

 - b. Approval to advertise for Jefferson County Development Authority program specialist.
 - **Motion by Mr. Stolipher to approve advertisement for project specialist. Motion seconded and unanimously approved.**

3. Jeff Polczynski-Director-Jefferson County Emergency Communications-
 - a. Requested employment reappointment for a public dispatcher.
 - **Motion by Mr. Stolipher approve the reappointment of Mallory Spinks to full-time employment as a public safety dispatcher effective June 1, 2023 with a salary of \$23.549 per hour. Motion seconded and unanimously approved.**

 - b. Requested Next Generation 9-1-1 (NG9-1-1)/ Next Generation Core Services (ESINET)

- **Motion by Mr. Stolipher to approve the contract between The County Commission of Jefferson County and Motorola Solutions, Inc. for NExtGenerations 9-1-1 (NG9-1-1) NextGeneration Core Services (ESINET). Motion seconded and unanimously approved.**

4. Russell Burges- Director-IT-

- a. Requested approval to hire for the Department of Information Technology Support/Helpdesk Technician.

- **Motion by Mr. Stolipher to approve the hire of Pablo Cabrera for the Information Technology Support/Helpdesk Technician- Level 1 at salary of \$37,500.00 per year, Full-time employee with a start date of June 19, 2023. Motion seconded and unanimously approved.**

- b. Requested CyberSecurity-Disaster recovery and HVAC Systems Hardware/Software upgrade.

- **Motion by Mr. Stolipher to approve the purchase of Rubrik Solution for Disaster Recovery in the amount of \$227,992.00 and HVAC system upgrades in the amount of \$36,950.00 for a total amount of \$264,942.00 to be obtained from the Capital Outlay Funds on or after July 1, 2023. Motion seconded and unanimously approved.**

5. Mike Sine- Director- Jefferson County Emergency Services Agency- Requested approval to hire 5 part-time EMT's to fill vacant positions.

- **Motion by Mr. Stolipher to approve the hire of 1-Daniel Bender, 2-Ronald Poe, 3-Ronnie Shutts 4-Darley Thomas-Phillips and 5-Elaine Hensley as part-time EMT's. With a start date of June 5, 2023, start salary of \$18.73 per hour and after their introductory period pay increases to \$19.20 per hour to include an additional 5% pay raise on July 1, 2023. Motion seconded and unanimously approved.**

6. 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. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01. Discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C- 33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6, Jefferson County Circuit Court Civil Action No. 2022-C-81, Jefferson County Circuit Court Civil Action No. 2022-C-103 and 2022-C-141 and WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731.
 - c. Discussion and review of Comcast Contract/Franchise Agreement with counsel.
 - d. Review, discussion, and potential adoption of Commission leave policy as assigned to counsel.
 - e. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
 - f. Discussion of wage issue regarding Deputy Sheriffs.
- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice and status updates on item(s) 6 a,b,c,d,e,f and item #8 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 authorize the chairman of the Commission to sign the Opioid Settlement Agreement document presented regarding the Jefferson County Commission v. Perdue Pharmaceutical, et.al. US District Court, Northern District of West Virginia, Civil Action #1:17-0P-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. Kanawha County). Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

7. Discussion of the July 6, 2023 Regular Meeting

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

8. Discussion and possible action on ordinance barring minor from adult live performances (JK)

- **Motion by Mrs. Krouse to approve the Ordinance barring minor from adult live performances as presented. Motion passed on a 3-2 vote with Commissioner Krouse, Commissioner Ath and Commissioner Jackson voting for and Commissioner Stolipher and Commissioner Tabb opposing.**

NEW BUSINESS

9. Request to direct Director of ESA to provide the County Commission monthly reports, including a Financial summary, Labor Wheel, and incident reports displaying call volume per staffed station (TJ)

- **Motion by Ms. Jackson to direct the Jefferson County Emergency Services Agency to provide the County Commission monthly reports, including a financial summary, Labor Wheel, and incident reports displaying call volume per staffed station. Motion seconded and unanimously approved**

10. Review and discussion of Ambulance Fee Ordinance

- **Motion by Mrs. Tabb to approve the removal of the old GST Online payment system for the ambulance fee. Motion seconded and unanimously approved.**

11. County Commission Appointment Procedures/Requirements

- **It was the consensus of the Commission to have resumes for interested candidates submitted to Deputy County Administrator Cindy Rezmer and County Administrator Makayla Zonfrilli at**

crezmer@jeffersoncountywv.org by 5pm Friday June 16th. Each Commissioner will select their candidates and a special meeting will be held on Friday June 23rd starting at Noon for the interview and appointment of a new Commissioner. Motion seconded and unanimously approved.

COUNTY ADMINISTRATOR REPORT

-ATV Ordinance-

NO ACTION REQUIRED

The County's ATV ordinance was repealed on April 28, 2021. Guidance on ATV related inquiries, laws, and regulations, are referred to the West Virginia State laws. A link to the State's website can be found on Jefferson County's website.

-Budget Director Position-The former Chief Financial Officer Position was reclassified to Budget Director going from a \$95,000 salary to a starting salary of \$65,000.

- **Motion by Mr. Stolipher to approve the reclassification of the new position of Budget Director and to advertise for the position. Motion seconded and unanimously approved**

-Discussion and consideration of appointments to the Jefferson county building commission

It was the consensus of the Commission to research the requirements for the Building Commission and table the discussion until further notice. Motion seconded and unanimously approved.

-ESA Transition Update

The Emergency Services Agency Department licenses which includes West Virginia Office of Emergency Medical Services (WVOEMS), West Virginia Board of pharmacy (WVBOP), Clinical Laboratory Improvement Amendments (CLIA), and the US Drug Enforcement Administration DEA will have the County's updated information sent over between June 7th and June 9th, 2023. The County Administrator is working with Capt. Horn and Director Sine to move this process along.

All ESA employees have completed their County Department HR paperwork which will be entered into and transitioned through Tyler Technologies

Munis software for payroll purposes. This project is on track to be completed by July 1, 2023.

The Commission adjourned at 1:38 pm on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant