

Minutes

Jefferson County Commission

Thursday, November 30, 2023

A meeting of the Jefferson County Commission was held on Thursday, November 30, 2023 during the fourth quarterly session at 1:30 pm. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, Commissioner Tricia Jackson, Commissioner Jennifer Krouse and Commissioner Jane Tabb. Also present were Jacki Shadle, County Clerk and Sorayda Pitts, Administrative Assistant. The archived meeting of the Thursday, November 30, 2023 meeting is available on the Jefferson County Commission website.

Moment of Silence

PLEDGE OF ALLEGIANCE

Appointment of Charles Town District Commissioner

Commissioner Jane Tabb as the longest serving commissioner struck Isabel Simon leaving Keith Lowry and Pasha Majdi. Commissioner Stolipher forfeited his strike leaving Commissioner Jackson to make the final strike. Commissioner Jackson struck Keith Lowry leaving Pasha Majdi. Mr Majdi will serve as the new Commissioner for the Charles Town district until the November 2024 elections. Mr. Majdi will be sworn in and will serve as commissioner at the next regular schedule meeting on December 7, 2023.

APPROVAL OF MINUTES

- September 7, 2023 Regular Meeting
- September 21, 2023 Regular Meeting
- September 28, 2023 Special Meeting
- October 5, 2023 Regular Meeting
- October 12, 2023 Special Meeting
- October 19, 2023 Regular Meeting

- November 2, 2023 Regular Meeting
- November 16, 2023 Regular Meeting

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for October 5, 2023 in the amount of \$63,524.50. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the Requisitions for October 19, 2023 in the amount of \$67,605.80. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the Requisitions for November 2, 2023 in the amount of \$14,562.00. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the Requisitions for November 16, 2023 in the amount of \$26,096.67. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the Requisitions for November 30, 2023 in the amount of \$5,000.00. Motion seconded and unanimously approved.

PUBLIC COMMENT: Jacquelyn Milliron and David Tabb

PRESENTATIONS

2. Tom Hansen-Sheriff-Requested

a. Requested approval on Grant Awards-

- **Motion by Mr. Stolipher to accept the grant award from the Governors Highway Safety Grant and authorize the president to sign the associated documents. Motion seconded and unanimously approved.**

- **Motion by Mr. Stolipher to accept the JAG grant for the PRO grant award and authorize the president to sign the associated documents. Motion seconded and unanimously approved.**
3. Rebecca Hall-Victim Assistance Program- Requested VOCA Federal Grant Contract 2023-2024 Approval and Signature.
- **Motion by Mr. Stolipher to accept the 2023-2024 VOCA Federal Grant and authorize the president to sign the associated documents. Motion seconded and unanimously approved.**
4. Roger Goodwin, Chief County Engineer- Requested
- a. Complete Release of Letter of Credit #5105724 for George and Edna C. Enos – Anglers Ridge Subdivision ((File #05-06)
 - **Motion by Mr. Stolipher to authorize a complete release letter of credit #5105724 with Jefferson Security Bank, Charles Town, WV in the amount of \$7,108.00 for George R. and Edna C. Enos-Anglers Ridge Subdivision (File #05-06). Motion seconded and unanimously approved.**
 - b. Complete Release of Performance Bond #71484952 for Twin Oaks Subdivision, LLC – Morgan’s Grove Market Early Grading Permit (File #S12-06)
 - **Motion by Mr. Stolipher to authorize a complete release of Performance Bond #71484952 with Western Surety Company, Sioux Falls, SD in the amount of \$100,000.00 for Twin Oaks Subdivison, LLC-Morgan’s Grove Market Early Grading Permit (File #S12-06). Motion seconded and unanimously approved.**
 - c. Complete Release of Cash in Escrow Account for Beallair Homes, LLC – Beallair Subdivision, Phase 3, Commercial Lot 1 & Residue (File #08-21-SD)
 - **Motion by Mr. Stolipher to authorize a complete release of the Cash in Escrow account with Susquehanna Bank, Hagerstown, MD in the amount of \$260.00 for Beallair Home, LLC-Beallair Subdivison, Phase 3, Commercial**

Lot 1 & Residue (File#08-21-SD). Motion seconded and unanimously approved.

- d. Complete Release of Letter of Credit #281 for Bank of Charles Town Old Route 340 Business Center (File #S05-09)
 - **Motion by Mr. Stolipher to authorize a complete release of Letter of Credit #281 with the Bank of Charles Town, Charles Town, WV in the amount of \$140,199.00 for the Bank of Charles Town-Old Route 340 Business Center (File #S05-09). Motion seconded and unanimously approved.**
- e. Complete Construction Bond Release for Lutman Land Development, LLC – Milton’s Landing Subdivision, Lots 1-16, Lots 18-50 & SWM Lot 17 (File #21-22-SD)
 - **Motion by Mr. Stolipher to authorize a complete release of Letter of Credit #6004215 with CNB Bank in the amount of \$1,098,789.00 from the construction bond for Lutman Land Development, LLC-Milton’s Landing Subdivision Lots 1-16, Lots 18-50 & SWM Lot 17 (File #21-22SD). Motion seconded and unanimously approved.**
- f. Complete Construction Bond Release for River Riders, Inc. – River Riders Snow Tubing Hill (File #22-9-RR) .
 - **Motion by Mr. Stolipher to authorize a complete release of construction bond security for River Riders, Inc.-River Riders Snow Tubing Hill (File#22-9-RR)- Performance Bond No. 707705308 with Travelers Casualty & Surety Company of America, Harford, CT. Motion seconded and unanimously approved.**
- g. Approval of West Virginia Department of Economic Development & Jefferson County Commission - Agreement/Contract Extension #2 for the Hill Top House Hotel Tourism Development District (TDD) project services.
 - **Motion by Mr. Stolipher to approve the ACT DEV2200000001 Change Order #2 Contract Renewal Jefferson County Hilltop House Project, dated October 10, 2023, between the West Virginia Department of Economic Development and the Jefferson County Commission, and extending the contract from September 30, 2023 through September 29, 2024; and authorizing the County Administrator to sign the change order on behalf of the Jefferson County Commission. Motion seconded and unanimously approved.**

- h. Approval of complete Bond Release for Summit Point Automotive Research Center, LLC-Summit Point Tactical Training Center, Phase II (File #S12-04)
 - **Motion by Mr. Stolipher to approve the complete release of irrevocable letter of Credit #321 with the Bank of Charles Town in the amount of \$25,755.00 for Summit Point Automotive Research Center, LLC-Summit Point Tactical Training Center, Phase II (File#S12-04). Motion seconded and unanimously approved.**
 - i. Approval of complete of construction bond security for Jefferson Asphalt Products Company-Jefferson Asphalt Products Company, Phase I and Phase II (File#S11-12).
 - **Motion by Mr. Stolipher to approve the complete release letter of credit #1259 with United Bank in the amount of \$118,351.00 for Jefferson Asphalt Products Company-Jefferson Asphalt Product Company, Phase I and Phase II (File#S11-12). Motion seconded and unanimously approved**
5. Jeffrey Polczynski-Director-Jefferson County Emergency Communications- Requested
- a. Motorola Solutions - Maintenance and Lifecycle Services Contract – Radio System SUA
 - **Motion by Mrs. Tabb to approve the contract with Motorola Solutions for the maintenance and lifecycle services and SUA of our radio communications console infrastructure, for a six year term at the set prices per Exhibit C of the contract, for the overall cost of \$625,581.73 to be billed incrementally each year based upon Exhibit C. Motion seconded and unanimously approved.**
 - b. Appointment Request – Public Safety Dispatcher
 - **Motion by Mrs. Tabb to approve the employment of Amanda Miller as a Public Safety Dispatcher in the Emergency Communications Center for a salary of \$27.8846 per hour which equates to \$58,000 year base. Motion seconded and unanimously approved.**
 - c. Appointment Request – Full Time Public Safety Dispatchers (Trainee)
 - **Motion by Mrs. Tabb to approve the appointment of the following individuals as Public Safety Dispatcher (Trainee) at the hourly rate noted for each, the training incentive signing bonus of \$2,000 and the post-training salary increase upon completion of training.**
 - **1. Bobbi Keller- \$23.3963/hour; \$48,664.35**

- **2. Robin Kennedy - \$25.0341/hour; \$52,070.85 (8 years of experience and former Dispatch Center Supervisor)**
- **3. John Lindstrom - \$24.5661/hour; \$51,097.57 (holds BS & MS in Criminology from St. Vincent College)**
- **4. Jeaneen Holman - \$23.3963/hour; \$48,664.35**
- **5. Mary Wilt - \$23.3963/hour; \$48,664.35**

Motion seconded and unanimously approved.

6. Mike Sine- Director-Emergency Service Agency-Requested

a) New Hires 2 PT and 1 FT Personnel

- **Motion by Mrs. Tabb to hire McKenzie Pattison as a part-time FF/AEMT I @ \$21.28/hr effective 12/03/2023. Upon completion of the introductory period and meeting the requirements of AP1060 she will receive a promotion to FF/AEMT II with a new pay rate of \$21.81/hr to be effective 06/09/2024. Motion seconded and unanimously approved.**
- **Motion by Mrs. Tabb to hire Robert Roberts Jr. as a full-time FF/Paramedic I @ \$25.00/hr effective 12/03/2023. Upon completion of the introductory period and meeting the requirements of AP1060 he will receive a promotion to FF/Paramedic II to be effective 06/09/2024. Motion seconded and unanimously approved.**
- **Motion by Mrs. Tabb to hire Daniel Bohon II as a part-time FF/Paramedic I @ \$25.00/hr effective 12/03/2023. Upon completion of the introductory period and meeting the requirements of AP1060 he will receive a promotion to FF/Paramedic II to be effective 06/09/2024. Motion seconded and unanimously approved.**

b) Move/Transfer 2 existing PT personnel to FT

- **Motion by Mrs. Tabb to transfer John Stavac from part-time FF/EMT I. Effective 12/03/2023. Rate will remain \$19.67/hr. Upon completion of the introductory period and meeting the requirements of AP1060 he will receive a promotion to FF/EMT II with a new rate of \$20.16/hr. Motion seconded and unanimously approved.**
- **Motion by Mrs. Tabb to approve the transfer of Darley Thomas-Phillips from part-time FF/EMT I to full-time FF/EMT I. This will be effective**

12/03/2023. Her rate will remain \$19.67/hr. Motion seconded and unanimously approved.

Discussion SFD Ambulance

Update on service delivery related to road construction

Update on new ambulance and related projects

Adjourn

The Commission adjourned at _____ pm a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant