

Minutes

Jefferson County Commission

Thursday, March 7, 2024

A meeting of the Jefferson County Commission was held on Thursday, March 7, 2024, during the fourth quarterly session at 9:30 am. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, Vice President Jane Tabb, Commissioner Tricia Jackson, Commissioner Jennifer Krouse, and Commissioner Pasha Majdi. Also present were Edwina Benites, interim county administrator, Nathan Cochran, assistant prosecuting attorney, Jacki Shadle, county clerk, and Sorayda Pitts, administrative assistant. The archived meeting of the Thursday, March 7, 2024, meeting is available on the Jefferson County Commission website.

Prayer- John Mark Seay- assistant pastor, Frederick Baptist Church

PLEDGE OF ALLEGIANCE

PLEDGE OF ALLEGIANCE OF WEST VIRGINIA FLAG

APPROVAL OF MINUTES

Mr. Stolipher motioned to approve the January 30, 2024, Board of Review and Equalization meeting minutes. The motion was approved unanimously.

Mr. Stolipher motioned to approve the February 1, 2024, regular meeting minutes. The motion was approved unanimously.

Mr. Stolipher motioned to approve the February 15, 2024, regular meeting minutes. The motion was approved unanimously with corrections.

Mr. Stolipher motioned to approve the February 16, 2024, Board of Review and Equalization meeting minutes. The motion was approved unanimously.

Mr. Stolipher motioned to approve the February 27, 2024, budget presentations. The motion was approved unanimously.

Mr. Stolipher motioned to approve the February 28, 2024, budget presentations. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher made a motion to approve the Requisitions for March 7, 2024, in the amount of \$102,569.75. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for March 1, 2024, for \$327,221.21. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	VENDOR NAME	UNCLEARED
89298	AHA-ARTS & HUMANITIES ALLIANCE	1,445.31
89299	AMANDA KEMP	2,628.97
89300	AT&T	641.19
89301	BUREAU OF CHILD SUPPORT	373.39
89302	COMPTROLLER OF MARYLAND	929.46
89303	DIGITAL DOCUMENT SOLUTIONS INC	641.48
89304	EFTPS IRS TAXES	110,649.75
89305	EMPOWER RETIREMENT	6,886.38
89306	FEDEX	245.44
89307	FRONTIER	7,278.92
89308	GUTTMAN OIL CO	4,994.71
89309	HIGHMARK WV	196,836.67
89310	JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	2,140.12
89311	JEFFERSON CO CONVENTION AND VISITORS BUREAU	36,132.37
89312	JEFF CO PARKS & RECREATION COMMISSION	32,546.96
89313	JEFFERSON SECURITY BANK	4,085.00
89314	MILLENIUM INSURANCE GROUP	900.00
89315	MONROE SYSTEMS FOR BUSINESS	23.26
89316	NATIONAL VISION ADMIN.	1,573.09

89317	NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
89318	PATTON BUILDING SERVICES, INC	12,782.00
89319	RICE TIRES CO	229.95
89320	DR. ROBERT E. JONES III	1,000.00
89321	SPIRIT OF JEFFERSON	356.36
89322	STATE TAX DEPARTMENT	94.66
89323	UNIFIRST	99.64
89324	US BANK	64,607.57
89325	VICTORIA MYERS	1,085.48
89326	VITAL SIGNS	735.00
89327	WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,435.90
89328	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	47,994.42
89329	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	166.49
89330	WV ASSOCIATION OF COUNTIES	470.00
TOTAL		568,074.94

Mr. Stolipher motioned to approve the accounts payable for March 1, 2024, in the amount of \$568,074.94. The motion was approved unanimously.

CHECK NUMBER	VENDOR NAME	UNCLEARED
89331	AMANDA JOHNSON	279.03
89332	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,116.50
89333	AT&T BILL PAYMENT	2.58
89334	BENJAMIN S WILLIAMS	26.00
89335	BESSIE NELSON	562.50
89336	CAPITAL LIGHTING & SUPPLIES LLC	639.62
89337	COLONIAL LIFE	95.68
89338	CORMAC QUINN	25.90
89339	COX HOLLIDA YOUNG PLLC	11,379.25
89340	DARYLL WIMER	23.38
89341	DOING BETTER BUSINES	96.82
89342	ESRI	17,475.00
89343	FIRST CITIZENS BANK & TRUST CO	2,230.47
89344	FRONTIER	135.43
89345	FRONTIER	36.77
89346	GUTTMAN OIL CO	5,601.28
89347	INSIGHT PUBLIC SECTOR INC	28,861.71
89348	JENNIFER M BROCKMAN	8,748.65
89349	LANGUAGE LINE SERVICES	84.00
89350	MALLORY SODERLUND	3,219.62
89351	MAZZITTI & SULLIVAN EAP	1,422.00

89352		MICHAEL MONAGHAN	119.50
89353		OLD CHARLES TOWN LIBRARY	1,500.00
89354		PANSCH INVESTIGATIONS LLC	750.00
89355		POTOMAC EDISON	39,194.19
89356		RICE TIRES CO	631.20
89357		ROMELDA PORTER	23.63
89358		RONALD DANTZIC	36.19
89359		SANDRA KELLEY	161.70
89360		SHANNON BURLETT	1,316.26
89361		SOFTWARE SYSTEMS INC	1,110.95
89362		SPIRIT OF JEFFERSON	139.64
89363		THE HARTFORD	2,362.20
89364		THE HARTFORD	3,778.98
89365		THOMAS HANSEN	26.00
89366		UNIFIRST	99.64
89367		W B MASON CO. INC	110.49
89368		WV CORRECTIONAL INDUSTRIES	300.00
89369		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	71,122.56
89370	FG/009	SHERIFF OF JEFFERSON COUNTY	5,673.48
89371	BS/011	SHERIFF OF JEFFERSON COUNTY	10,968.33
89372	AM/053	SHERIFF OF JEFFERSON COUNTY	1,799.12
TOTAL			224,286.25

Mr. Stolipher motioned to approve the accounts payable for March 7, 2024, in the amount of \$224,286.25. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

Check #	Fund	Vendor	Amount
			1-Mar-24
		OTHER FUNDS	
596	CS/002	EASTERN PANHANDLE MENTAL HEALTH SYSTEMS	\$3,600.00
597	CS/002	JEFF CO PARKS & RECREATION COMMISSON	\$10,000.00
899	HD/008	SHERIFF OF JEFFERSON COUNTY	\$91.40
1133	AV/056	MONROE SYSTEMS FR BUSINESS	\$546.26
1134	AV/056	PRINT-O-STAT	\$190.00
1135	AV/056	SHERIFF OF JEFFERSON COUNTY	\$1,225.80
307	AR/207	AT&T	\$505.83
308	AR/207	FRIENDSHIP VOLUNTEER FIRE COMPANY	\$1,800.00
309	AR/207	SHAFER TRAXELL & HOWE INC	\$9,677.80

310	AR/207	SHEPHERDSTOWN VOLUNTEER FIRE COMPANY	\$1,600.00
311	AR/207	SHERIFF OF JEFFERSON COUNTY	\$898.70
159	IP/249	HELBING LIPP RECNY ARCHITECTS	\$600.00
TOTAL			\$30,735.79

Mr. Stolipher motioned to approve the manual checks for March 1, 2024, in the amount of \$30,735.79. The motion was approved unanimously.

			7-Mar-24
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
598	CS/002	BRENDA HINKLE	\$294.13
900	HD/008	SHERIFF OF JEFFERSON COUNTY	\$1,482.49
1136	AV/056	WV OFFICE OF TAX APPEALS-STATE OF WV	\$81.25
312	AR/207	CITIZENS VOLUNTEER FIFRE COMPANY	\$3,400.00
313	AR/207	J.C. KUNKLE & ASSOCIATES, A.C.	\$1,250.00
314	AR/207	JEFF CO PARKS & REC COMMISSION	\$50,000.00
315	AR/207	SHERIFF OF JEFFERSON COUNTY	\$10,366.71
1875	CO/246	SIONICS WEAPON SYSTEM	\$15,799.00
155	IE/249	JEFFERSON CO EMERGENCY SERVICES AGENCY	\$81,000.00
1447	IP/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT	\$109.00
1448	IP/249	SHERIFF OF JEFFERSON COUNTY-LAW ENF IMPACT	\$24,873.25
1449	IP/249	SHERIFF OF JEFFERSON COUNTY- PARKS & REC IMPACT	\$109,713.65
1450	IP/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT	\$11,560.63
1451	IP/249	SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT	\$5,126.31
985	CW/059	WV ST POLICE	\$15.00
986	CW/059	WV ST AUDITOR	\$1,670.00
987	CW/059	LEADS ONLINE	\$4,037.00
411	WV/369	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$797.00
TOTAL			\$321,575.42

Mr. Stolipher motioned to approve the manual checks for March 8, 2024, in the amount of \$321,575.42. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Jaquelyn Milliron (see attached)

Richard Urban (see attached)

Patty Bain Bachner

David Tabb (see attached)

Christy Winer

Shelby LaTurno

Christine Marshall

Diane Blust

PRESENTATIONS

- 1. Angie Banks, Assessor- Exonerations approval request

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Donna & Michael Truitt	PP	HF	3,061.26	16165

Mr. Stolipher motioned to approve the exonerations of ticket No.16165 as presented by Mrs. Banks. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
William V Echeverria	PP	Ranson	178.21	313468

Mr. Stolipher motioned to approve the exonerations of ticket No.313468 as presented by Mrs. Banks. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

2. Tom Hansen, Sheriff- Restructure of trip guard requests

Mr. Stolipher motioned to approve the restructuring of the trip guard. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

3. Nikki Painter, chief deputy clerk of, the County Clerk's Voter and Elections Office requests Poll workers and alternatives for the 2024 primary elections approval

Mr. Stolipher motioned to approve the poll workers and alternatives for the 2024 primary elections. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

4. Karen Olden- probate office- petition to probate the will of Anna Bogden, in Solemn form.

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

Mr. Stolipher motioned to approve the probate will of Anna Bogden in solemn form as presented by Mr. John Dorsey and named Michael Bogden as the executor. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

Mrs. Tabb moved to reconvene in regular session. The motion was seconded by Mrs. Krouse. The motion was approved unanimously

5. Magistrates Cesare magistrate court space needed

Mrs. Tabb requested that the interim county administrator confirm with maintenance and fleet director and see what options may also be available. Mr. Majdi also requested a summary of the law which is taken effect on January 1, 2024, reference in the discussion. Assistant prosecuting attorney Nathan Cochran to provide a summary at the next meeting.

6. Martin Burke, chair, of Jefferson County Historic Landmarks Commission requests

Approval and signature of a letter of application indicating the Jefferson County Courthouse as a National Historic Landmark

Mr. Stolipher motioned to sign the letter of application indicating the Jefferson County Courthouse as a National Historic Landmark and to approve the text on the plaque as presented. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

8. PUBLIC HEARING: Harvest Hill zoning map amendment
Cancelled

9. Tina Burns- director of resource development, Shenandoah Community Health-ARPA funding request of \$8,470.00

Mrs. Tabb motioned to approve the \$8,500.00 for the Shenandoah Community Health funds to be allocated from the ARPA funds. The motion was approved 3-2 with Mr. Stolipher, Mrs. Tabb, and Ms. Jackson voting aye, and Mrs. Krouse and Mr. Majdi voting no.

10. Jennie Brockman, Jefferson County Department Engineering Planning and Zoning- full refund of application fee related to the appeal of the administrative decision request

Mr. Stolipher motioned to approve the full refund of the \$100 fee as presented. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

11. Becky Burns, office manager, Jefferson County Department Engineering Planning and Zoning-building permit fee refund of two applications: James and Angela O'Brien (permit # 23-651WD) and Jacob Keckley (permit # 23-364WD)

Mrs. Tabb motioned to approve a partial refund of the building permit application fee for James and Angela O'Brien (permit #23-651WD) in the amount of \$654.00 and to close the permit application. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

12. Roger Goodwin, chief county engineer- employment offer, bond release request, and appointment to the Jefferson County Building Code Board of Appeals.

a. Employment offer for the building inspector's approval

Mr. Stolipher motioned to approve the offer of employment to Michael Bradley with a salary of \$49,000 per year to fill the position of building inspector in the Department of Engineering Planning and Zoning- Office of Building Permits

and Inspections, with a start date of March 15, 2024. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

- b. Performance bond release for Dr. Horton, Inc.-Stonecrest subdivision, section one (File #22-11-SD).

Mr. Stolipher motioned to authorize a complete release of performance Bond # PB0561200128 with Philadelphia Indemnity Insurance Company for \$12,181,816.00 for Dr. Horton, Inc.-Stonecrest Subdivision, section one (File #22-11-SD) and DR Aquisitions, LLC-Sheradin Estates Subdivision, Phase 1&2 (Files #00-33 & #05-26). The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

- c. Appointment of five qualified appointments to the Jefferson County Building Code Board of Appeals

It was the consensus decision by the Commission to advertise for five openings to the Jefferson County Building Code Board of Appeals and have candidates submit their applications a week before the April 4, 2024, regular meeting at 9:30 am.

13. Luke Seigfried, county planner- quarterly status report of the 2045 Comprehensive Plan update

- a. Update quarterly of the 2045 Comprehensive Plan

NO ACTION

- b. Joint session of the County Commission and the Planning Commission to discuss the direction of the 2045 Comprehensive Plan.

Mr. Stolipher motioned to schedule a joint session with the Jefferson County Planning Commission on April 4, 2024, to discuss the 2045 Comprehensive Plan update. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

14. Laura Kuhn, director, Jefferson County of Fleet and Facilities management

Commission President to provide a signature on the permit application for electrical inspection request.

Mrs. Krouse motioned to approve that the Commission President sign the permit application for the electrical inspection. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

15. Mike Sine, director, Emergency Service Agency,

a. Employee status change and reinstatement of medical leave hours request

Mr. Stolipher motioned to transfer Beryl Dixon from part-time to full-time FF/paramedic III at her current pay rate and restore her previous medical leave balance of 255.87 hours, effective March 7, 2024. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

b. Promotion approval

Mrs. Krouse motioned to approve the promotion of Corey Walsh from FF/AEMT II to FF/paramedic II with a pay rate of \$26.76 per hour effective March 7, 2024. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

c. Ambulance response area report update

NO ACTION

d. EMS salary enhancement funds

Mr. Stolipher motioned to transfer the EMS salary enhancement funds to EMS for payroll as a stipend with the guidance of the Budget Director as presented by Mike Sine. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

16. Nathan Cochran-Assistant Prosecuting Attorney

a. Discussion of minor boundary issues between Berkeley and Jefferson Counties.

b. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property.

Mr. Stolipher moved to enter into executive session to receive legal advice and status updates on the contractual matter in items 16 a and b. The motion seconded was by Mrs. Tabb. The Commission approved the motion unanimously.

Mr. Stolipher moved to exit executive session and reconvene in regular session. The motion was seconded by Mr. Majdi. The Commission approved the motion unanimously.

NEW BUSINESS

17. Advertise for the director of Farmland Protection board program position requests

Mrs. Tabb motioned to approve the advertisement for the director of the Farmland Protection Board program position. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

18. FY25 Tax Levy rate determination

NO ACTION

INTERIM COUNTY ADMINISTRATOR REPORTS

Circuit Clerk's office printers

Ms. Benites, LM provided an update on the Circuit Clerk's office printers.

TIF Attorney Update

Ms. Benites, LM provided an update and stated that the TIF attorney, Spillman, Thomas, and Battle, will be present at the next regular commission meeting being held on March 21, 2024, to provide the Commission with an update.

Opioid Settlement Plan

Ms. Benites, LM provided an update on the opioid settlement funds and confirmed that the funds have been placed in a CDAR account and funds will be available on September 1, 2024. A workshop has been scheduled for April 15, 2024, at 6:00 pm.

Approval of Budget dates

The budget deliberations date as follows March 12th, 14th, and 19th at 9:30 am. With a public hearing during the next regular commission meeting being held on March 21, 2024, at 6:00 pm.

Impact Fee Study

Mrs. Tabb motioned to approve the Request for Proposals for the Recalculation of Impact Fees & Fee Schedule Update with TischlerBise with the following amendments (1) an amendment to change the “Contract Time” (p. 12) for the School Impact Fee to be completed within 90 days. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Adjourn

The Commission adjourned at 12:26 pm, a motion by Mr. Stolipher. The motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant