

Minutes

Jefferson County Commission

Thursday, July 20, 2023

A meeting of the Jefferson County Commission was held on Thursday, July 20, 2023 during the third quarterly session at 6:00 pm. The meeting was held via GoToWebinar and in-person. Present were Steve Stolipher, Commissioners Tricia Jackson, Jennifer Krouse, and Jane Tabb. Also present were Jacki Shadle, County Clerk and Sorayda Pitts, Administrative Assistant. The archived meeting of the Thursday, July 20, 2023 meeting is available on the Jefferson County Commission website.

PRAYER- Pastor Craig Bush

PLEDGE OF ALLEGIANCE

Commissioner Stolipher led the Pledge of Allegiance.

APPROVAL OF MINUTES

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

APPROVAL OF PAYROLL

Motion by Mr. Stolipher to approve the Payroll for July 7, 2023 in the amount of \$302,551.58. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the Payroll for July 21, 2023 in the amount of \$334,490.20. Motion seconded and unanimously approved.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for July 20, 2023 in the amount of \$36,702.00. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK#		VENDOR NAME		AMOUNT
88186		AMANDA JOHNSON		\$ 216.81
88187		AMANDA MASTERS		\$ 239.09
88188		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		\$ 2,305.10
88189		AT&T		\$ 271.10
88190		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY		\$ 23,175.00
88191		BUREAU OF CHILD SUPPORT		\$ 439.85
88192		CAPITAL LIGHTING & SUPPLIES LLC		\$ 274.27
88193		CASTO & HARRIS INC		\$ 378.18
88194		CINDY REZMER		\$ 760.00
88195		CITY OF CHARLES TOWN		\$ 3,780.00
88196		COLIN WAKEHAM		\$ 34.70
88197		COLONIAL LIFE		\$ 95.68
88198		COMPTROLLER OF MARYLAND		\$ 978.14
88199		EFTPS IRS TAXES		\$ 101,786.88
88200		EMILY MORROW		\$ 99.56
88201		EMPOWER RETIREMENT		\$ 6,623.80
88202		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY		\$ 25,000.00
88203		FBINAA WV		\$ 90.00
88204		FBINAA WV		\$ 110.00
88205		JEFF CO PARKS & RECREATION COMMISSION		\$ 142,035.50
88206		JEFFERSON DAY REPORT CENTER		\$ 38,750.00
88207		JEFFERSON SECURITY BANK		\$ 4,075.00
88208		NATIONWIDE RETIREMENT SOLUTIONS		\$ 834.00
88209		OLD CHARLES TOWN LIBRARY		\$ 24,675.00
88210		R.E. MICHEL CO. LLC		\$ 689.44
88211		RICE TIRES CO		\$ 271.62
88212		SHEPHERDSTOWN PUB LIBRARY		\$ 23,175.00
88213		SOUTH JEFFERSON PUBLIC LIBRARY		\$ 23,175.00
88214		STATE TAX DEPARTMENT		\$ 150.00
88215		THE HARTFORD		\$ 3,348.70
88216		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 21,345.51
88217		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 45,728.01
88218		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 166.49
88219	FG/009	SHERIFF OF JEFFERSON CO		\$ 4,623.72
88220	BS/011	SHERIFF OF JEFFERSON CO		\$ 9,054.52
88221	AM/053	SHERIFF OF JEFFERSON CO		\$ 1,712.28

TOTAL				\$ 510,467.95
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- **Motion by Mr. Stolipher to approve the Accounts Payable for July 6, 2023 in the amount of \$510,467.95. Motion seconded and unanimously approved.**

CHECK#	VENDOR NAME	AMOUNT
88222	ADAM WARD	763.00
88223	AMERIFLEX	125.80
88224	AT&T	378.55
88225	BENJAMIN S WILLIAMS	179.00
88226	BLUEBEAM INC	5,054.00
88227	CASTO & HARRIS INC	875.40
88228	DANA HANES	174.14
88229	DAVID EVERETT BOOBER	205.50
88230	DIGITAL DOCUMENT SOLUTIONS INC	1,524.49
88231	DUNCAN-PARNELL INC	2,171.50
88232	FILE & SERVEXPRESS	73.28
88233	FIRST CITIZENS BANK & TRUST CO	2,014.63
88234	GLOBAL SCIENCE & TECHNOLOGY INC.	730.00
88235	GUTTMAN OIL CO	4,007.99
88236	JEFFERSON COUNTY DEVELOPMENT AUTHORITY	28,667.75
88237	JEFFERSON COUNTY FAIR ASSOCIATION	275.00
88238	JEFF CO PARKS & RECREATION COMMISSION	7,500.00
88239	KNIGHT'S AUTO GLASS	400.00
88240	MILLENIUM INSURANCE GROUP	250.00
88241	POTOMAC EDISON	27,433.43
88242	PSYCHOLOGICAL CONSULTING INC	200.00
88243	ROBIN MULLIKIN	318.50
88244	SHERIFF OF JEFFERSON COUNTY	74.00
88245	SHERIFF OF JEFFERSON COUNTY	12.75
88246	TEK ADVISORS LLC	4,200.00
88247	THE HARTFORD	2,381.25
88248	US BANK	89,464.78
88249	WILLIAM F. ROHRBAUGH	35,978.60
88250	WV ASSOCIATION OF COUNTY CLERKS	650.00
88251	WV REGIONAL JAIL & CORRECTION FACILITY AUTH	55,728.75
88252	WV STATE BAR	2,250.00
88253	WV STATE TAX DEPARTMENT	11,425.67
88254	WVU WEST VIRGINIA UNIVERSITY	3,700.00

TOTAL			289,187.76
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- **Motion by Mr. Stolipher to approve the Accounts Payable for July 13, 2023 in the amount of \$289,187.76. Motion seconded and unanimously approved.**

CHECK REGISTER			
July 20, 2023			
CHECK #		VENDOR NAME	AMOUNT
88256		BOLAND TRANE SERVICES INC	\$ 2,075.00
88257		BUREAU OF CHILD SUPPORT	\$ 439.85
88258		CAPITAL LIGHTING & SUPPLIES LLC	\$ 860.19
88259		CMA CHRYSLER DODGE JEEP	\$ 403.50
88260		COMPTROLLER OF MARYLAND	\$ 1,204.43
88261		EFTPS IRS TAXES	\$ 116,772.96
88262		EMPOWER RETIREMENT	\$ 6,649.17
88263		FIRST CITIZENS BANK & TRUST CO	\$ 210.54
88264		GUTTMAN OIL CO	\$ 6,097.62
88265		J.C. EHRLICH	\$ 801.41
88266		JEFFERSON SECURITY BANK	\$ 4,095.00
88267		POTOMAC EDISON	\$ 148.60
88268		RETIREE HEALTH BENEFIT TRUST	\$ 7,668.00
88269		RICE TIRES CO	\$ 539.72
88270		SOFTWARE SYSTEMS INC	\$ 1,367.97
88271		STATE TAX DEPARTMENT	\$ 150.00
88272		THE LAW OFFICES OF GREGORY E KENNEDY PLLC	\$ 1,710.00
88273		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	\$ 5,735.42
88274		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 25,414.80
88275		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	\$ 5,817.97
88276		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 48,298.15
88277		WV STATE TAX DEPARTMENT	\$ 30,241.46
88278	GS/004	GENERAL CO FUND -004	\$ 11,027.07
88279	GS/004	WV STATE AUDITOR	\$ 17,010.00
88280	FG/009	BERKELEY SHERIFF'S OFFICE	\$ 3,845.69
88281	FG/009	RANSON POLICE DEPT	\$ 1,044.24
88282	FG/009	SHERIFF OF JEFFERSON CO	\$ 5,190.20
88283	SG/010	JEFF CO PARKS & RECREATION COMMISSION	\$ 47,779.38
88284	BS/011	SHERIFF OF JEFFERSON CO	\$ 9,797.13
88285	AM/053	SHERIFF OF JEFFERSON CO	\$ 1,784.03
TOTAL			\$ 364,179.50

- Motion by Mr. Stolipher to approve the Accounts Payable for July 20, 2023 in the amount of \$364,179.50. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

		OTHER FUNDS		
Check#	Fund	VENDOR		Amount
578	CS/2	JEFF CO COMMUNITY MINISTRIES		\$ 25,000.00
861	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,414.25
213	AR/207	AT&T		\$ 1,665.45
214	AR/207	BIOCONNECT US		\$ 25,458.60
215	AR/207	JCESA		\$ 3,771.12
216	AR/207	JCESA		\$ 48,356.23
217	AR/207	JCESA		\$ 31,224.68
218	AR/207	JCESA		\$ 23,251.01
219	AR/207	JCESA		\$ 8,330.18
220	AR/207	SHERIFF OF JEFFERSON CO		\$ 13,290.04
1837	CO/246	CONNECT POINT		\$ 84,203.75
1838	CO/246	FIDELITY POWER		\$ 2,017.50
1839	CO/246	P.J RACO CONSULTING		\$ 2,750.00
TOTAL				\$ 270,732.81

- Motion by Mr. Stolipher to approve the Manual Checks for July 7, 2023, in the amount of \$270,732.81. Motion seconded and unanimously approved.

		14-Jul		
		OTHER FUNDS		
Check#	Fund	VENDOR		Amount
579	CS/2	EASTRIDGE HEALTH SYSTEM		\$ 5,400.00
862	HD/8	ALLIED UNIVERSL ELEC MONTRNG		\$ 3,123.20
863	HD/8	FED EX		\$ 127.00
864	HD/8	US BANK		\$ 91.00
221	AR/207	CITIZENS VOLUNTEER FIRE CO		\$ 3,400.00
222	AR/207	INDEPENDENT FIRE DEPT		\$ 2,400.00
223	AR/207	SHAFFER TRAXELL & HOWE INC		\$ 7,367.00
224	AR/207	SHEPHERDSTOWN FIRE DEPT		\$ 1,600.00
225	AR/207	US BANK		\$ 12,743.86
226	AR/207	US BANK		\$ 611.84

1840	CO/246	R.E. MICHEL CO LLC	\$ 577.97
1841	CO/246	US BANK	\$ 49.24
150	IP/249	JEFF CO PARKS & REC	\$ 208,000.00
1407	IP/249	SHERIFF JEFFERSON CO -SCHOOL	\$ 37.00
1408	IP/249	SHERIFF JEFFERSON CO - LAW	\$ 8,482.57
1409	IP/249	SHERIFF JEFFERSON CO - PARKS	\$ 37,256.07
1410	IP/249	SHERIFF JEFFERSON CO - EMS	\$ 3,925.79
1411	IP/249	SHERIFF JEFFERSON CO - ADMIN	\$ 1,740.89
1083	AV/56	GLOBAL SCIENCE & TECH	\$ 3,354.37
1084	AV/56	MARSHALL & SWIFT BOECKH LLC	\$ 3,863.55
1085	AV/56	SEGRA	\$ 616.00
1086	AV/56	US BANK	\$ 659.02
966	CW/O59	WV STATE POLICE	\$ 30.00
967	CW/O59	WV STATE AUDITOR	\$ 1,075.00
968	CW/O59	WVRC MEDIA	\$ 2,898.00
403	WV369	WVDSRF	\$ 729.00
TOTAL			\$ 310,158.37

- **Motion by Mr. Stolipher to approve the Manual Checks for July 14, 2023, in the amount of \$310,158.37. Motion seconded and unanimously approved.**

July 21, 2023				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
865	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,469.79
1087	AV/56	THE JOURNAL		\$ 1,600.00
363	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 103,248.66
227	AR/207	SHERIFF OF JEFFERSON CO		\$ 14,807.12
1842	CO/246	FIDELITY POWER SYSTEMS		\$ 12,154.54
151	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 68,170.27
TOTAL				\$ 201,450.38

- **Motion by Mr. Stolipher to approve the Manual Checks for July 21, 2023, in the amount of \$201,450.38. Motion seconded and unanimously approved.**

PUBLIC COMMENT: David Tabb

PRESENTATIONS

1. Angie Banks-Assessor- Requested approval of Exonerations

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Brian & Kim Naiman	Land	CTD	\$214.91	5093

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 5093 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Debra Hope & George Baker Jr	PP	CTD	\$42.52	302136

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 302136 as presented by Ms. Banks. Motion seconded and unanimously approved**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Debra Hope & George Baker Jr	PP	CTD	\$41.72	302096

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 302096 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Terry Nicewarmer	PP	HFD	\$68.68	308031

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 308031 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Sean R & Gina M Keefe	PP	CTD	\$128.60	302271

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 302271 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Laura Goode	Real Estate	CTD	\$3168.78	8807

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 8807 as presented by Ms. Banks. Motion seconded and unanimously approved**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Roger Goodwin	Land	ST	\$1754.34	26872

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 26872 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Monae & Christopher Lienhard	Land	Bolivar Corp	\$238.50	281

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 281 as presented by Ms. Banks. Motion seconded and unanimously approved**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Richard Stang	Land	ST	\$405.30	29887

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No.29887 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
David Noll	Land	KTD	\$88.77	19177

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 19177 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Patricia Horne	Land	MW	\$141.33	22116

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 22116 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Jose & Tatiana Chistian	Land	KTD	\$141.39	16954

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 16954 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
RAI Properties	Land	CTD	\$4,221	5682

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 5682 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Jeffrey Cutsail	HFD	Land	\$110.96	11592

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 11592 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
H. Gregory Jaranko	Land	ST	\$197.39	28374

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 28374 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Donna Prce	Land	CTD	\$238.27	5624

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 5624 as presented by Ms. Banks. Motion seconded and unanimously approved.**
2. Tom Hansen-Sheriff- Requested
- a. Signed agreement with the Board of Education for the Public Resource Officer
- **Motion by Mr. Stolipher to approve the agreement with the Board of Education for the placement of the Public Resource Officer in Jefferson High School and the reimbursement of funds and authorize the Commission President to sign. Motion seconded and unanimously approved.**
- b. Special Pay Codes-
- **Motion by Ms. Jackson to approve the special pay codes requested by the Sheriff pending verification from the Auditor's office. Motion seconded and unanimously approved.**
- c. Discussion of the potential removal of Civil Service President
- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice and status updates on item 2c. 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 Ms. Jackson to approve the removal of the Civil Service President, Steve Cox. Motion seconded and unanimously approved.**
3. Jacki Shadle-County Clerk- Requested
- a. Approval of Part Time Civil Service Commission Administrative Assistant.
- **Motion by Mrs. Tabb to approve the hire of Giordana Baker for the Part Time position of Civil Service Administrative Assistant with a pay rate of \$20**

an hour and a start date July 25, 2023. Motion seconded and unanimously approved.

- b. Approval of Full time hire for Accounts Payable/Receivable Finance clerk and Assistance finance clerk.

- **Motion by Mrs. Tabb to approve the hire of Linda Bryant for the full time Accounts Payable/Receivable position with a yearly salary of \$41,600 and a start date of July 24, 2023. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to approve the hire of Tina Branson for the full time Assistant Finance Clerk position with a yearly salary of \$41,600 and a start date of August 21, 2023. Motion seconded and unanimously approved.**

4. Joe Basco-President-HOA Briar Run Road Issue

NO ACTION TAKEN

5. Nancy Lutz-Eastern Panhandle Conservation District-

INFORMATIONAL ONLY NO ACTION TAKEN

6. Edwina Benites-Directors of Jefferson County Development Authority- FY23 budget request for unallocated funds for the purchase of a data aggregation tool for economic impact analysis.

- **Motion by Mr. Stolipher to approve the encumbrance fund roll over from FY22/23 account 1431410300 (salaries & wages) to FY23/24 account 1431456800 (contribution/other) in the amount of \$26,932.77 for the purpose of funding a special project for the geospatial tool, pending the approval from the State Auditor's office. Motion failed on a 2-2 vote with Commissioner Stolipher and Commissioner Tabb voting for and Commissioner Jackson and Commissioner Krouse opposing.**

7. Interviews & Appointments to the following :

- Jefferson County Building Commission
- Jefferson County Park and Recreation Commission
- South Jefferson Library Committee
- Jefferson County Board of Health
- Jefferson County Development Authority

**INTERVIEWS WERE HELD FOR THOSE IN ATTENDANCE.
APPOINTMENTS AND ADDITIONAL INTERVIEWS WILL BE HELD AT THE
NEXT COUNTY COMMISSION MEETING AUGUST 3, 2023 AT 9:30AM**

8. Dick Myers-Deputy Director- Jefferson County Homeland Security & Emergency Management- requested approval to post position of Public Affairs Coordinator.
 - **Motion by Mr. Stolipher to approve to post the position of Public Affairs Coordinator at the salary of \$47,500-\$52,500. Motion seconded and unanimously approved.**
9. Laura Kuhn-Director- Jefferson County Fleet & Facilities Management- Requested
 - a. Approval of employee transfer-Office Assistant
 - **Motion by Mr. Stolipher to approve the transfer of Teagen Bradley to the position of office assistant, grade 1, 80 hour position with a salary of \$36,000 and a start date of July 31, 2023. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to approve to advertise to fill the vacant custodial position at a grade 2, 80 hours and a salary of \$33,000. Motion seconded and unanimously approved.**
 - b. Approval of employment
 - **Motion by Mr. Stolipher to approve the hire of three (3) full time custodial positions, grade 2, 80 hours with a salary of \$33,000 each for Tracey Ashton with a start date of July 24, 2023, Lucas Cannady with a start date of August 7, 2023 and Crystal Causer with a start date of Jul 24, 2023. Motion seconded and unanimously approved.**
10. Mike Sine- Director- Jefferson County Emergency Services Agency
 - Discussed that the Commission should provide some direction on the Standby Agreement.
 - a. EMS Standby-

It was the consensus of the Commission that additional information be brought to the August 3rd Commission Meeting.

- b. Captain/Operations Commander Promotion
 - o **Motion by Mr. Stolipher to approve the promotion of John Lyons to Captain/Operations Commander with an hourly rate of \$36.15 and an effective date of July 23, 2023. Motion seconded and unanimously approved.**
- c. Lieutenant Promotion
 - o **Motion by Mr. Stolipher to approve the promotion of Ryan Lesko to Lieutenant with an hourly rate of \$30.65 and an effective date of July 23, 2023. Motion seconded and unanimously approved.**

11. Russell Burgess- Director-IT Requested

- d. Hourly adjustment for part-time employee-
 - o **Motion by Mr. Stolipher to approve the hourly adjustment for Tyler Amick from \$12.00 per hour to \$18.00 effective July 20, 2023. Motion seconded and unanimously approved.**
- e. Public Safety/Emergency Communications in Shepherdstown.
 - o **Motion by Mr. Stolipher to approve the funding up to \$1.5 million dollars to build an emergency communications tower in the area of the Shepherdstown Fire Department. Jefferson County Commission hereby waives all Jefferson County fees related to the project. Project Management and allocation of funding to be controlled by the Jefferson County Information Technology Department. Motion seconded and unanimously approved.**

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 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, WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731 and WV Intermediate Court of Appeals No. to be assigned (appeal of Jefferson County Circuit Court Civil Action No. 2022-C-141).

- c. Discussion of Jefferson County Circuit Court cases *Wines v. JCC*, No: CC-19-2023-C-105 and *Elliot v. JCC*, No: CC-19-2023-C-101.
- d. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
- e. Discussion of wage issue regarding Deputy Sheriffs.

NO UPDATES PROVIDED

COUNTY ADMINISTRATOR REPORT

- a. FY23/24 Budget Transfer-Budget Neutral
 - **Motion by Ms. Jackson to approve the budget transfer for FY23/24 and the associated resolution for the State Auditor's office to make budget revisions from account 299 (unassigned funds) to account to Account 14024103000 in the amount of \$7,000.00 for the purpose of covering employee termination payroll costs for the County Clerk's office. Motion seconded and unanimously approved.**
- b. Discussion & potential approval of creation of shared position – Fiscal and Tyler Munis Technician
 - **Motion tabled until a job description and better information could be provided.**
- c. Discussion & potential approval – St. Andrews Community Club Steps Repair Request

- **Approved prior to the new County Administrator coming on board. Name correction noted: St. Andrew Community Club not Blue Ridge.**

d. Discussion and potential adoption of JCC Meeting Room Policy

- **Motion by Commissioner Jackson to approve the Jefferson County Commission Meeting Room Policy as presented. Motion seconded and unanimously approved.**

e. County Administrator Report

- f. **Jefferson County Commission Assignments for 2023 – discussion on and potential vote and/or appointment of replacements for former Commission Ath's board/committee seats until such a time a replacement is decided upon.**

Organization	2022	2023
Approval of Bills	Jackson	Tabb/Krouse
Board of Health – BOH	Hudson	Krouse
Building Repair & Security Courthouse Committee	Hudson	Krouse
Charles Town Utility Board Liaison - CTUB	Hudson	Jackson
Community Corrections Committee – Day Report Center	Jackson	Jackson
Development Authority – JCDA	Stolipher	Stolipher
E911 Council	Ath	Tabb
Extension Service	Tabb	Tabb
Farmland Protection Board – JCFPB	Tabb	Tabb
Jefferson County Convention & Visitors Bureau - JCCVB	Stolipher	Stolipher
Jefferson County Emergency Services Agency – JCESA /Fire & Rescue Association - JCFRA	Jackson	Jackson/Krouse
Historic Landmarks Commission – JCHLC	Hudson	Krouse
Homeland Security/LEPC	Jackson	Jackson
Legislative Liaison	Co. Administrator	Co. Administrator

Jefferson County Parks and Recreation Commission	Ath	Krouse
Jefferson County Planning Commission	Stolipher	Stolipher
Region 9	Stolipher	Stolipher
Solid Waste Authority	Ath	Stolipher
Water Advisory Committee	Tabb	Tabb
Hagerstown-Eastern Panhandle Metropolitan Planning Org. (HEPMPO)	Stolipher	Stolipher
Eastern Panhandle Transit Authority (EPTA)	Tabb	Tabb
Workforce Investment Act Liaison	Jackson	Jackson

The Commission adjourned at 9:38 pm on a motion by Mr. Stolipher Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant