

## Minutes

### Jefferson County Commission

Thursday, June 15, 2023

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A meeting of the Jefferson County Commission was held on Thursday, June 15, 2023 during the second quarterly session at 6:00pm. The meeting was held via GoToWebinar and in-person. Present were 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, June 15, 2023 meeting is available on the Jefferson County Commission website.

**PRAYER-** Pastor Craig Bush

#### **PLEDGE OF ALLEGIANCE**

Commissioner Mrs. Ath led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

Motion by Mrs. Ath to approve the June 1, 2023 Regular Meeting Minutes. Motion seconded and unanimously approved.

#### **APPROVAL OF PAYROLL**

Motion by Mrs. Ath to approve the Payroll for June 9, 2023 in the amount of **\$300,463.55**. Motion seconded and unanimously approved.

#### **APPROVAL OF REQUISITIONS**

Motion by Mrs. Ath to approve the requisitions for June 14, 2023 in the amount of **\$15,015.14**. Motion seconded and unanimously approved.

## APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
88058		ADAM WARD		\$ 1,315.21
88059		AMANDA JOHNSON		\$ 555.53
88060		AMANDA MASTERS		\$ 98.25
88061		AMERITEL CORP		\$ 244.72
88062		BANK OF CHARLES TOWN		\$ 9.12
88063		BOLAND TRANE SERVICES INC		\$ 4,061.20
88064		BUREAU OF CHILD SUPPORT		\$ 439.85
88065		CAPITAL LIGHTING & SUPPLIES LLC		\$ 15.60
88066		CAPITOL DOOR & HARDWARE CO		\$ 1,235.00
88067		COMPTROLLER OF MARYLAND		\$ 938.13
88068		DAVID EVERETT BOOBER		\$ 479.50
88069		EFTPS IRS TAXES		\$ 99,754.86
88070		EMPOWER RETIREMENT		\$ 5,740.92
88071		FIDELITY POWER SYSTEMS		\$ 6,104.00
88072		FIRST CITIZENS BANK & TRUST CO		\$ 308.45
88073		GUTTMAN OIL CO		\$ 5,468.49
88074		J.C. EHRLICH		\$ 801.41
88075		JEFFERSON SECURITY BANK		\$ 4,075.00
88076		JESSICA GORMONT		\$ 700.21
88077		KAREN OLDEN		\$ 2,919.55
88078		KONE BROOKLYN		\$ 1,918.80
88079		LANGUAGE LINE SERVICES		\$ 10.44
88080		MICHAEL MONAGHAN		\$ 1,081.25
88081		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
88082		POTOMAC EDISON		\$ 33,354.40
88083		R.E. MICHEL CO. LLC		\$ 76.67
88084		RCS SECURITY		\$ 5,037.00
88085		RHONDA GREENHOLTZ		\$ 2,517.09
88086		RICE TIRES CO		\$ 542.92
88087		SHERIFF OF JEFFERSON COUNTY		\$ 24.98
88088		SHERIFF OF JEFFERSON COUNTY		\$ 1,149,164.00
88089		SOFTWARE SYSTEMS INC		\$ 35,120.09
88090		STATE TAX DEPARTMENT		\$ 150.00
88091		TEK ADVISORS LLC		\$ 4,200.00
88092		THE HARTFORD		\$ 2,406.65
88093		THE HARTFORD		\$ 3,520.84
88094		THOMAS HANSEN		\$ 291.00
88095		TRACY P RICE RPR		\$ 33.00

88096		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 17,806.19
88097		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 45,175.44
88098		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49
88099		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 50,855.50
88100		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		\$ 5,000.00
88101		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		\$ 5,000.00
88102	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,999.68
88103	BS/011	SHERIFF OF JEFFERSON CO		\$ 8,103.10
88104	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,630.81
<b>TOTAL</b>				<b>\$ 1,514,285.34</b>

- **Motion by Mrs. Ath to approve the Accounts Payable for June 8, 2023 in the amount of \$1,514,285.34. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
88105		APRIL BLAKER		\$ 1,763.20
88106		CENTRAL ELEVATOR INSPECTION SERVICES LLC		\$ 850.00
88107		DARYLL WIMER		\$ 18.72
88108		DAVID WAMPLER		\$ 11.48
88109		FEDEX		\$ 40.98
88110		FIRST CITIZENS BANK & TRUST CO		\$ 682.80
88111		GUTTMAN OIL CO		\$ 4,496.02
88112		JEFFREY POLCZYNSKI		\$ 218.17
88113		KELSEY STIPANOVIC		\$ 3,250.00
88114		REBECCA WESTBROOK		\$ 349.77
88115		ROMULO QUEZADA		\$ 26.46
88116		SHERIFF OF JEFFERSON COUNTY		\$ 5,613.33
88117		SOFTWARE SYSTEMS INC		\$ 1,361.32
88118		TYLER PAYTON		\$ 5.90
<b>TOTAL</b>				<b>\$ 18,688.15</b>

- **Motion by Mrs. Ath to approve the Accounts Payable for June 15, 2023 in the amount of \$18,688.15. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

9-Jun-23

<b>OTHER FUNDS</b>				
Check#	Fund	VENDOR		Amount
855	HD/8	SHERIFF OF JEFFERSON CO		\$ 922.57
1070	AV/56	ESRI		\$ 22,700.00
1828	CO/246	IPC TECH		\$ 8,061.58
205	AR/207	CITIZENS VOLUNTEER FIRE CO		\$ 3,400.00
206	AR/207	SHERIFF OF JEFFERSON CO		\$ 12,563.82
964	CW/O59	WV STATE AUDITOR		\$ 2,455.00
402	WV369	WVDSRF		\$ 853.00
<b>TOTAL</b>				<b>\$ 50,955.97</b>

- **Motion by Mrs. Ath approve the Manual Checks for June 9, 2023, in the amount of \$50,955.97. Motion seconded and unanimously approved.**

16-Jun-23

<b>OTHER FUNDS</b>				
Check#	Fund	VENDOR		Amount
856	HD/8	ALLIED UNIVERSL ELEC MONTRNG		\$ 3,401.60
857	HD/8	CORNERSTONE DIAGNOSTICS		\$ 744.00
858	HD/8	US BANK		\$ 91.00
859	HD/8	US BANK		\$ 242.50
1071	AV/56	PRINT-O-STAT		\$ 190.00
1072	AV/56	SEGRA		\$ 616.00
1073	AV/56	US BANK		\$ 1,779.35
207	AR/207	US BANK		\$ 1,785.88
1829	CO/246	US BANK		\$ 1,187.88
1830	CO/246	US BANK		\$ 4,235.00
1831	CO/246	US BANK		\$ 5,650.56
1832	CO/246	US BANK		\$ 585.22
1833	CO/246	US BANK		\$ 946.98
1834	CO/246	US BANK		\$ 1,666.87
1402	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 58.00
1403	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 16,961.86
1404	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 58,388.94
1405	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 6,152.15
1406	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 2,728.37

965	CW/O59	TOTAL ID SOLT.		\$ 807.00
<b>TOTAL</b>				<b>\$ 108,219.16</b>

- **Motion by Mrs. Ath approve the Manual Checks for June 16, 2023, in the amount of \$108,219.16. Motion seconded and unanimously approved.**

**PUBLIC COMMENT:** Marc Petitpierre, Denise Nick, Mel Cline, Michael George and David Tabb.

**PRESENTATIONS**

1. Victor Lupis-Sheriff- Requested the approval to hire new Deputy
  - **Motion by Mrs. Ath to approve the hire of Thomas Duncan as a certified probationary deputy with a starting salary of \$52,500 with a 80 hour work week. Start date would be July 17, 2023. Motion seconded and unanimously approved.**

2. Angie Banks-Assessors- Requested

- a. Approval of Signatures for the Assessor’s Certificates of Oaths

**NO ACTION NEEDED**

- b. Approval of New Hire

- **Motion by Mrs. Tabb to approve the advertisement for an office clerk in the Assessor’s office. Motion seconded and unanimously approved.**

3. Nikki Painter-Elections- Requested approval of HAVA Sub-Grant Agreement.

- **Motion by Mrs. Tabb to approve the HAVA Grant Agreement as presented. Motion seconded and unanimously approved.**

4. Rebecca Hall -Prosecuting Attorney's Office Victim Assistance Program- Requested the approval of the 2023-2024 VOCA Federal Grant application.

- **Motion by Mrs. Ath to approve the President of the Commission to sign the 2023-2024 VOCA Federal Grant application. Motion seconded and unanimously approved.**

5. Kelly Franklin- Jefferson Day Report Center- Requested approval of FY2024 West Virginia Community Corrections Grant Contract & Resolution.

- **Motion by Mrs. Tabb to approve the Vice-President to sign the FY2024 West Virginia Community Corrections Grant Contract & Resolution. Motion seconded and unanimously approved.**

6. Toni Milbourne-President of Jefferson County Parks & Recreation Board requested additional funding to conduct an Aquatic feasibility study for Jefferson County.

#### **NO ACTION TAKEN**

7. Spencer Fraiser- Jefferson County IT Dept.- Requested approval to hire Information Technology Support/Helpdesk Technician Level 1.

- **Motion by Mrs. Tabb to approve the hire of Christopher Montemurno for the position of Information Technology Support/Helpdesk Technician Level 1 at salary of \$37,500 per year, full time employee and a start date of June 29, 2023. Motion seconded and unanimously approved.**

8. Roger Goodwin-Jefferson County Department of Engineering, Planning and Zoning- Requested

- a. Complete bond release for Roderick Plane, LLC-Aspen Greens Subdivision, Phase IA (File #07-15)

- **Motion by Mrs. Tabb to approve the complete bond release of Performance Bond No. 1000956765 with United States Surety Company in the amount of \$57,750.00 for the Roderick Plane, LLC-Aspen Greens**

**Subdivision, Phase IA (File #07-15). Motion seconded and unanimously approved.**

b. Approval to advertise for building Inspector Position

- **Motion by Ms. Jackson to approve advertising for the position of Building Inspector in the Department of Engineering, Planning & Zoning. Motion seconded and unanimously approved.**

c. Approval to advertise for Land Development Inspector position

- **Motion by Mrs. Ath to approve advertising for the position of Land Development Inspector in the Department of Engineering, Planning & Zoning. Motion seconded and unanimously approved.**

d. Approval to amend Parks and Recreation Impact fees-FY2023 Capital Improvement plan.

- **Motion by Mrs. Tabb to approve the Parks & Recreation-FY2023 Capital Improvement Plan-Park and Recreation Amendment No. 1 as presented. Motion seconded and unanimously approved.**

9. Makayla Zonfrilli-County Administrator- Jefferson County Emergency Services Agency- Requested approval of Ambulance Transmission repair invoice.

- **Motion by Mrs. Tabb to approve the Ambulance repair invoice of \$12,998.74 and funded by ARPA Fund: EMS System allocation. Motion seconded and unanimously approved.**

10. Laura Kuhn-Jefferson County Fleet & Facilities, Chief Deputy Victor Lupis- Jefferson County Sheriff Department and Eric Ahalt-Enterprise Fleet Management- Requested approval to transition the County's Fleet to Leased Fleet.

- **Motion by Mrs. Ath to approve the Director of Fleet & Facilities Management to move forward with exploring options and receiving quotes for the transition of the County's fleet from purchased vehicles to a leased vehicle program through Enterprise Fleet Management. Motion seconded and unanimously approved.**

11. Cindy Rezmer- Deputy County Administrator- Requested

- a. Review and Approval of WVCORP Insurance Renewal 2023
  - **Motion by Mrs. Ath to approve the FY23 risk and worker's compensation plan renewal from WVCORP Risk Pool with a \$70,659.00 increase under the Commission and with an increase of \$14,920.00 for the Emergency Service Agency. Motion seconded and unanimously approved.**
- b. Review and Approval of ERISA/ACA Wrap SPD Renewal
  - **Motion by Mrs. Ath to approve that Millennium Insurance Group provide the ERISA Wrap SPD for Medical/ RX and all ancillaries for a fee of \$250.00. Motion seconded and unanimously approved.**

12. 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. 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 of Jefferson County Circuit Court case Wines v. JCC, No: CC-19-2023-C-105
- 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 Mrs. Ath to enter into Executive Session to receive legal advice and status updates on items 12a, b and f. Motion seconded and unanimously approved.**
- **Motion by Mrs. Ath to come out of Executive Session and reconvene in regular session. Motion seconded and unanimously approved.**
- **Motion by Mrs. Tabb to have the Vice President of the Commission to sign the current settlement agreement for Mylan Pharmaceuticals Inc.**

### **UNFINISHED BUSINESS**

13. Review and Discussion of Ambulance Fee Ordinance

- **Motion by Mrs. Tabb to approve updates to Ambulance Service Fee ordinance. Motion failed on a 2-2 vote with Commissioner Ath and Commissioner Tabb voting for it and Commissioner Jackson and Commissioner Krouse opposing.**

14. Discussion of July 6, 2023 County Commission Meeting

**It was the consensus of the Commission to have the July 6, 2023 Commission Meeting. Motion seconded and unanimously approved.**

### **NEW BUSINESS**

15. Private Investigator Contract-

**It was the consensus of the Commission to revisit this item at the next meeting and have Director Jeff Polczynski present and answer questions. Motion seconded and unanimously approved.**

16. Wage equity distribution- Public Safety Dispatcher-

- **Motion by Mrs. Ath to approve the wage equity increase for Amanda Jackson, Public Safety Dispatcher from \$46,347.00 to \$48,492.96, effective June 15, 2023. Motion seconded and unanimously approved.**

17. Post-probationary period salary increase-Systems Application Administrator-

- **Motion by Mrs. Ath to approve the post-probationary period salary increase for Damien Hart- Systems Application Administrator to \$65,100.00(\$31.2980 per hour). Effective June 15, 2023. Motion seconded and unanimously approved.**

## COUNTY ADMINISTRATOR REPORT

- Human Resources Employee Recognition Fund
  - **Motion by Mrs. Tabb to establish a Human Resources Employee Recognition Fund as a reallocation from the Salaries and Wages out of the Commission's FT24 budget, in the amount of \$6,950.00 for the purpose of fostering a positive workplace environment through employee engagement and appreciation efforts to recruit new and retain current highly-valued and specialized staff. Motion seconded and unanimously approved.**

- ESA Update:

**The ESA transition is well underway with all of the updated license paperwork sent to the four different licensing agencies. CoxHollidaYoung is working with the County to migrate employees to the Tyler Munis Payroll system.**

- ARPA Report:

**Ms. Zonfrilli supplied an ARPA report to the Commission from the previous CFO dated June of 2022. Ms. Zonfrilli will be working on reconciliation and updates to the ARPA reporting and record keeping to determine the remaining balance of the ARPA funds.**

- Budget Director Job Description-Request to Update

**NO MOTION NEEDED**

- Budget Director-Request to Hire
  - **Motion by Mrs. Ath to approve the hire of Bessie Nelson for the Budget Director position with a start date of June 26, 2023 at a salary of \$72,000.00 as part of the salary range for Grade 7 for 80 hours per week which is a minimum of \$58,870.00 to a maximum of \$94,192.00. Motion seconded and unanimously approved.**

18. Adjourn

The Commission adjourned at 8:52 pm on a motion by Mrs. Ath. Motion was seconded and unanimously approved.

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Steve Stolipher, PRESIDENT

Respectfully submitted  
Sorayda Pitts  
Administrative Assistant