

Minutes

Jefferson County Commission

Thursday, March 21, 2024

A meeting of the Jefferson County Commission was held on Thursday, March 21, 2024, during the first 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 Sorayda Pitts, administrative assistant. The archived meeting of the Thursday, March 21, 2024, meeting is available on the Jefferson County Commission website.

Prayer- Pastor Craig Bush

Pledge of Allegiance

Pledge of Allegiance of the West Virginia flag

APPROVAL OF MINUTES

Mr. Stolipher motioned to approve the March 7, 2024, regular meeting with edits. The motion was approved unanimously.

Mr. Stolipher motioned to approve the March 12, 2024, budget deliberations day 1. The motion was approved unanimously.

Mr. Stolipher motioned to approve the March 14, 2024, budget deliberations day 2. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher made a motion to approve the Requisitions for March 21, 2024, in the amount of \$7,962.80. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for in the amount of \$318,404.80. The motion was approved unanimously.

Mr. Stolipher motioned to approve the special payroll in the amount of \$1,255.08. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	VENDOR NAME	UNCLEARED
89374	AMERIFLEX	126.65
89375	AT&T	234.04
89376	BERKELEY GLASS INC	36.00
89377	BOLAND TRANE SERVICES INC	14,245.00
89378	BUREAU OF CHILD SUPPORT	373.39
89379	COMPTROLLER OF MARYLAND	889.44
89380	DODSON SEPTIC SERVICE LLC	285.00
89381	DOING BETTER BUSINESS	79.69
89382	EFTPS IRS TAXES	106,521.43
89383	EMPOWER RETIREMENT	6,859.32
89384	FRONTIER	3,185.88
89385	FRONTIER	4.50
89386	FRONTIER	52.75
89387	FRONTIER	121.03
89388	FRONTIER	162.83
89389	FRONTIER	980.41
89390	FRONTIER	7,273.29
89391	FRONTIER	209.35
89392	GUTTMAN OIL CO	5,411.07
89393	INFORMER SYSTEMS LLC	5,304.00
89394	INSIGHT PUBLIC SECTOR INC	7,801.75
89395	J.C. EHRLICH	846.01
89396	JEFFERSON SECURITY BANK	4,085.00
89397	MILLER'S SUPPLIES AT WORK	157.34
89398	NAPA AUTO PARTS	382.60
89399	NORFOLK SOUTHERN CORP	12.00
89400	NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
89401	RESCUE ONE TRAINING FOR LINE INC.	8,850.00
89402	RETIREE HEALTH BENEFIT TRUST	7,668.00
89403	SHERIFF OF JEFFERSON COUNTY	120,238.53

89404		SOFTWARE SYSTEMS INC	55.00
89405		SPIRIT OF JEFFERSON	146.90
89406		TEK ADVISORS LLC	4,200.00
89407		THE WORMALD COMPANIES	145.00
89408		UNIFIRST	99.64
89409		US BANK	59,948.11
89410		US POSTAL SERVICE	20,000.00
89411		WINCHESTER EQUIPMENT COMPANY	141.46
89412		WV DEPUTY SHERIFF RETIREMENT SYSTEM	24,263.19
89413		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	47,402.58
89414	GS/004	GENERAL COUNTY FUND- J FEE	15,694.87
89415	FG/009	SHERIFF OF JEFFERSON COUNTY	5,827.74
89416	BS/011	SHERIFF OF JEFFERSON COUNTY	9,428.74
89417	AM/053	PAYMENTS CORP	109.50
89418	AM/053	SHERIFF OF JEFFERSON COUNTY	1,786.42
TOTAL			492,710.45

Mr. Stolipher motioned to approve the accounts payable for March 14, 2024, in the amount of \$492,710.45. The motion was approved unanimously.

CHECK NUMBER	VENDOR NAME	UNCLEARED
89419	DARYLL WIMER	16.51
89420	DAVID EVERETT BOOBER	1,356.30
89421	ESS ELECTION SYSTEMS & SOFTWARE	271.44
89422	H.S. LEIGH KOONCE	100.00
89423	KATHRYN O'CONNOR	10.79
89424	KELVIN UPSON	150.00
89425	MICHELLE EVERS	273.48
89426	RONALD DANTZIC	25.53
89427	TRACY P RICE RPR	88.55
TOTAL		2,292.60

Mr. Stolipher motioned to approve the accounts payable for March 21, 2024, in the amount of \$2,292.60. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		14-Mar-24	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
335	DG/003	SHERIFF OF JEFFERSON COUNTY	\$36.74

901	HD/008	SHERIFF OF JEFFERSON COUNTY	\$2,320.00
902	HD/008	D-TRAX	\$928.00
903	HD/008	SHERIFF OF JEFFERSON COUNTY	\$1,469.79
904	HD/008	US BANK SHERIFF OF JEFFERSON COUNTY	\$91.40
1137	AV/056	COMMERCIAL PRESS INC	\$386.00
372	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD	\$99,984.56
316	AR/207	SHEPHERDSTOWN VOLUNTEER FIRE COMPANY	\$1,600.00
317	AR/207	SHERIFF OF JEFFERSON COUNTY	\$8,927.74
318	AR/207	US BANK SHERIFF OF JEFFERSON COUNTY	\$1,510.54
1876	CO/246	US BANK SHERIFF OF JEFFERSON COUNTY	\$14,933.85
988	CW/059	FBI NCCA	\$50.00
TOTAL			\$132,238.62

Mr. Stolipher motioned to approve the manual checks for March 15, 2024, in the amount of \$132,238.62. The motion was approved unanimously.

			21-Mar-24	
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1138	AV/056	COMMERCIAL PRESS INC		\$2,539.00
1	PF/041	BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMPANY		\$30,775.81
2	PF/041	CITIZENS VOLUNTEER FIRE COMPANY		\$30,775.81
3	PF/041	FRIENDSHIP VOLUNTEER FIRE COMPANY		\$30,775.81
4	PF/041	INDEPENDENT VOLUNTEER FIRE COMPANY		\$30,775.81
5	PF/041	MIDDEWAY FIRE COMPANY		\$30,775.81
6	PF/041	SHEPHERDSTOWN VOLUNTEER FIRE COMPANY		\$30,775.81
TOTAL				\$187,193.86

Mr. Stolipher motioned to approve the manual checks for March 22, 2024, in the amount of \$187,193.86. The motion was approved unanimously.

REGULAR PUBLIC COMMENT:

Public comment was received by:

Doug Rockwell (see attachment)

Jennifer King (see attachment)

Jaquelyn Milliron

David Tabb (see attachment)

Christine Wimer

Denise Nick

PRESENTATIONS

1. Angie Banks, Assessor- Exonerations approval request

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
John Shannon	PP	KD	\$377.73	310622

Mr. Stolipher motioned to approve the exoneration of ticket No. 310622 as presented by Mrs. Banks. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Visan, Dan C. & Mihaela	PP	ST	\$854.98	316898

Mr. Stolipher motioned to approve the Exoneration of ticket No. 316898 as presented by Mrs. Banks. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

2. **Public hearing- FY25 draft budget**

PUBLIC COMMENT:

Public comment was received by:

Susan Benzinger
Toni Milbourne
Jaquelyn Milliron
Christy Stadig
David Tabb
Zach Holland

3. Tom Hansen, Sheriff- Requested approval of PUP control grant

Mrs. Tabb motioned to approve the award of up to \$10,000 from the WV Spray Neuter Program for the continuation of the PUP control grant and to grant the President to sign

the associated documents. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

4. Public hearing- Jefferson County for FY23 HOME investment partnership program

PUBLIC COMMENT:

Public comment was received by:

No public comments given

5. Gillian Olsen, environment health manager, JC Health Department- Jefferson County Board of Health fees for permits & services approval.

Mr. Stolipher motioned to approve the Jefferson County Board of Health's adoption of the local rule 'Jefferson County Board of Health Fees for permits and services as presented. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

6. Karen Olden, probate office- remove Executrix and seize estate records for the estate of Dorothy W. Copesake, decease, as presented by Henry W. Morrow, attorney requests

***Commissioner Tabb recused herself from this discussion.*

Mr. Stolipher moved to convene as a Fiduciary Review Board. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to accept the order as submitted with legal counsel's recommended changes and authorize the President to sign the amended order. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher moved to reconvene in regular session. The motion was seconded by Ms. Jackson. The motion was approved unanimously

***Commissioner Tabb returned to regular session*

7. Laura Kuhn- director, Jefferson County fleet and Facilities Management revision to increase the vehicle fuel for the fiscal year ending June 30, 2024, requested.

Mr. Stolipher motioned to approve the budget revision for the vehicle fuel for the fiscal year ending on June 30, 2024, for the amount of \$50,0000 into the vehicle fuel line

001717 434301. Funds will be allocated from the Coal Severance Funds. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

8. Jennifer Brockman-chief county planner, Jefferson County Department of Engineering, Planning, and Zoning- proposed revision to the bylaw of the Jefferson County Planning Commission requests.

Mr. Majdi motioned to have legal review the current bylaws and bring them back to the April 4, 2024, Commission meeting and have suggested edits be submitted to the Jefferson County Planning Commission for consideration. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

9. Mike Sine, director, Emergency Service Agency-

- a) Approval of support letters for the Regional Fire, EMS, and Law Enforcement training facility

Mr. Stolipher motioned to approve the support letters for the Regional Fire, EMS, and Law Enforcement training facility and for the President of the Commission to sign the associated documents. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

- b) Ambulance transport billing

Ms. Jackson motioned to authorize the Emergency Service Agency to bill for the emergency dispatch services for patients who receive treatment but refuse to be transported. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

10. 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 or property.

Mrs. Krouse moved to enter into executive session to receive legal advice and status updates on item 10a. The motion seconded was by Mr. Majdi. The motion was approved unanimously.

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

UNFINISHED BUSINESS

11. Approval of Fiscal Year 2025 Annual Budget

Mr. Stolipher motioned to approve the budget for FY25 as presented and to send it for publication. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

INTERIM COUNTY ADMINISTRATOR REPORTS

- TIF lawyer

Ms. Benites- LM provided an update on the TIF lawyer

- Accounting contract

Mrs. Tabb motioned to approve the engagement letter from March 21, 2024, with CoxHollida Young as presented with a cost ceiling of \$5,000. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

- Impact Fee study

Ms. Benites- LM provided an update on the impact fee study.

- Upcoming events

Ms. Benites- LM provided dates for upcoming events.

Adjourn

Mr. Stolipher motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 8:40 pm.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant