

Minutes

Jefferson County Commission

Thursday, February 15, 2024

A meeting of the Jefferson County Commission was held on Thursday, February 15, 2024, during the fourth quarterly session at 6:00 pm. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, Commissioner Tricia Jackson, Commissioner Jennifer Krouse, Commissioner Pasha Majdi, and Commissioner Jane Tabb. Also present were Edwina Benites, interim county administrator, Nathan Cochran, assistant prosecuting attorney, Jacki Shadle, County Clerk, and Jessica James, Assistant Deputy County Administrator. The archived meeting of the Thursday, February 15, 2024, meeting is available on the Jefferson County Commission website.

Prayer- Pastor Adam Johnson, Bakerton Bible Church

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Mr. Stolipher motioned to approve the February 1, 2024, Board of Review and Equalization meeting minutes. The motion was approved unanimously.

Mr. Stolipher motioned to approve the February 6, 2024, Board of Review and Equalization meeting minutes. The motion was approved unanimously.

Mr. Stolipher motioned to approve the February 8, 2024, Board of Review and Equalization meeting minutes. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher made a motion to approve the Requisitions for February 15, 2024, in the amount of \$8,850.00. The motion was unanimously approved.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for in the amount of \$316,532.49. The motion was unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
89210		ALICE N PAINTER	4,842.24
89211		BEST BEST & KRIEGER LLP	1,201.00
89212		BOLAND TRANE SERVICES INC	1,939.00
89213		CAPITAL LIGHTING & SUPPLIES LLC	603.87
89214		CASTO & HARRIS INC	276.23
89215		COX HOLLIDA YOUNG PLLC	2,543.63
89216		DARYLL WIMER	29.19
89217		DAVID WAMPLER	22.98
89218		ECOWATER	1,004.94
89219		ESS ELECTION SYSTEMS & SOFTWARE	46,453.05
89220		ETHAN NORTHCRAFT	93.90
89221		FRONTIER	57.25
89222		FRONTIER	36.77
89223		FRONTIER	135.43
89224		GUTTMAN OIL CO	9,400.40
89225		JEFFERSON CO EMERGENCY SERVICES AGENCY	787,217.75
89226		JEFFERSON RENTAL	78.17
89227		JOHN DEERE FINANCIAL	734.02
89228		KATHRYN O'CONNOR	11.32
89229		MARION A. HAZEL	205.56
89230		NAPA AUTO PARTS	203.27
89231		PANHANDLE PRINTING & DESIGN	1,241.91
89232		POTOMAC EDISON	35,820.78
89233		RCN COMMUNICATIONS LLC	8,282.00
89234		REBECCA CHALK	400.94
89235		RETIREE HEALTH BENEFIT TRUST	7,668.00
89236		RHONDA GREENHOLTZ	5,250.00
89237		RICE TIRES CO	1,149.80
89238		ROMULO QUEZADA	21.49

89239		RONALD DANTZIC	26.40
89240		SELEX ES INC	10,655.00
89241		SOFTWARE SYSTEMS INC	1,110.95
89242		SPIRIT OF JEFFERSON	105.90
89243		STAPLES	458.54
89244		STEPHEN S ALLEN	5,250.00
89245		THE HARTFORD	3,753.48
89246		UNIFIRST	298.92
89247		US POSTAL SERVICE	20,000.00
89248		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	61,883.60
89249	GS/010	JEFFERSON DAY REPORT CENTER	38,750.00
			1,059,217.68

Stolipher motioned to approve the accounts payable for February 8, 2024, in the amount of \$1,059,217.68. The motion was unanimously approved.

CHECK NUMBER		VENDOR NAME	UNCLEARED
89252		AMANDA JOHNSON	205.02
89253		AMANDA MASTERS	136.54
89254		AMERIFLEX	126.65
89255		APRIL BLAKER	12.73
89256		AT&T	283.16
89257		BEST BEST & KRIEGER LLP	135.00
89258		BLUEBEAM INC	1,547.00
89259		DOING BETTER BUSINES	860.64
89260		EMILY MORROW	86.43
89261		FRONTIER	3,198.72
89262		FRONTIER	69.91
89263		FRONTIER	209.35
89264		FRONTIER	162.83
89265		FRONTIER	980.22
89266		GLOBALSTAR USA	2,466.54
89267		GUTTMAN OIL CO	4,947.97
89268		JENNIFER KROUSE	58.44
89269		JOSEPH MOFFETT	77.00
89270		PATRIOT FIRE AND SECURITY LLC	6,310.00
89271		PRINT-O-STAT INC.	1,168.00
89272		RUGGED NOTEBOOKS	6,200.00
89273		SOFTWARE SYSTEMS INC	55.00

89274		TEK ADVISORS LLC	4,574.70
89275		THOMAS HANSEN	45.20
89276	GS/004	GENERAL COUNTY FUND-J FEE	9,136.03
89277	FG/009	SHERIFF OF JEFFERSON COUNTY	5,911.22
89278	BS/011	SHERIFF OF JEFFERSON COUNTY	8,260.44
89279	AM/053	SHERIFF OF JEFFERSON COUNTY	1,786.43
TOTAL			59,011.17

Mr. Stolipher motioned to approve the accounts payable for February 15, 2024, in the amount of \$59,011.17. The motion was unanimously approved.

APPROVAL OF MANUAL CHECKS

		8-Feb-24	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
896	HD/008	D-TRAX	\$944.00
1129	AV/056	MILLER'S SUPPLIES AT WORK	\$167.51
1130	AV/056	MONROE SYSTEMS FOR BUSINESS	\$147.56
984	CW/059	WV STATE AUDITOR	\$1,865.00
301	AR/207	CITIZENS VOLUNTEER FIRE COMPANY	\$3,400.00
302	AR/207	EXECUTIVE EMERGENCY LIGHTING LLC	\$18,688.20
303	AR/207	FRIENDSHIP VOLUNTEER FIRE COMPANY	\$1,800.00
304	AR/207	JEFF CO COMMUNITY MINISTRIES	\$70,000.00
1442	IP/249	SHERIFF OF JEFFERSON COUNTY	\$87.00
1443	IP/249	SHERIFF OF JEFFERSON COUNTY	\$15,262.57
1444	IP/249	SHERIFF OF JEFFERSON COUNTY	\$87,132.70
1445	IP/249	SHERIFF OF JEFFERSON COUNTY	\$9,180.66
1446	IP/249	SHERIFF OF JEFFERSON COUNTY	\$4,071.33
TOTAL			\$212,746.53

Mr. Stolipher motioned to approve the manual checks for February 9, 2024, in the amount of \$212,746.53. The motion was unanimously approved.

		15-Feb-24	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount

595	CS/002	EASTERN PANHANDLE MENTAL HEALTH SYSTEMS	\$2,400.00
334	DG/003	SHERIFF OF JEFFERSON COUNTY	\$38.50
897	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING	\$2,262.40
898	HD/008	SHERIFF OF JEFFERSON COUNTY	\$1,469.79
1131	AV/056	GLOBAL SCIENCE AND TECHNOLOGY	\$200.00
1132	AV/056	SEGRA	\$6,786.68
371	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD	\$84,540.99
440	SF/073	SHERIFF OF JEFFERSON COUNTY	\$526.00
305	AR/207	INDEPENDENT VOLUNTEER FIRE COMPANY	\$2,400.00
306	AR/207	SHERIFF OF JEFFERSON COUNTY	\$9,358.88
TOTAL			\$109,983.24

Mr. Stolipher motioned to approve the manual checks for February 16, 2024, in the amount of \$109,983.24. The motion was unanimously approved.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron (see attached)

Jacki Shadle (see attached)

Denise Nick

Christy Stadig

David Tabb (see attached)

PRESENTATIONS

1. Angie Banks, Assessor, Exonerations approval request

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Brian Thomas	PP	CTD	\$24.88	303981

Mr. Stolipher motioned to approve the exoneration of ticket No. 303981 as presented by Ms. Banks. Mrs. Tabb seconded the motion. The motion was approved unanimously.

2. Tina Renner, Circuit Clerk, Jefferson County IT department request

NO ACTION REQUIRED: REQUESTED THE COUNTY COMMISSION TO READ INFORMATION PROVIDED RE: PRINTER/FAX ISSUES

3. Karen Olden, Jefferson County Clerk's Office requests

Mrs. Tabb to move to convene as a Fiduciary Review Board. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

- a. Approval of final accounting for the Estate of John P. King.

Mrs. Tabb motioned to approve the final accounting for the Estate of John P. King as presented. Mrs. Krouse seconded the motion. The motion was approved unanimously.

- b. Approval of petition to probate the will of Richard Francis Kennan, SR. in solemn form.

Mr. Stolipher motioned to accept a copy of the original will that was destroyed in the fire. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

Mrs. Tabb to move to reconvene in regular session. The motion was seconded by Mr. Stolipher. The motion was approved unanimously

4. Jennifer Myers, director, Jefferson County Parks and Recreation

- a. Presentation of the Eugene M. Fuller Award from the West Virginia Recreation and Park Association.
- b. Funding request for Fireworks at Sam Michaels Park on June 29, 2024

Mr. Majdi motioned to approve \$10,000 for Fireworks at Sam Michaels Park funds will come from the Coal Severance account. Mr. Stolipher seconded the motion. The motion was approved unanimously.

- c. Lighting project to the AMP Sam Michaels, requested ARPA funds

Mr. Majdi motioned to approve the \$50,000 for a lighting project for The Arts, Music and People (AMP) at Sam Michaels. Funds will be allocated from ARPA funds. Mrs. Tabb seconded the motion. The motion was approved unanimously.

5. Sara Curley, director, Bolivar-Harpers Ferry public library requested ARPA funding for roof replacement.

Mrs. Krouse motioned to approve \$25,700 for the Bolivar-Harpers Ferry library roof replacement. Funds to come from the ARPA funds. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

6. Dr. Chuck Bise, BOE Superintendent- School impact fees

Nathan Cochran recused himself from the discussion.

Mrs. Tabb motioned to request a proposal from TischlerBise to provide an Impact Fees study with emphasis on school impact fees and Emergency Service Agency. Mr. Stolipher seconded the motion. The motion was approved and approved unanimously

7. Adam Watson, chairman of the Jefferson County Fire & Rescue Association, billing insurance by fire department requests

Mrs. Tabb motioned to have legal counsel draft an authorization letter that allows fire departments to bill insurance companies. Mr. Stolipher seconded the motion. The motion was approved unanimously.

8. Nathan Cochran, assistant prosecuting attorney

- a. Discussion of legal issues and potential action regarding the Jefferson County Circuit Court Civil Action No.'s 2023-C-221 through 251 [Deputies v. JCC].
- b. Discussion of minor boundary issue between Berkeley and Jefferson Counties.
- c. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property.
- d. Review and discussion of Intergovernmental Agreement Between the Jefferson County Commission, the Jefferson County Sheriff's Department and the

Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement Between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services.

Mr. Stolipher motioned to approve as presented the intergovernmental agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, the Corporation of Bolivar for public safety services and intergovernmental agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the corporation of Bolivar for tax collection services. Mr. Madji seconded the motion. The Commission approved the motion unanimously.

Mr. Stolipher moved to enter into executive session to receive legal advice and status updates on item (s) 8, a, b and c. Mr. Majdi seconded the motion. The Commission approved the motion unanimously.

Mr. Stolipher moved to exit executive session and reconvene in regular session. Mrs. Krouse seconded the motion. The Commission approved the motion unanimously.

Mr. Stolipher motioned to direct legal counsel to proceed on item 8b as discussed in executive session. Mrs. Tabb seconded the motion. The Commission approved the motion unanimously.

UNFINISHED BUSINESS

9. Discussion/possible action on revisiting Agenda Policy 900

Mrs. Krouse motioned to adopt Policy 900 with revisions as presented commissioner seconded the motion. The motion was seconded by Ms. Jackson. The motion failed on a 3-2 vote, with Commissioner Stolipher, Commissioner Tabb and Commissioner Majdi opposing the motion, and Commissioner Jackson voting in favor of the motion.

NEW BUSINESS

10. Discussion/Action by the County Commission to adopt the Resolution- Pledge of Allegiance to the West Virginia State Flag.

Ms. Jackson motioned to approve the Resolution-Pledge of Allegiance to the West Virginia State Flag. Mr. Stolipher seconded the motion. The Commission approved the motion unanimously.

11. Fire Protection Fund Disbursement-

Mr. Stolipher motioned to allocate FY24 Fire Protection Fund 041 equally among the seven fire departments within Jefferson County. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

INTERIM COUNTY ADMINISTRATOR REPORTS

- Update on Hiring - County Administrator and Deputy County Administrator Positions

Ms. Benites, LM provided an update on the county administrator and deputy county administrator positions

- ESA Onboarding Update

Ms. Benites, LM provided an update on ESA Onboarding.

-TIF Attorney Update

Mr. Majdi motioned to task the county administrator with engaging with Spillman, Thomas, Battle to provide the Commission with legal advice as a TIF attorney and to request that the firm present to the Commission as soon as possible. Mr. Stolipher seconded the motion. The Commission approved the motion unanimously.

-Update on Boards & Employees Ethics Training

Ms. Benites, LM provided an update on boards and employees ethics Training.

-Update of Opioid Settlement Items

Mrs. Tabb motioned to approve the letter to Bank of Charles Town to move the opioid settlement funds into a CDAR account. Mr. Majdi seconded the motion. The Commission approved the motion unanimously.

-Internal Budget Revision-ARPA

Ms. Benites, LM provided an update on internal budget revision-ARPA

- Personnel Issues- Closed session recommended

Mr. Majdi moved to go into executive session to discuss a personnel issue. Mr. Stolipher seconded the motion. The motion failed on a 3-2 vote, with Commissioner Tabb, Commissioner Jackson, and Commissioner Krouse opposing the motion and Commissioner Majdi and Commissioner Stolipher voting in favor of the motion.

-Budget Consideration –Farmland Protection

Mr. Majdi motioned to make the Farmland Protection Board a component agency. Commissioner Stolipher seconded the motion. The Commission approved the motion unanimously.

-Approval of Budget Dates

The Commission set the budget dates as follows:

- **February 27th and 28th and 29th- if needed, to receive presentations from the directors and**
- **March 12th and March 14th for deliberations both starting at 9:30 am.**

Adjourn

Mr. Stolipher motioned to adjourn. The motion was seconded by Mr. Majdi. The motion was approved unanimously. The Commission adjourned at 10:28 pm.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant