

Minutes

Jefferson County Commission

Thursday, December 7, 2023

A meeting of the Jefferson County Commission was held on Thursday, December 7, 2023 during the fourth quarterly session at 9:30 am. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, Commissioner Jane Tabb Commissioner Tricia Jackson, Commissioner Jennifer Krouse and Commissioner Pasha Majdi. Also present were Jacki Shadle, County Clerk and Sorayda Pitts, Administrative Assistant. The archived meeting of the Thursday, December 7, 2023 meeting is available on the Jefferson County Commission website.

PRAYER- Deacon Dave Galvin

PLEDGE OF ALLEGIANCE

1. Selection of Commission Vice President-

Commissioner Stolipher Nominated Commissioner Tabb, Commissioner Krouse Nominated Commissioner Jackson. Commissioner Majdi nominated himself. Motion Failed on a 2-2 vote with Commissioner Stolipher voting for Commissioner Tabb, Commissioner Krouse voting for Commissioner Jackson and Commissioner Majdi abstaining from voting.

APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the November 30, 2023 Special Session Minutes. Motion failed on a 2-2 with Commissioner Stolipher and Commissioner Tabb voting for and Commissioner Jackson and Commissioner Krouse voting against.

APPROVAL OF REQUISITIONS

Motion by Mr. Stolipher to approve the Requisitions for November 30, 2023, 2023 in the amount of \$11,114.00. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

		CHECK REGISTER		
		September 14, 2023		
CHECK #		VENDOR NAME		AMOUNT
88505		AMERIFLEX		126.65
88506		AMERITEL CORP		338.49
88507		AT&T		226.74
88508		AT&T MOBILITY - CC		907.53
88509		BOLAND TRANE SERVICES INC		1,939.00
88510		BUREAU OF CHILD SUPPORT		439.85
88511		CITY OF CHARLES TOWN		20.00
88512		COMPTROLLER OF MARYLAND		1,111.62
88513		DIGITAL DOCUMENT SOLUTIONS INC		2,198.28
88514		DOING BETTER BUSINES		175.00
88515		EFTPS IRS TAXES		109,889.69
88516		EMPOWER RETIREMENT		6,715.43
88517		GUTTMAN OIL CO		12,768.71
88518		INSIGHT PUBLIC SECTOR INC		13,896.39
88519		JEFFERSON COUNTY SOLID WASTE AUTHORITY		58.50
88520		JEFFERSON SECURITY BANK		3,910.00
88521		KONE BROOKLYN		1,809.75
88522		MICHAEL MONAGHAN		5,250.00
88523		MILLENIUUM INSURANCE GROUP		900.00
88524		MILLER'S SUPPLIES AT WORK		226.44
88525		NEIL ZAHRADNIK		2,688.09
88526		NATIONWIDE RETIREMENT SOLUTIONS		1,065.00
88527		OLD CHARLES TOWN LIBRARY		1,500.00
88528		POTOMAC EDISON		28,445.51
88529		PRESTIGE INVESTIGATIVE SOLUTIONS		400.00
88530		R.E. MICHEL CO. LLC		242.21
88531		RICE TIRES CO		135.73
88532		SPIRIT OF JEFFERSON		278.00
88533		SSC-SOUTHERN STATES		503.37
88534		STAPLES		1,939.23
88535		STATE TAX DEPARTMENT		150.00

88536		STEPHEN S ALLEN		1,601.08
88537		TEK ADVISORS LLC		9,112.93
88538		THE JOURNAL		208.00
88539		WEISS BROS OF HAGERSTOWN		1,126.11
88540		WV DEPUTY SHERIFF RETIREMENT SYSTEM		24,796.01
88541		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		48,376.15
88542	GS/004	GENERAL COUNTY FUND - JFEE		11,907.72
88543	FG/009	SHERIFF OF JEFFERSON COUNTY		6,189.50
88544	BS/011	SHERIFF OF JEFFERSON COUNTY		9,104.44
88545	AM/053	SHERIFF OF JEFFERSON COUNTY		1784.05
TOTAL				\$ 314,461.20

- **Motion by Mr. Stolipher to approve the Accounts Payable for September 14, 2023 in the amount of \$314,461.20. Motion seconded and unanimously approved.**

CHECK REGISTER				
September 21, 2023				
CHECK #		VENDOR NAME		AMOUNT
88546		BEST BEST & KRIEGER LLP		2,732.00
88547		COX HOLLIDA YOUNG PLLC		2,076.00
88548		DARYLL WIMER		22.53
88549		DAVID WAMPLER		27.32
88550		FEDEX		475.86
88551		FIDELITY POWER SYSTEMS		1,285.00
88552		GUTTMAN OIL CO		5,859.82
88553		HIRERIGHT		42.70
88554		J.C. EHRLICH		1,036.21
88555		JUDICIAL DIALOG SYSTEMS		9,385.00
88556		PANSCH INVESTIGATIONS LLC		750.00
88557		POTOMAC EDISON		3,553.81
88558		RICE TIRES CO		542.92
88559		ROBIN MULLIKIN		124.00
88560		SHERIFF OF JEFFERSON COUNTY		79.15
88561		SOFTWARE SYSTEMS INC		2,167.65
88562		SPIRIT OF JEFFERSON		200.32
88563		STATE INDUSTRIAL PRODUCTS		198.00
88564		TEK ADVISORS LLC		4,200.00
88565		US POSTAL SERVICE		20,000.00
88566		WV SHERIFFS ASSOCIATION		2,200.00
88567		WV TAX DEPUTIES ASSOCIATION		35.00
88568		WVCORP WV COUNTIES SELF INSURANCE RISK POOL		712.50

88569		ZACH HOLLER		124.00
88570	FG/009	BERKELEY CO SHERIFFS OFFICE		2,860.66
88571	FG/009	CITY OF CHARLES TOWN		1,353.63
88572	FG/009	RANSON POLICE DEPARTMENT		1,848.65
TOTAL				\$ 63,892.73

- **Motion by Mr. Stolipher to approve the Accounts Payable for September 21, 2023 in the amount of \$63,892.73. Motion seconded and unanimously approved.**

CHECK REGISTER			
September 28, 2023			
CHECK #		VENDOR NAME	AMOUNT
88574		84 LUMBER	29.94
88575		AHA-ARTS & HUMANITIES ALLIANCE	1,480.46
88576		ALICE N PAINTER	1,730.09
88577		AMANDA KEMP	3,250.00
88578		ANGELA L BANKS	51.00
88579		AT&T	1,443.86
88580		AT&T MOBILITY - CC	84.00
88581		AT&T BILL PAYMENT	2.58
88582		BRYAN PERKINS	3,250.00
88583		BUREAU OF CHILD SUPPORT	439.85
88584		CHARLES TOWN PRESBYTERIAN CHURCH	36.00
88585		COMPTROLLER OF MARYLAND	1,165.48
88586		DAMIEN HART	103.50
88587		EFTPS IRS TAXES	120,594.89
88588		EMPOWER RETIREMENT	6,741.78
88589		FEDEX	102.22
88590		FRONTIER	23,588.25
88591		GUTTMAN OIL CO	6,529.21
88592		JACQUELINE SHADLE	51.00
88593		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	2,192.18
88594		JEFFERSON CO CONVENTION AND VISITORS BUREAU	37,011.27
88595		JEFF CO PARKS & RECREATION COMMISSION	33,338.65
88596		JEFFERSON SECURITY BANK	3,925.00
88597		JEFFREY POLCZYNSKI	93.50

88598		LANGUAGE LINE SERVICES		65.25
88599		MATTHEW HARVEY		5,250.00
88600		MICHAEL CARDEN		3,250.00
88601		NICHOLAS BRAITHWAITE		103.50
88602		NATIONWIDE RETIREMENT SOLUTIONS		1,065.00
88603		POTOMAC EDISON		180.65
88604		REBECCA F BURNS		2,168.48
88605		DR. ROBERT E. JONES III		1,000.00
88606		SPIRIT OF JEFFERSON		163.30
88607		STATE TAX DEPARTMENT		150.00
88608		TRACY P RICE RPR		44.00
88609		US BANK		83.99
88610		VA DEPT OF TAXATION		3,272.68
88611		WHOLESALE TIRES INC.		12.56
88612		WV DEPUTY SHERIFF RETIREMENT SYSTEM		25,850.97
88613		WV DIVISION OF LABOR		90.00
88614		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM		5,715.96
88615		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		49,802.02
88616		WV STATE TAX DEPARTMENT		48,332.37
88617		ZACH HOLLER		79.90
88618	FG/009	SHERIFF OF JEFFERSON COUNTY		6,288.89
88619	BS/011	SHERIFF OF JEFFERSON COUNTY		7,637.68
88620	AM/053	SHERIFF OF JEFFERSON COUNTY		1,770.68
TOTAL				\$ 409,612.59

- **Motion by Mr. Stolipher to approve the Accounts Payable for September 28, 2023 in the amount of \$409,612.59. Motion seconded and unanimously approved.**

CHECK REGISTER				
October 5, 2023				
CHECK #		VENDOR NAME		AMOUNT
88621		AMANDA MARTINSON		241.50
88622		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU		3,373.83
88623		BOLAND TRANE SERVICES INC		963.16
88624		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY		23,175.00
88625		CITY OF CHARLES TOWN		60.00
88626		COLONIAL LIFE		143.52
88627		DIGITAL DOCUMENT SOLUTIONS INC		972.85
88628		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY		25,000.00
88629		FEDEX		163.09

88630		FIRST CITIZENS BANK & TRUST CO		2,225.17
88631		FRONTIER		233.28
88632		GUTTMAN OIL CO		6,766.39
88633		HIGHMARK WV		197,132.12
88634		JEFFERSON COUNTY DEVELOPMENT AUTHORITY		28,667.75
88635		JEFF CO PARKS & RECREATION COMMISSION		139,535.50
88636		JEFFERSON DAY REPORT CENTER		38,750.00
88637		LAURA L KUHN		241.50
88638		MONROE SYSTEMS FOR BUSINESS		86.66
88639		NATIONAL VISION ADMIN.		1,644.84
88640		OLD CHARLES TOWN LIBRARY		24,675.00
88641		PANHANDLE PRINTING & DESIGN		1,448.40
88642		RETIREE HEALTH BENEFIT TRUST		15,336.00
88643		SHEPHERDSTOWN PUB LIBRARY		23,175.00
88644		SOUTH JEFFERSON PUBLIC LIBRARY		23,175.00
88645		SPIRIT OF JEFFERSON		48.90
88646		TEAGAN BRADLEY		241.50
88647		THE HARTFORD		3,380.14
88648		THE HARTFORD		2,368.55
88649		US BANK		91,475.64
88650		WV EMERGENCY MANAGMENT COUNCIL		125.00
88651		WVU WEST VIRGINIA UNIVERSITY		3,700.00
Total				\$ 658,525.29

- **Motion by Mr. Stolipher to approve the Accounts Payable for October 5, 2023 in the amount of \$658,525.29. Motion seconded and unanimously approved.**

CHECK NUMBER		VENDOR NAME		Amount
88653		ASHTYN REYNOLDS		19.51
88654		AT&T		107.62
88655		BENJAMIN S WILLIAMS		241.50
88656		BOLAND TRANE SERVICES INC		1,362.00
88657		BUREAU OF CHILD SUPPORT		373.39
88658		CAPITAL LIGHTING & SUPPLIES LLC		272.19
88659		CAPITAL ELECTRIC		3,245.31
88660		COMPTROLLER OF MARYLAND		1,249.09
88661		EFTPS IRS TAXES		113,778.79
88662		EMPOWER RETIREMENT		6,730.04

88663		FIDELITY POWER SYSTEMS	2,312.33
88664		FRONTIER	3,316.32
88665		GUTTMAN OIL CO	5,906.51
88666		J.C. EHRLICH	882.70
88667		JEFFERSON SECURITY BANK	4,085.00
88668		MATTHEW BENDER	672.46
88669		NAPA AUTO PARTS	15.31
88670		NATIONAL ACADEMY OF EMERGENCY DISPATCH	46.50
88671		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
88672		CARL EPSTEIN	386.05
88673		POTOMAC EDISON	26,704.72
88674		PRECISION LASER & INSTRUMENT INC.	472.50
88675		RELIANT POWER MANAGEMENT LLC	2,902.73
88676		SAMANTHA COMBS	17.94
88677		SPIRIT OF JEFFERSON	43.58
88678		STAPLES	2,794.33
88679		STATE TAX DEPARTMENT	150.00
88680		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,074.79
88681		WV EMERGENCY MANAGMENT COUNCIL	200.00
88682		WV ENHANCED 911 COUNCIL	368.96
88683		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	48,499.96
88684		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	166.49
88685		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	53,211.18
88686		WV STATE TAX DEPARTMENT	14,143.91
88687	FG/009	SHERIFF OF JEFFERSON COUNTY	7,398.77
88688	BS/011	SHERIFF OF JEFFERSON COUNTY	8,802.67
88689	AM/053	SHERIFF OF JEFFERSON COUNTY	5,576.61
TOTAL			343,596.76

- **Motion by Mr. Stolipher to approve the Accounts Payable for October 12, 2023 in the amount of \$343,596.76. Motion seconded and unanimously approved.**

CHECK #		VENDOR NAME	AMOUNT
88690		AMERIFLEX	\$126.65
88691		AUTUMN ULSH	\$2,674.44
88692		BOLAND TRANE SERVICES INC	\$20,013.00
88693		CYNTHIA DANNER	\$1,952.70
88694		DUANE DUNN	\$5,250.00
88695		GUTTMAN OIL CO	\$5,788.56
88696		HIRERIGHT	\$69.55

88697		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$10,000.00
88698		JEFFERSON COUNTY SOLID WASTE AUTHORITY	\$8.13
88699		KATHRYN KING	\$2,275.27
88700		NAPA AUTO PARTS	\$250.86
88701		POTOMAC EDISON	\$7,171.15
88702		R.E. MICHEL CO. LLC	\$465.47
88703		SHANNON BURLETT	\$1,511.62
88704		SHERIFF OF JEFFERSON COUNTY	\$10,104.34
88705		SOFTWARE SYSTEMS INC	\$76.70
88706		SPIRIT OF JEFFERSON	\$269.20
88707		US BANK	\$74,545.44
88708		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	\$862.44
88709		WV ASSOCIATION OF COUNTIES	\$100.00
88710	GS/004	GENERAL COUNTY FUND	\$14,301.87
TOTAL			\$157,817.39

- **Motion by Mr. Stolipher to approve the Accounts Payable for October 19, 2023 in the amount of \$157,817.39. Motion seconded and unanimously approved.**

CHECK NUMBER		VENDOR NAME	AMOUNT
88712		AHA-ARTS & HUMANITIES ALLIANCE	1,452.63
88713		AMANDA JOHNSON	200.43
88714		BERKELEY GLASS INC	685.00
88715		BOLAND TRANE SERVICES INC	1,113.38
88716		BUREAU OF CHILD SUPPORT	373.39
88717		COMPTROLLER OF MARYLAND	1,060.85
88718		COX HOLLIDA YOUNG PLLC	4,442.50
88719		DARYLL WIMER	14.60
88720		DAVID EVERETT BOOBER	726.10
88721		DAVID WAMPLER	12.72
88722		EFTPS IRS TAXES	110,829.08
88723		EMILY MORROW	107.42
88724		EMPOWER RETIREMENT	6,724.30
88725		FEDEX	470.61
88726		FIRST CITIZENS BANK & TRUST CO	2,225.17
88727		FRONTIER	8,072.15
88728		GUTTMAN OIL CO	5,427.66
88729		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	2,150.97
88730		JEFFERSON CO EMERGENCY SERVICES AGENCY	787,217.75
88731		JEFFERSON CO CONVENTION AND VISITORS BUREAU	44,643.47

88732		JEFF CO PARKS & RECREATION COMMISSION	32,711.94
88733		JEFFERSON SECURITY BANK	4,085.00
88734		JEFFERSON RENTAL	60.93
88735		JENNIFER VERDUGO	70.00
88736		KONE BROOKLYN	1,809.75
88737		MILLENIUM INSURANCE GROUP	900.00
88738		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
88739		POTOMAC EDISON	144.44
88740		PRESTIGE INVESTIGATIVE SOLUTIONS	232.50
88741		NEOPOST USA INC.	498.53
88742		RICE TIRES CO	1,681.84
88743		DR. ROBERT E. JONES III	1,000.00
88744		RONALD DANTZIC	31.41
88745		SANDRA KELLEY	2,179.10
88746		SOFTWARE SYSTEMS INC	3,091.00
88747		SOFTWARE SYSTEMS INC	1,375.00
88748		SPIRIT OF JEFFERSON	2,839.50
88749		STATE TAX DEPARTMENT	150.00
88750		TEK ADVISORS LLC	4,200.00
88751		TOWN OF BOLIVAR	8,327.95
88752		W B MASON CO. INC	354.16
88753		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,279.71
88754		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	3,436.69
88755		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	48,244.32
88756		WV STATE TAX DEPARTMENT	30,820.73
88757	FG/009	RANSON POLICE DEPT	4,592.74
88758	FG/009	SHERIFF OF JEFFERSON COUNTY	6,662.60
88759	BS/011	SHERIFF OF JEFFERSON COUNTY	9,616.41
88760	AM/053	AXIOM STAFFING GROUP	8,084.70
TOTAL			1,182,496.13

- **Motion by Mr. Stolipher to approve the Accounts Payable for October 26, 2023 in the amount of \$ 1,182,496.13 Motion seconded and unanimously approved.**

CHECK NUMBER		VENDOR NAME	AMOUNT
88761		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,192.94
88762		AT&T MOBILITY - CC	1,237.56
88763		AT&T BILL PAYMENT	2.58
88764		CAPITAL LIGHTING & SUPPLIES LLC	493.67
88765		COLONIAL LIFE	95.68

88766		DAMIEN HART	210.91
88767		ECOURTDATE, INC	2,499.00
88768		EVELYN STEPHENSON	604.95
88769		FRONTIER	4,372.02
88770		GUTTMAN OIL CO	5,360.37
88771		HIGHMARK WV	204,736.29
88772		JASON MICKEY	275.51
88773		LANGUAGE LINE SERVICES	171.18
88774		LORI BROWN	1,199.00
88775		MORGAN NICK	683.07
88776		MOTOROLA SOLUTIONS INC	4,460.22
88777		NATIONAL VISION ADMIN.	1,633.41
88778		NICHOLAS BRAITHWAITE	210.91
88779		OLD CHARLES TOWN LIBRARY	1,500.00
88780		R.E. MICHEL CO. LLC	72.88
88781		RODGERS CLOCK SERVICE	325.00
88782		SAMANTHA COMBS	2,829.24
88783		SPIRIT OF JEFFERSON	934.86
88784		THE HARTFORD	3,406.20
88785		THE HARTFORD	2,362.20
88786		WENDY SCHUTZ	5,250.00
88787		WINCHESTER CITY CIRCUIT COURT	2.50
88788	AM/053	GLOBAL SCIENCE & TECHNOLOGY	1,800.00
TOTAL			248,922.15

- **Motion by Mr. Stolipher to approve the Accounts Payable for November 2, 2023 in the amount of \$ 248,922.15. Motion seconded and unanimously approved.**

CHECK NUMBER		VENDOR NAME	UNCLEARED
88790		AT&T	262.32
88791		BOLAND TRANE SERVICES INC	1,653.00
88792		BUREAU OF CHILD SUPPORT	373.39
88793		COMPTROLLER OF MARYLAND	1,015.15
88794		EFTPS IRS TAXES	111,235.08
88795		EMPOWER RETIREMENT	6,728.12
88796		FIRST CITIZENS BANK & TRUST CO	2,819.47
88797		FRONTIER	229.40
88798		GUTTMAN OIL CO	5,875.57

88799		JEFFERSON SECURITY BANK	4,085.00
88800		JENNIFER KROUSE	15.01
88801		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
88802		PATTON BUILDING SERVICES, INC	19,173.00
88803		RETIREE HEALTH BENEFIT TRUST	7,668.00
88804		ROGER GOODWIN	64.29
88805		SHERIFF OF JEFFERSON COUNTY	25.40
88806		SHERIFF OF JEFFERSON COUNTY	25,000.00
88807		STAPLES	137.37
88808		STATE TAX DEPARTMENT	150.00
88809		TRICIA JACKSON	132.31
88810		UNIFIRST	60.64
88811		WV DEPUTY SHERIFF RETIREMENT SYSTEM	24,659.09
88812		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	47,631.52
88813		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	166.49
88814		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	61,287.51
88815	FG/009	SHERIFF OF JEFFERSON COUNTY	6,090.86
88816	BS/011	SHERIFF OF JEFFERSON COUNTY	8,282.15
88817	AM/053	AXIOM STAFFING GROUP	1,001.20
88818	AM/053	JEFFERSON CO EMERGENCY SERVICES AGENCY	450,000.00
TOTAL			786,886.34

- **Motion by Mr. Stolipher to approve the Accounts Payable for November 9, 2023 in the amount of \$ 786,886.34. Motion seconded and unanimously approved.**

CHECK NUMBER		VENDOR NAME	UNCLEARED
88819		AMERIFLEX	126.65
88820		BOLAND TRANE SERVICES INC	286.00
88821		COX HOLLIDA YOUNG PLLC	4,292.00
88822		DARYLL WIMER	14.39
88823		DAVID EVERETT BOOBER	698.70
88824		FRONTIER	209.29
88825		FRONTIER	162.78
88826		FRONTIER	7,283.09
88827		GUTTMAN OIL CO	5,100.80
88828		MILLENIUM INSURANCE GROUP	900.00
88829		POTOMAC EDISON	29,476.63
88830		RONALD DANTZIC	25.68
88831		SOFTWARE SYSTEMS INC	1,110.95
88832		SPIRIT OF JEFFERSON	236.40
88833		TEK ADVISORS LLC	3,349.40

88834		UNIFIRST	60.64
88835		US BANK	59,912.82
88836	AM/053	AXIOM	1,001.20
TOTAL			114,247.42

- **Motion by Mr. Stolipher to approve the Accounts Payable for November 16, 2023 in the amount of \$ 114,247.42. Motion seconded and unanimously approved.**

CHECK #	VENDOR NAME	UNCLEARED
88838	AHA-ARTS & HUMANITIES ALLIANCE	1,579.48
88839	AT&T MOBILITY - CC	1,107.92
88840	AUTUMN ULSH	2,575.56
88841	BUREAU OF CHILD SUPPORT	373.39
88842	CHARLES J ELLIS	631.00
88843	CITY OF CHARLES TOWN	8,539.00
88844	COMPTROLLER OF MARYLAND	1,087.21
88845	CPI-COMPUTER PROJECTS OF ILLINOIS	1,980.00
88846	DIGITAL DOCUMENT SOLUTIONS INC	734.50
88847	DOING BETTER BUSINES	984.19
88848	EFTPS IRS TAXES	112,520.46
88849	EMPOWER RETIREMENT	6,603.00
88850	FRONTIER	3,190.86
88851	FRONTIER	980.91
88852	GUTTMAN OIL CO	4,962.46
88853	J.C. EHRLICH	841.38
88854	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	2,338.80
88855	JEFFERSON CO CONVENTION AND VISITORS BUREAU	39,486.67
88856	JEFF CO PARKS & RECREATION COMMISSION	35,568.42
88857	JEFFERSON SECURITY BANK	4,085.00
88858	JEFFERSON RENTAL	60.93
88859	JOHN DEERE FINANCIAL	503.37
88860	MICHELLE EVERS	322.89
88861	MILLERS SUPPLIES AT WORK	1,414.68
88862	NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
88863	POTOMAC EDISON	197.54
88864	SAMANTHA COMBS	77.03
88865	SOFTWARE SYSTEMS INC	55.00
88866	STATE TAX DEPARTMENT	150.00
88867	TEK ADVISORS LLC	4,200.00
88868	TRICIA JACKSON	284.93
88869	UNIFIRST	331.34
88870	WENDI L. WATSON	2,112.75
88871	WV DEPUTY SHERIFF RETIREMENT SYSTEM	25,496.05
88872	WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	3,034.47

88873		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	48,660.46
88874		WV STATE TAX DEPARTMENT	30,717.67
88875	AM/053	AXIOM STAFFING GROUP	1,001.20
88876	FG/009	SHERIFF OF JEFFERSON COUNTY	6,551.23
88877	BS/011	SHERIFF OF JEFFERSON COUNTY	9,912.99
88878	GS/004	GENERAL COUNTY FUND-J FEE	13,618.21
TOTAL			379,937.95

- **Motion by Mr. Stolipher to approve the Accounts Payable for November 23, 2023 in the amount of \$ 379,937.95. Motion seconded and unanimously approved.**

CHECK NUMBER	VENDOR NAME	UNCLEARED
88879	ATLANTIC OCCUPSYCH INC.	2,975.00
88880	FEDEX	182.35
88881	HIGHMARK WV	198,393.74
88882	MARION A. HAZEL	45.96
88883	MICHELLE EVERS	3,141.51
88884	MORGAN NICK	3,572.11
88885	NATIONAL VISION ADMIN.	1,550.74
88886	DR. ROBERT E. JONES III	1,000.00
88887	SPIRIT OF JEFFERSON	206.88
88888	TEK ADVISORS LLC	3,349.40
Total		214,417.69

- **Motion by Mr. Stolipher to approve the Accounts Payable for November 30, 2023 in the amount of \$ 214,417.69. Motion seconded and unanimously approved.**

CHECK NUMBER	VENDOR NAME	UNCLEARED
88890	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,116.50
88891	AMERITEL CORP	294.69
88892	AT&T	298.09
88893	AT&T BILL PAYMENT	2.58
88894	BIDDLE CONSULTING GROUP	895.00
88895	BOLAND TRANE SERVICES INC	1,939.00
88896	BUREAU OF CHILD SUPPORT	373.39
88897	CAPITAL LIGHTING & SUPPLIES LLC	4,479.33
88898	CCAVV-COUNTY COMMISSION ASSOCIATION OF WV	3,900.00
88899	COLONIAL LIFE	95.68
88900	COMPILED TECHNOLOGIES LLC	22,208.00
88901	COMPTROLLER OF MARYLAND	927.74
88902	EFTPS IRS TAXES	108,459.17

88903		EMPOWER RETIREMENT	6,595.35
88904		FIRST CITIZENS BANK & TRUST CO	2,230.47
88905		FRONTIER	293.14
88906		FRONTLINE PUBLIC SAFETY SOLUTIONS	1,250.00
88907		GUTTMAN OIL CO	9,355.35
88908		IPC TECHNOLOGIES INC.	14,885.00
88909		JAMES TROUT	1,300.00
88910		JEFFERSON SECURITY BANK	4,085.00
88911		LANGUAGE LINE SERVICES	126.50
88912		MAZZITTI & SULLIVAN EAP	1,422.00
88913		NAPA AUTO PARTS	26.31
88914		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
88915		OLD CHARLES TOWN LIBRARY	1,500.00
88916		ORTEGA'S TACO SHOP	3,344.00
88917		PATTON BUILDING SERVICES, INC	12,782.00
88918		POTOMAC EDISON	25,949.73
88919		RETIREE HEALTH BENEFIT TRUST	7,668.00
88920		RICE TIRES CO	4,593.70
88921		SAMANTHA COMBS	2,343.73
88922		SANDRA KELLEY	223.30
88923		SPECIALTY BUSINESS SUPPLIES	55.90
88924		SPIRIT OF JEFFERSON	96.30
88925		STAPLES	2,118.45
88926		STATE TAX DEPARTMENT	150.00
88927		TEK ADVISORS LLC	4,200.00
88928		THE HARTFORD	2,311.40
88929		THE HARTFORD	3,479.24
88930		TOTAL ID SOLUTIONS INC.	720.00
88931		UNIFIRST	301.62
88932		WHOLESALE TIRES INC.	158.30
88933		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,801.46
88934		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	46,820.01
88935		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	166.49
88936		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	40,180.50
88937	FG/009	SHERIFF OF JEFFERSON COUNTY	4,449.10
88938	BS/011	SHERIFF OF JEFFERSON COUNTY	9,803.63
88939	AM/053	AXIOM STAFFING GROUP	2,002.40
			390,842.55

- **Motion by Mr. Stolipher to approve the Accounts Payable for December 7, 2023 in the amount of \$ 390,842.55. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

September 14, 2023				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
329	DK/003	SHERIFF OF JEFFERSON COUNTY		\$ 1,273.13
872	HD/008	SHERIFF OF JEFFERSON COUNTY		\$ 1,469.79
241	AR/207	AT & T MOBILITY		\$ 623.36
242	AR/207	FRIENDSHIP FIRE COMPANY		\$ 1,800.00
243	AR/207	INDEPENDENT FIRE COMPANY		\$ 2,400.00
244	AR/207	JCESA		\$ 21,161.16
245	AR/207	SHERIFF OF JEFFERSON COUNTY		\$ 13,801.34
246	AR/207	STRYKER MEDICAL		\$ 147,361.10
1851	CO/246	B & M PAINTING		\$ 12,292.40
1417	IP/249	SHERIFF OF JEFFERSON CO - SCHOOL		\$ 104.00
1418	IP/249	SHERIFF OF JEFFERSON CO - LAW		\$ 32,219.30
1419	IP/249	SHERIFF OF JEFFERSON CO - PARKS		\$ 104,669.44
1420	IP/249	SHERIFF OF JEFFERSON CO - EMS		\$ 11,028.68
1421	IP/249	SHERIFF OF JEFFERSON CO - ADMIN		\$ 4,890.68
972	CW/059	WV STATE POLICE ACCT OFFICE		\$ 15.00
973	CW/059	WV STATE AUDITOR		\$ 1,750.00
974	CW/059	BATTLE RIDGE K9		\$ 10,500.00
975	CW/059	CMA CHRYSLER DODGE JEEP		\$ 8,211.30
405	WV/369	WV DEPUTY SHERIFF RET SYSTEM		\$ 559.00
TOTAL				\$ 376,129.68

- **Motion by Mr. Stolipher to approve the Manual Checks for September 15, 2023, in the amount of \$376,129.68. Motion seconded and unanimously approved.**

September 21, 2023				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
586	CS/002	JEFF CO PARKS & REC		\$ 12,500.00
873	HD/008	D-TRAX, LLC.		\$ 496.00

874	HD/008	US BANK	\$ 182.24
1100	AV/056	MILLERS SUPPLIES AT WORK	\$ 1,292.20
1101	AV/056	SHERIFF OF JEFF COUNTY	\$ 154.75
1102	AV/056	US BANK	\$ 1,794.46
365	FP/057	US BANK	\$ 83.99
247	AR/207	FRIENDSHIP FIRE COMPANY	\$ 1,800.00
248	AR/207	INDEPENDENT FIRE COMPANY	\$ 2,400.00
249	AR/207	SHEPHERDSTOWN FIRE COMPANY	\$ 1,600.00
250	AR/207	SHERIFF OF JEFF COUNTY	\$ 65,679.54
251	AR/207	US BANK	\$ 1,835.52
1852	CO/246	INSIGHT PUBLIC SECTOR INC	\$ 16,018.17
1853	CO/246	P.J. RACO CONSULTING LLC	\$ 2,062.50
1854	CO/246	TEK ADVISORS LLC	\$ 4,912.93
1855	CO/246	US BANK	\$ 3,483.43
TOTAL			\$ 116,295.73

- **Motion by Mr. Stolipher to approve the Manual Checks for September 22, 2023, in the amount of \$116,295.73. Motion seconded and unanimously approved.**

September 28, 2023				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
875	HD/008	SHERIFF OF JEFF COUNTY		\$ 1,469.79
1103	AV/056	MILLERS SUPPLIES AT WORK		\$ 82.68
1104	AV/056	PRINT-O-STAT		\$ 205.44
366	FP/057	JEFFERSON CO FARMLAND PRO BOARD		\$ 161,329.53
252	AR/207	INST-A-TECH		\$ 4,800.00
253	AR/207	SHERIFF OF JEFF COUNTY		\$ 13,962.98
TOTAL				\$ 181,850.42

- **Motion by Mr. Stolipher to approve the Manual Checks for September 29, 2023, in the amount of \$181,850.42. Motion seconded and unanimously approved.**

October 5, 2023				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
587	CS/002	JEFFERSON CO COMMUNITY MINISTRIES		\$ 25,000.00
1105	AV/056	PRINT-O-STAT		\$ 190.00
254	AR/207	SHERIFF OF JEFFERSON COUNTY		\$ 65,679.54
1856	CO/246	MINGHINI'S		\$ 4,890.00
1857	CO/246	ZMM ARCHITECTS & ENGINEER		\$ 10,950.00
1422	IP/249	SHERIFF OF JEFFERSON CO - SCHOOL		\$ 52.00
1423	IP/249	SHERIFF OF JEFFERSON CO - LAW		\$ 10,746.17
1424	IP/249	SHERIFF OF JEFFERSON CO - PARKS		\$ 52,367.13
1425	IP/249	SHERIFF OF JEFFERSON CO - EMS		\$ 5,517.96
1426	IP/249	SHERIFF OF JEFFERSON CO - ADMIN		\$ 2,446.23
TOTAL				\$ 177,839.03

- **Motion by Mr. Stolipher to approve the Manual Checks for October 6, 2023, in the amount of \$177,839.03. Motion seconded and unanimously approved.**

October 12, 2023				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
876	HD/008	SHERIFF OF JEFFERSON COUNTY		\$ 1,482.49
255	AR/207	SHERIFF OF JEFFERSON COUNTY		\$ 13,624.11
1106	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC		\$ 12,996.00
1107	AV/056	SEGRA		\$ 627.42
TOTAL				\$ 28,730.02

- **Motion by Mr. Stolipher to approve the Manual Checks for October 13, 2023, in the amount of \$28,730.02. Motion seconded and unanimously approved.**

19-Oct-23				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
877	HD/008	US BANK		\$182.48

1108	AV/056	US BANK		\$513.50
1109	AV/056	WV ASSOCIATION OF COUNTIES		\$100.00
588	CS/002	JEFFERSON COUNTY DEVELOPMENT AUTHORITY		\$65,000.00
256	AR/207	SHERIFF OF JEFFERSON COUNTY		\$14,712.00
257	AR/207	US BANK		\$1,445.06
1852	CO/246	SHERIFF OF JEFFERSON COUNTY		\$65,679.54
406	WV/369	WV DEPUTY SHERIFF RETIRMENT SYSTEM		\$770.00
976	CW/059	WV STATE AUDITOR		\$1,010.00
TOTAL				\$149,412.58

- **Motion by Mr. Stolipher to approve the Manual Checks for October 20, 2023, in the amount of \$149,412.58. Motion seconded and unanimously approved.**

			26-Oct-23	
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
330	DG/003	SHERIFF OF JEFFERSON COUNTY		417.37
878	HD/008	ALLIED UNVIERSAL ELECTRONIC MONITORING		\$5,952.00
879	HD/008	SHERIFF OF JEFFERSON COUNTY		\$1,469.79
5	TC/077	UNITED WAY EASTERN PANHANDLE		\$59.98
1110	AV/056	PRINT-O-STATIC		\$190.00
258	AR/207	AT&T		\$879.08
259	AR/207	AT&t MOBILITY		\$934.34
260	AR/207	SHERIFF OF JEFFERSON COUNTY		\$13,678.39
261	AR/207	STRYKER MEDICAL		\$9,561.60
1859	CO/246	GRUBER-LATIMER RESTORATION		\$3,846.00
1860	CO/246	MOTOROLA SOLUTIONS INC		\$21,672.20
TOTAL				\$58,660.75

- **Motion by Mr. Stolipher to approve the Manual Checks for October 27, 2023, in the amount of \$58,660.75. Motion seconded and unanimously approved.**

OTHER FUNDS			NOVEMBER 2,2023	
CHECK #	FUND	VENDOR		AMOUNT
589	CS/002	EASTERN PANHANDLE MENTAL HEALTH CENTER		\$3,400.00
367	FP/057	JC FARMLAND PROTECTION BOARD		\$141,471.20
262	AR/207	EDGE AI SOLUTIONS		\$5,000.00
263	AR/207	POLY COATING SOLUTIONS LLC		\$9,465.00
264	AR/207	R.S. EXCAVATING & CONSTRUCTION		\$1,200.00
132	SI/249	JEFFERSON COUNTY BOARD OF EDUCATION		\$2,342,536.80
977	CW/059	WV STATE AUDITOR		\$1,335.00
978	CW/059	WV STATE POLICE ACCT OFFICE		\$15.00
407	WV/369	WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$538.00
TOTAL				\$2,504,961.00

- **Motion by Mr. Stolipher to approve the Manual Checks for November 3, 2023, in the amount of \$ 2,504,961.00. Motion seconded and unanimously approved.**

November 9, 2023				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
331	DG/003	SHERIFF OF JEFFERSON COUNTY		\$ 275.29
880	HD/008	ALLIED UNIVERESAL ELECTRONIC MONITORING US		\$ 2,496.00
881	HD/008	SHERIFF OF JEFFERSON COUNTY		\$ 1,482.49
1111	AV/056	GLOBAL SCIENC & TECHNOLOGY		\$ 351.55
1112	AV/056	JASON MICKEY		\$ 236.00
1113	AV/056	MARK THOMPSON		\$ 236.00
1114	AV/056	SEGRA		\$ 627.89
265	AR/207	MIDDLEWAY FIRE COMPANY		\$ 32,946.48
266	AR/207	SHAFFER TRAXELL & HOWE INC		\$ 7,367.00
267	AR/207	SHERIFF OF JEFFERSON COUNTY		\$ 12,993.94
268	AR/207	SWORDS, INC		\$ 2,065.00
269	AR/207	USA BLUEBOOK		\$ 1,794.43
1861	CO/246	B&M PAINTING INC		\$ 22,966.80
1862	CO/246	MOTOROLA SOLUTIONS INC		\$ 205,149.29
153	SI/249	JEFFERSON COUNTY PARKS & REC		\$ 65,000.00

154	SI/249	MINGHINI'S		\$ 19,688.75
155	SI/249	HELBING LIPP RECNY ARCHITECTS		\$ 1,200.00
1427	IP/249	SHERIFF OF JEFFERSON CO - SCHOOL		\$ 100.00
1428	IP/249	SHERIFF OF JEFFERSON CO - LAW		\$ 19,585.41
1429	IP/249	SHERIFF OF JEFFERSON CO - PARKS		\$ 101,290.59
1430	IP/249	SHERIFF OF JEFFERSON CO - EMS		\$ 10,719.95
1431	IP/249	SHERIFF OF JEFFERSON CO - ADMIN		\$ 4,685.48
TOTAL				\$ 513,258.34

- **Motion by Mr. Stolipher to approve the Manual Checks for November 10, 2023, in the amount of \$513,258.34. Motion seconded and unanimously approved.**

November 16, 2023				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
590	CS/002	SHERIFF OF JEFFERSON COUNTY		\$ 1,490.00
882	HD/008	DTRAX LLC		\$ 168.00
883	HD/008	SHERIFF OF JEFFERSON COUNTY		\$ 91.36
1115	AV/056	MONROE SYSTEMS FOR BUSINESS		\$ 435.68
1116	AV/056	PRINT-O-STATIC		\$ 1,469.34
117	AV/056	SHERIFF OF JEFFERSON COUNTY		\$ 953.35
368	FP/057	JEFFERSON COUNTY FARMLAND PROTECTION BOARD		\$ 142,096.66
270	AR/207	CITIZENS VOLUNTEER FIRE COMPANY		\$ 3,400.00
271	AR/207	SHEPHERDSTOWN FIRE COMPANY		\$ 3,200.00
272	AR/207	SHERIFF OF JEFFERSON COUNTY		\$ 898.64
TOTAL				\$ 154,203.03

- **Motion by Mr. Stolipher to approve the Manual Checks for November 17, 2023, in the amount of \$ 154,203.03 Motion seconded and unanimously approved.**

November 23, 2023				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
591	CS/002	EASTERN PANHANDLE MENTAL HEALTH		\$ 800.00
884	HD/008	SHERIFF OF JEFFERSON COUNTY		\$ 1,469.79
1118	AV/056	J.D. POWER & ASSOC		\$ 3,800.00
273	AR/207	AT&T MOBILITY-CC		\$ 791.71

274	AR/207	CITIZENS VOLUNTEER FIRE CO		\$ 34.00
275	AR/207	FRIENDSHIP FIRE CO		\$ 3,600.00
276	AR/207	INDEPENDENT FIRE CO		\$ 4,800.00
277	AR/207	SHERIFF OF JEFFERSON COUNTY		\$ 13,441.97
TOTAL				\$ 28,737.47

- **Motion by Mr. Stolipher to approve the Manual Checks for November 23, 2023, in the amount of \$ 28,737.47 Motion seconded and unanimously approved.**

November 30, 2023				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
1119	AV/056	PRINT-O-STATIC		\$ 190.00
TOTAL				\$ 190.00

- **Motion by Mr. Stolipher to approve the Manual Checks for December 1, 2023, in the amount of \$190.00. Motion seconded and unanimously approved.**

7-Dec-23				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
885	HD/008	SHERIFF OF JEFFERSON COUNTY		1,555.98
278	AR/207	SHERIFF OF JEFFERSON COUNTY		16,844.52
1863	CO/246	IPC TECHNOLOGIES INC		7,184.22
1864	CO/246	MOTOROLA SOLUTIONS INC		2,557.80
156	IP/249	HELBING LIPP RECNV ARCHITECTS		600.00
979	CW/059	WV STATE AUDITOR		1,265.00
408	WV/369	WV DEPUTY SHERIFF RETIREMENT SYSTEM		616.00
TOTAL				\$30,623.52

- **Motion by Mr. Stolipher to approve the Manual Checks for December 8, 2023, in the amount of \$ 30,623.52 Motion seconded and unanimously approved.**

APPROVAL OF PAYROLL

Motion by Mr. Stolipher to approve the Payroll for September 15, 2023 in the amount of **\$323,527.08**. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the Payroll for September 29, 2023 in the amount of **\$347,427.77**. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the Payroll for October 13, 2023 in the amount of **\$327,574.30**. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the Payroll for October 27, 2023 in the amount of **\$323,527.08**. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the Payroll for November 9, 2023 in the amount of **\$321,765.65**. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the Payroll for November 24, 2023 in the amount of **\$321,058.65**. Motion seconded and unanimously approved.

PUBLIC COMMENT: Jaquelyn Milliron, Bob Aitcheson, David Tabb and Christine Marshall.

PRESENTATIONS

2. Angie Banks- Assessor- Requested
 - a. Exonerations

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Pinnacle Enterprise, LLC	PP	BC	\$407.27	3000340

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 3000340 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Jennifer Stinchcomb & Charles Copeland	PP	MD	\$50.46	312732

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 312732 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
David Hancock	PP	MD	\$71.48	311768

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No.311768 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Jakstys Remigijus	PP	HFD	\$86.90	307554

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 307554 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
------	------	----------	--------	------------

Adam & Jessica Yost	PP	ST	\$78.26	317053
---------------------	----	----	---------	--------

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 317053 as presented by Ms. Banks. Motion seconded and unanimously approved.**
- b. Acknowledgment of the Assessor’s Certificate of Compliance
3. Tom Hansen-Sheriff-Requested the increase of max accrual hours to 300 hours and to pay out two deputies who are over their 300 max hours.

Motion by Mr. Stolipher to enter into Executive Session to receive legal advice on item 3. Motion passed on a 4-1 vote with Commissioner Tabb, Commissioner Stolipher, Commissioner Jackson and Commissioner Stolipher voting for and Commissioner Krouse against.

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 increase of accrual max time for the deputies to 300 hours annually and to allow a one-time pay out for the two deputies who are over the 300 max hrs after December 31, 2023. Motion seconded and unanimously approved.

4. Jennifer Verdugo- Requested permission to apply for the Youth Homelessness System Improvement Grant.
 - **Motion by Mr. Stolipher to approve applying for the Youth Homelessness System Improvement Grant. Motion seconded and unanimously approved.**

5. Luke Seigfried- County Planer-

Quarterly status report of the 2045 Comprehensive Plan Update.

6. Becky Burns-Office Manager-Engineering, Planning and Zoning- Requested
 - a. Complete bond release of construction bond security for SPARC, LLC, Summit Point Tactical Training Center, Phase 4 (FileA#S13-03)
 - **Motion by Mr. Stolipher to approve the complete bond release of Performance Bond #PB02597100037 with Philadelphia Indemnity Insurance Company in the amount of \$115,000.00 from the construction bond amount for SPARC, LLC-Summit Point Tactical Training Center, Phase 4 (File# S13-03). Motion seconded and unanimously approved.**
 - b. Approval to advertise for Building Inspector position
 - **Motion by Mr. Stolipher to approve the advertising for the position of Building Inspector in the Department of Engineering, Planning & Zoning. Motion seconded and unanimously approved.**

7. Mike Sine- Director-Emergency Service Agency-Requested
 - a) New Hires 2 PT and 1 FT Personnel
 - **Motion by Mr. Majdi to hire Angel Lovo-Laisure as a part-time FF/AEMT I I @ \$21.28/hr effective 12/31/2023. Upon completion of the introductory period and meeting the requirements of AP1060 he will receive a promotion to FF/AEMT II with a pay increase to \$21.81 to be effective 06/02/2024. Motion seconded and unanimously approved.**
 - **Motion by Mr. Majdi to hire Marshall Collins as a part-time FF/Paramedic I @ \$25.00/hr effective 12/31/2023. Upon completion of the introductory period and meeting the requirements of AP1060 he will receive a promotion to FF/Paramedic II to be effective 06/02/2024. Motion seconded and unanimously approved.**
 - **Motion by Mr Majdi to hire Jesse Ruppenthanel as a part-time FF/EMT I@ \$19.67/hr effective 12/31/2023. Upon completion of the introductory period and meeting the requirements of AP1060 he will receive a promotion to FF/EMT II with a pay increase to \$20.16 to be effective 06/02/2024. Motion seconded and unanimously approved.**
 - **Motion by Mr. Majdi to hire Robert St. Thomas as a part-time FF/EMT I@ \$19.67/hr effective 12/31/2023. Upon completion of the introductory period and meeting the requirements of AP1060 he will receive a promotion to**

FF/EMT II with a pay increase to \$20.16 to be effective 06/02/2024. Motion seconded and unanimously approved.

- **Motion by Mr. Majdi to hire Pam Eddy as a full time Administrative Assistance at \$19.00/hr effective 12/17/2023. Motion seconded and unanimously approved.**

b) MOU- US Customs and Border Protection Field Training-

- **Motion by Mr. Majdi to approve the MOU between US Customs and Border Protection Field Training as presented. Motion seconded and unanimously approved.**

c) Consideration of potential purchase of SVFD ambulance

It was the consensus of the commission to table this until the next schedule meeting and requested additional information.

d) Discussion of WV Department of Health Salary Enhancement and Crisis Response Grant Award.

NO additional information received from State, no update at this time.

8. 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 Morrisey, 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, 2022-C-14 and 2023-C-112, 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. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.

d. Discussion of wage issue regarding Deputy Sheriffs.

NO UPDATES

NEW BUSINESS

9. Approval of creation/opening of county bank account for Fund 40 Opioid Settlement revenues.

- **Motion by Mrs. Tabb to approve the opening/creation of county bank account for Fund 40 Opioid Settlement Revenues. Motion seconded and unanimously approved.**

10. Approval of creation/opening of county bank account for Fund 41 County Fire Protection Fund

- **Motion by Mrs. Tabb to approve the opening/creation of county bank account for Fund 41 County Fire Protection Fund. Motion seconded and unanimously approved.**

11. Approval of creation/opening of county bank account for Fund 42 EMS Salary Enhancement Fund.

- **Motion by Mrs. Tabb to approve the opening/creation of county bank account for Fund 42 EMS Salary Enhancement Fund. Motion seconded and unanimously approved.**

12. Approval of \$85,000 Yearly Allocations - Blue Ridge Mountain Volunteer Fire Company, Citizens Fire Company, Bakerton Fire Department, Middleway Fire Company, and Independent Fire Company

- **Motion by Mr. Stolipher to approve the yearly allocations for Blue Ridge Mountain Volunteer Fire Company, Citizens Fire Company, Bakerton Fire Department, Middleway Fire Company, and Independent Fire Company in the amount of \$85,000. Motion seconded and unanimously approved.**

13. Audit Committee Appointment-

- Motion by Mr. Stolipher to appoint Bessie Nelson, Jackie Shadle and Steve Stolipher to the FY23 Audit Committee. Only one proposal was received received and per the instructions from the States Auditors office, was to score the only proposal with the maximum points allowed and have the 3 committee member signed the scoresheet and submit to the state

14. Interim County Administrator Appointment

Motion by Mr. Stolipher to enter into Executive Session to discuss personnel item 14. 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 advertise for the position and have resumes be submitted by December 15, 2023 by 5pm. Each Commissioner is to select two candidates and a special session will be held on December 21, 2023 at 9:30am to conduct interviews. Motion seconded and unanimously approved.

~~~~~ AFTERNOON SESSION ~~~~~

*Motion by Mrs. Tabb to convene as a Fiduciary Review Board. Motion Seconded and unanimously approved.*

15. Fiduciary Quarterly Review of Estates opened, Waivers of Final Settlement and Accountings recorded since last quarterly review in July.

- **Motion by Mrs. Tabb to approve the Fiduciary Quarterly Review of Estates opened, Waivers of Final Settlement and Accountings recorded since last quarterly review in July. Motion seconded and unanimously approved.**

16. Special Hearing for Respondent and Administrator CTA, DBN. William H. Judy, III, Ordered to appear before the Jefferson County Commission for the Estate Richard Walter Accurso, decease, and Ellen Sherry Hoffman, deceased

- **Motion by Mr. Majdi to direct the parties to submit a memorandum of law not exceeding 10 pages stating their positions of the issues before the commission to be received on or before December 15, 2023. Motion passed on a 3-2 vote with Commissioner Stolipher, Commission Majdi and Commissioner Tabb vote for and Commissioner Jackson and Commissioner Krouse voting against.**

17. Re: Petition from John Powell to Remove Executrix Deborah Forrest: Estate of Ruth Moscatelli Powell, deceased.

*It was the consensus of the commission to refer this matter to a Fiduciary Commissioner-Frank Hill to continue with this case.*

18. Re: Petition from Donna Herring to Remove Successor: Small Estate of Tyrone Paul Stewart, Jr. – Appoint Fiduciary Commissioner to collect & return items to the Estate

*It was the consensus of the commission to refer this matter to a Fiduciary Commissioner-Ralph Lorenzetti to continue with this case.*

\*\*\*\*\*Nathan Cochran- Assistant Prosecuting Attorney advised the Commission to revisit Agenda Item #1 and Approval of Minutes from November 30, 2023. Per WV Code 7-1-5a.

Commissioner Stolipher nominated Commissioner Tabb as Vice President, Commissioner Krouse nominated Commissioner Jackson as Vice President. Commissioner Majdi nominated himself. Motion Failed on a 2-2-1 vote with Commissioner Stolipher voting for Commissioner Tabb, Commissioner Krouse voting for Commissioner Jackson and Commissioner Majdi voting for himself.

Commissioner Krouse proposed to reconsider the 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 failed with a 3-2 vote with Commissioner Stolipher, Commissioner Tabb and Commissioner Majdi voting against and Commissioner Krouse and Commissioner Jackson voting in favor.

### **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