

Minutes

Jefferson County Commission

Thursday, March 16, 2023

A meeting of the Jefferson County Commission was held on Thursday, March 16, 2023 during the second quarterly session at 6:00pm. The meeting was held via GoToWebinar and in-person. Present were Steve Stolipher, President, and Commissioners Tricia Jackson, Jennifer Krouse, and Jane Tabb. Also present were Cindy Rezmer, Interim County Administrator, Krista Davis, Finance Director, Jacki Shadle, County Clerk and Sorayda Pitts, Administrative Assistant. The archived meeting of the Thursday, March 02, 2023 meeting is available on the Jefferson County Commission website.

PRAYER- Pastor Danny Ortiz

PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the February 27, 2023 Budget Presentation Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the February 28, 2023 Budget Presentation Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the March 1, 2023 Special Session Meeting Minutes as presented. Motion seconded and unanimously approved.

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

APPROVAL OF PAYROLL

Motion by Mr. Stolipher to approve the Payroll for March 17, 2023 in the amount of **\$274,630.12**. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for March 16, 2023 in the amount of **\$211,620.89**. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

9-Mar-23

CHECK#	VENDOR NAME	AMOUNT
87666	PATRIOT FIRE AND SECURITY	\$ 6,310.00

- **Motion by Mr. Stolipher to approve the Accounts Payable for March 9, 2023 in the amount of \$6,310.00. Motion seconded and unanimously approved.**

CHECK#	VENDOR NAME	AMOUNT
87668	ALBERT HOCKMAN	\$ 2,108.27
87669	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	\$ 2,305.10
87670	AMERIFLEX	\$ 125.80
87671	APRIL BLAKER	\$ 44.34
87672	ASHTYN REYNOLDS	\$ 20.63
87673	AT&T	\$ 225.89
87674	BERKELEY GLASS INC	\$ 3,635.00
87675	BIEDLERS ELEC MOTOR REP	\$ 634.69
87676	BOLAND TRANE SERVICES INC	\$ 1,939.00
87677	BUREAU OF CHILD SUPPORT	\$ 373.39
87678	CITY OF CHARLES TOWN	\$ 40.00
87679	COLONIAL LIFE	\$ 95.68
87680	COMPTROLLER OF MARYLAND	\$ 845.14
87681	CORNELIA HAMM	\$ 340.56
87682	CYNTHIA DANNER	\$ 694.45
87683	DODSON SEPTIC SERVICE LLC	\$ 570.00
87684	ECOWATER	\$ 6,125.00

87685		EFTPS IRS TAXES		\$ 94,050.38
87686		EMPOWER RETIREMENT		\$ 5,531.14
87687		ENGAGE STRATEGIES LLC		\$ 4,750.00
87688		FEDEX		\$ 404.30
87689		GUTTMAN OIL CO		\$ 7,983.72
87690		J.C. EHRLICH		\$ 775.94
87691		JAMES TROUT		\$ 200.00
87692		JAMIE GREEN		\$ 1,573.39
87693		JEFFERSON SECURITY BANK		\$ 4,075.00
87694		JOSEPH KENT		\$ 451.35
87695		MAZZITTI & SULLIVAN EAP		\$ 936.00
87696		NAPA AUTO PARTS		\$ 116.10
87697		NORFOLK SOUTHERN CORP		\$ 12.00
87698		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
87699		POTOMAC EDISON		\$ 31,026.53
87700		RETIREE HEALTH BENEFIT TRUST		\$ 8,008.00
87701		SAMANTHA COMBS		\$ 17.50
87702		SHERIFF OF JEFFERSON COUNTY		\$ 129.28
87703		SOFTWARE SYSTEMS INC		\$ 1,192.02
87704		STATE TAX DEPARTMENT		\$ 150.00
87705		TEK ADVISORS LLC		\$ 4,200.00
87706		THE HARTFORD		\$ 2,241.55
87707		THE HARTFORD		\$ 3,538.24
87708		THE JOURNAL		\$ 540.00
87709		TRISTAN LUTMAN		\$ 44.00
87710		US BANK		\$ 66,618.15
87711		VITAL SIGNS		\$ 735.00
87712		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 16,962.24
87713		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM		\$ 622.01
87714		WV ENHANCED 911 COUNCIL		\$ 125.00
87715		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 43,741.77
87716		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 62,049.50
87717		XEROX CORPORATION		\$ 1,672.26
87718	FG/009	RANSON POLICE DEPT		\$ 1,087.34
87719	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,736.32
87720	FG/009	MOOREFIELD POLICE DEPT		\$ 119.52
87721	BS/011	SHERIFF OF JEFFERSON CO		\$ 7,132.42
87722	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,618.10
TOTAL				\$ 400,123.01

- **Motion by Mr. Stolipher to approve the Accounts Payable for March 16, 2023 in the amount of \$400,123.01. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

17-Mar-23

OTHER FUNDS				
Check#	Fund	VENDOR		Amount
323	DK/O3	SHERIFF OF JEFFERSON CO		\$ 20.65
841	HD/8	ATTENTI		\$ 2,800.00
842	HD/8	CORNERSTONE DIAGNOSTICS		\$ 224.00
843	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,399.80
844	HD/8	US BANK		\$ 91.06
002	TC077	UNITED WAY		\$ 40.00
165	AR/207	EMERGENCY VEHICLE SPECIALIST		\$ 5,429.90
166	AR/207	SHERIFF OF JEFFERSON CO		\$ 5,310.51
1811	CO/246	EXECUTIVE EMERGENCY LIGHTING		\$ 76,419.49
1812	CO/246	US BANK		\$ 103.43
1813	CO/246	US BANK		\$ 2,607.96
1044	AV/56	CASTO & HARRIS		\$ 5,810.00
1045	AV/56	FAO TOOLE OFFICE SYSTEMS		\$ 955.00
1046	AV/56	MILLERS SUPPLIES AT WORK		\$ 370.41
1047	AV/56	PRINT-O-STAT		\$ 190.00
1048	AV/56	SEGRA		\$ 616.00
1049	AV/56	US BANK		\$ 873.63
TOTAL				\$ 103,261.84

- **Motion by Mr. Stolipher approve the Manual Checks for March 17, 2023, in the amount of \$103,261.84. Motion seconded and unanimously approved.**

PUBLIC COMMENT: Marc Petitpierre, David Tabb, Jaqueline Milliron, Denise Nick and Geri Wise

PRESENTATIONS

1. Tina Renner- Circuit Clerk- Requested approval to hire and fill 2 positions.
 - **Motion by Mr. Stolipher to approve the hire of Danielle Stickel with an annual salary of \$35,000, a 70 hour work week and a start date of March 20, 2023 and Melissa Gragoles with an annual salary of \$35,000 with a 70 hour work week and a start date of April 3, 2023. Motion seconded and unanimously approved.**

2. Tom Hansen-Sheriff- Requested
 - a. the approval to hire a Tax Deputy in the Tax Office
 - **Motion by Mr. Stolipher to approve the hire of Emily Banocy-Newman to the position of Tax Deputy with an annual salary of \$34,000 with a 80 hour work week. Start date would be March 20, 2023. Motion seconded and unanimously approved.**

 - b. To re-visit the Deputy vacation accruals
 - **Motion by Mr. Stolipher to approve the extension of the deputies accrual times until May 31, 2023 and to have legal determine if at that time, the unused time can be paid out. Motion seconded and unanimously approved.**

 - c. Renew Bank Securities/Bonding
 - **Motion by Mr. Stolipher to approve the renewal of the bank securities/bonding as presented. Motion seconded and unanimously approved.**

 - d. The approval to add a third Lieutenant position
 - **Motion by Mr. Stolipher to approve the addition of the third Lieutenant position as amended by the Civil Service Commission. Motion seconded and unanimously approved.**

- e. The approval to hire a part-time Trip Guard(s)
- **Motion by Mr. Stolipher to approve the hire of Colin Wakeham and Dana Hanes as part time trip guards at an hourly rate of \$17.50 with a start date of March 20, 2023. Motion seconded and unanimously approved.**
- f. To discuss employee issue-
- **Motion by Mr. Stolipher to approve the acknowledgments of Deputy First Class Kelsey Stipanovic and Deputy First Class Joseph Moffett and to approve the back pay to the date of appointment. Motion seconded and unanimously approved.**
3. Nancy Strine- CDNG and HOME Administrator- Requested to hold a Public Hearing to discuss the housing needs of Jefferson County for the FY2023 HOME investment Partnership Program and second for the Commission to approve a Resolution authorization participation in the Eastern Panhandle Home Consortium of West Virginia for the period of July 1, 2023-June 30, 2024.

PUBLIC HEARING

- **Motion by Mr. Stolipher to approve the Resolution authorizing participating in the Eastern Panhandle Home Consortium of West Virginia for the period of July 1, 2023-June 30, 2024.**
4. Federal Group- Requested a Map amendment for the Federal Group, Inc. per article 12, Section 12.3.A. of Jefferson County Zoning and Land Development Ordinance from Residential Growth to Residential/Light Industrial/Commercial.

PUBLIC HEARING

Commissioner Stolipher opened the floor to Public Comment. Mr. Davitt McAteer provided public comment during this public hearing.

- **Motion by Mr. Stolipher to approve the Map amendment for the Federal Group, Inc. Parcel 10.9 and 24.3 on Map 8 in the Shepherdstown Tax District of Jefferson County Zoning and Land Development Ordinance from**

Residential Growth to Residential/Light Industrial/Commercial. Motion passed on a 3-1 vote, Commissioner Tabb opposing.

5. Steve Cox and Bessie Nelson- Requested guidance on signature authority to a sign a contract on behalf of the Civil Service Commission with a third party vendor to provide promotional exams for the Jefferson County Sheriff Deputies.

It was the consensus of the Commission to move this item to the April 6th Commission meeting

6. Sandy Hamilton-Requested Telamon community Board representation
 - **Motion by Mr. Stolipher to approve the advertisement for a Jefferson County Representative to the Telamon Community Board. Motion seconded and unanimously approved.**
7. Interviews and Appointments
 - a. Jefferson County Emergency Services Agency
 - **Motion by Mr. Stolipher to approve the appointment of Christina Lantz for one unexpired term for Citizens Representative ending June 30, 2024. Motion passed on a 3-1 vote, with Commissioner Tabb opposing.**
 - Jefferson County Planning Commission
 - **Motion by Mr. Stolipher to approve the re-appointment Donnie Fisher (5) for a three-year term ending March 31, 2023 and the appointment of Aaron Howell (5), and Timothy Smith (4) to a three-year term ending March 21, 2026. Commissioner Tabb nominated Elizabeth Ricketts.**
8. Steve Allen-Director-Jefferson County Homeland Security and Emergency Management requested

a. Signature for the FY2020 Emergency Management Performance Grant

- **Motion by Mr. Stolipher to approve the President of the Jefferson County Commission to sign the FY2020 Emergency Management Performance Grant award document. Motion seconded and unanimously approved.**

b. Signature for the FY2023 Jefferson County Multi-Jurisdictional All Hazard Mitigation Plan Grant Award

- **Motion by Mr. Stolipher to approve the President of the Jefferson County Commission to sign the FY2023 Jefferson County Multi-Jurisdictional All Hazard Mitigation Plan Grant Award. Motion seconded and unanimously approved.**

c. Signature for the FY2021 Emergency Management Performance Grant Application

- **Motion by Mr. Stolipher to approve the President of the Jefferson County Commission to sign the FY2021 Emergency Management Performance Grant Application's conditions and Assurances lobbying and Debarment to apply for the 2021 EMPG. Motion seconded and unanimously approved.**

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

EMS Transition Update-

-Liabilities and interactions related to the level of VFD and Career staff involvement in emergency services particularly but not limited to the new EMS System.

-FSLA as it related to activities of County ESA employees

-VFD MOU's, Licensing, Rapid Response Licensing, personnel/equipment participation in the EMS system and use of County ambulances to provided non-911 community services.

-Potential Motion/policy state regarding use of County owned 911 Ambulances.

- **Motion by Mr. Stolipher to approve the policy regarding use of County owned 911 Ambulances as stated below:**

The policy of the Jefferson County Commission is to occupy the field of ambulance dispatch and response in Jefferson County pursuant to the Commission's statutory authority, including the provisions of W.Va. Code 7-15-1, et. seq. and the provisions of W.Va. Senate Bill 224. In accord with this policy, the Jefferson County 911 EMS system shall only dispatch and operate ambulances that are owned and operated under the authority of the Jefferson County Commission.

There shall be two exceptions to this policy:

- 1 - Surrounding government entities and 911 systems that have established Mutual-Aid Agreements with the Jefferson County ESA / Commission may be requested to dispatch their units to assist Jefferson County.**
- 2 - During a declared State of Emergency and/or Mass Casualty Incident the Jefferson County system, upon authorization of the Commission and/or the JCESA Director or designee, may request the assistance of other licensed non 911 transport ambulances.**

The 911 EMS system may be supplemented by non-transport Rapid Response Units owned by Jefferson County and/or the Volunteer Fire Departments of this County (on a volunteer basis) conditioned on the agreement and approval of the JCESA Medical Director.

Motion passed on a 3-1 vote with Commissioner Krouse abstaining from voting.

-Potential purchase of Middleway and /or Shepherdstown's Ambulances as part of the transition.

- **Motion by Mr. Stolipher to approve the additional purchase of two ambulances as part of the EMS Transition. Motion seconded and unanimously approved.**

10. 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) and related matters.
- b. Review, discussion, and possible adoption of leases for Ambulance parking, personnel space and other contractual issues between the JCESA and/or JCC and fire companies at various Fire Stations.
- c. Review, discussion, and possible decision regarding use and dispatch of ambulances in Jefferson County.
- 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 and status updates on items 10, 11c and 12. 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**

FINANCE DIRECTOR REPORTS

Internal Budget Revision- Transfer of FY2023 fund from Professional Services to Travel in the amount of \$5,326.73 for commissioner travel expenses.

- **Motion by Mr. Stolipher to approve the internal budget revision for the amount of \$5,326.73 from professional services to travel. Motion seconded and unanimously approved**

Request Approval for JCESA Invoice #439, March 3, 2023 in the amount of \$8,642.22 for January 2023 labor costs association with EMS transition project.

- **Motion by Mr. Stolipher to approve the reimbursement of \$8,642.22 to JCESA for the cost of labor for January 2023 in association with the EMS transition project and to be funded by ARPA Fund: EMS System allocation. Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

11. MOU- Shepherd University Emergency Action plan (SS)

- **Motion by Mr. Stolipher to sign the MOU for one specific event on April 15, 2023 from 11:30am-4pm. Jefferson County Commission will provide one fully staffed unit. Motion seconded and unanimously approved.**

12. Appointment to the Charles Town Utility Board (SS)

- **Motion by Mr. Stolipher to advertise on Social Media (Facebook Page and the County Website) for one more cycle. Motion seconded and unanimously approved.**

NEW BUSINESS

13. Review of Agenda Policy & Procedures (SS)

It was the consensus of the Commission to review and provide input at the April 6th Commission Meeting.

14. Discussion regarding lack of adequate radio reception for emergency personnel in and around Shepherdstown. (JK)

- **Motion by Mrs. Krouse to further investigate the lack of radio reception in and around Shepherdstown, and research possible solutions with an eye towards implementing those solutions to solve the problem. Motion seconded and unanimously approved.**

15. Selection of Date and Time for the FY2024 Draft Budget Public Hearing

It was the consensus of the Commission to have the Public Hearing on Monday March 27th at 9:30am.

COUNTY ADMINISTRATOR REPORT

-Selection of Date(s) for County Administrator Interviews

It was the consensus of the Commission to have the County Administrator Interviews Wednesday March 29th starting at 9:30am.

-Review of Anniversary Date Merit Increase Issue for Employees

It was the consensus of the Commission to move to this item to the next Commission meeting April 6, 2023.

The Commission adjourned at 10:09 pm on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant