

Minutes

Jefferson County Commission

Thursday, April 4, 2024

A meeting of the Jefferson County Commission was held on Thursday, April 4, 2024, during the second quarterly session at 9:30 am. 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, April 4, 2024, meeting is available on the Jefferson County Commission website.

Prayer- Pastor Anthony Aaron, assistant pastor - Grace Baptist Church in Kearneysville

Pledge of Allegiance

Pledge of Allegiance of the West Virginia flag

APPROVAL OF MINUTES

Mr. Stolipher motioned to approve the March 19, 2024, budget deliberations, day 3 meeting minutes. The motion was approved unanimously.

Mr. Stolipher motioned to approve the March 21, 2024, regular meeting minutes with edits. The motion was approved unanimously.

Mr. Stolipher motioned to approve the March 29, 2024, Tax Increment Financing (TIF) meeting minutes. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher made a motion to approve the Requisitions for April 4, 2024, in the amount of \$5,981.70. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for in the amount of \$331,755.43. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
89429		AHA-ARTS & HUMANITIES ALLIANCE	1,057.35
89430		AMANDA KEMP	2,554.52
89431		ANGELA O'BRIEN	654.00
89432		AT&T	712.18
89433		BUREAU OF CHILD SUPPORT	373.39
89434		COMPILED TECHNOLOGIES LLC	933.50
89435		COMPTROLLER OF MARYLAND	919.75
89436		COX HOLLIDA YOUNG PLLC	11,913.63
89437		CYNTHIA DANNER	344.85
89438		DIV OF JUSTICE & COMMUNTY	750.00
89439		EFTPS IRS TAXES	111,182.04
89440		EMPOWER RETIREMENT	6,848.04
89441		G & TRIPLE T LLC	4,450.00
89442		GUTTMAN OIL CO	10,531.45
89443		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	1,565.66
89444		JEFFERSON CO CONVENTION AND VISITORS BUREAU	26,433.59
89445		JEFF CO PARKS & RECREATION COMMISSION	23,810.59
89446		JEFFERSON SECURITY BANK	4,085.00
89447		LANGUAGE LINE SERVICES	86.75
89448		MICHELLE EVERS	177.00
89449		MOTOROLA SOLUTIONS INC	940.00
89450		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
89451		PA DEPT OF REVENUE	584.60
89452		POTOMAC EDISON	261.93
89453		DR. ROBERT E. JONES III	1,000.00
89454		RUSSELL BURGESS	5,250.00
89455		SPIRIT OF JEFFERSON	159.56
89456		STAPLES	2,136.44
89457		TAMMY MOBLEY	1,183.03
89458		UNIFIRST	199.28
89459		VA DEPT OF TAXATION	4,318.72
89460		VINCENT TIONG	5,039.89
89461		WV DEPUTY SHERIFF RETIREMENT SYSTEM	23,675.76
89462		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	6,933.54
89463		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	47,580.71
89464		WV STATE TAX DEPARTMENT	46,690.44
89465	FG/009	BERKELEY COUNTY SHERIFF'S OFFICE	830.48

89466	FG/009	RANSON POLICE DEPT	3,224.72
89467	FG/009	SHERIFF OF JEFFERSON COUTY	5,036.65
89468	BS/011	SHERIFF OF JEFFERSON COUTY	7,128.21
89469	AM/53	JEFFERSON COUNTY EMERGENCY SERVICES AGENCY	450,000.00
89470	AM53	SHERIFF OF JEFFERSON COUTY	1,773.08
			824,395.33

Mr. Stolipher motioned to approve the accounts payable for March 28, 2024, in the amount of \$824,395.33. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
89471		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	3,174.75
89472		BOLAND TRANE SERVICES INC	489.80
89473		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	23,175.00
89474		CAPITAL ELECTRIC	1,070.15
89475		CHARLES TOWN PRESBYTERIAN CHURCH	44.00
89476		COLONIAL LIFE	143.52
89477		COMPILED TECHNOLOGIES LLC	3,600.00
89478		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	25,000.00
89479		ESS ELECTION SYSTEMS & SOFTWARE	2,701.00
89480		G & TRIPLE T LLC	6,375.00
89481		HIGHMARK WV	200,232.34
89482		JEFFERSON CO EMERGENCY SERVICES AGENCY	787,217.75
89483		JEFFERSON COUNTY DEVELOPMENT AUTHORITY	28,667.75
89484		JEFF CO PARKS & RECREATION COMMISSION	139,535.50
89485		JEFFERSON DAY REPORT CENTER	38,750.00
89486		JESSICA GORMONT	720.48
89487		JOHN DEERE FINANCIAL	85.99
89488		MR PRINT	263.39
89489		NATIONAL VISION ADMIN.	1,599.78
89490		OLD CHARLES TOWN LIBRARY	24,675.00
89491		RICE TIRES CO	594.40
89492		SHEPHERDSTOWN PUB LIBRARY	23,175.00
89493		SOUTH JEFFERSON PUBLIC LIBRARY	23,175.00
89494		SPIRIT OF JEFFERSON	284.20
89495		TEK ADVISORS LLC	7,962.80
89496		THE HARTFORD	3,893.98
89497		THE HARTFORD	2,362.20
89498		THOMPSON GAS	486.40
89499		UNIFIRST	99.64
89500		WINCHESTER EQUIPMENT COMPANY	24.63
89501		WVU WEST VIRGINIA UNIVERSITY	3,700.00

89502	SG/010	SHERIFF OF JEFFERSON COUNTY	3,354.00
TOTAL			1,356,633.45

Mr. Stolipher motioned to approve the accounts payable for April 4, 2024, in the amount of \$1,356,633.45. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

			28-Mar-24
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
599	CS/002	EASTERN PANHANDLE MENTAL HEALTH CENTER	\$5,400.00
905	HD/008	SHERIFF OF JEFFERSON COUNTY	\$1,743.63
1	ES/042	JEFFERSON CO EMERGENCY SERVICES AGENCY	\$143,763.21
7	TC/077	UNITED WAY	\$40.00
1139	AV/056	MILLER'S SUPPLIES AT WORK	\$234.09
1140	AV/056	PRINT-O-STAT	\$190.00
319	AR/207	AT&T	\$553.92
320	AR/207	FRIENDSHIP VOLUNTEER FIRE COMPANY	\$1,800.00
321	AR/207	INDEPENDENT VOLUNTEER FIRE COMPANY	\$2,400.00
322	AR/207	SHENANDOAH COMMUNITY HEALTH FOUNDATION	\$8,500.00
323	AR/207	SHERIFF OF JEFFERSON COUNTY	\$8,767.62
1877	CO/246	SHADE EQUIPMENT COMPANY INC	\$15,039.20
TOTAL			\$188,431.67

Mr. Stolipher motioned to approve the manual checks for March 29, 2024, in the amount of \$188,431.67. The motion was approved unanimously.

		APRIL 4, 2024	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
600	CS/002	JEFF CO COMMUNITY MINISTRIES	\$25,000.00
336	DG/003	SHERIFF OF JEFFERSON COUNTY	\$2,075.00
1141	AV/056	MINERAL COUNTY ASSESSOR	\$1,120.00
1142	AV/056	MILLER'S SUPPLIES AT WORK	\$460.42
324	AR/207	APPARATUS REPAIR & ENGINEERING, INC	\$1,914.20
325	AR/207	JEFF CO PARKS & RECREATION COMMISSION	\$75,000.00
1878	CO/246	IPC TECHNOLOGIES INC.	\$75,170.54
1879	CO/246	R.E. MICHEL CO. LLC	\$351.70
989	CW/059	WV STATE POLICE ACCT OFFICE	\$30.00

990	CW/059	WV STATE AUDITOR	\$2,195.00
991	CW/059	HUNTZMAN ENTERPRISES	\$525.00
412	WV/369	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$635.00
TOTAL			\$184,476.86

Mr. Stolipher motioned to approve the manual checks for April 5, 2024, in the amount of \$184,476.86. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron (see attachment)

Colin Stine

David Tabb (see attachment)

Tamara Thompson

Christine Wimer (see attachment)

PRESENTATIONS

1. Jackie Shadle, County Clerk- Hire approval request

Mr. Stolipher motioned to approve the hire of Heather Day as a full-time deputy clerk, with a start date of April 11, 2024, and a salary of \$40,000. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

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

2. Nikki Painter, chief deputy clerk-

- a. Review of estates opened and waivers of final settlement and accountings recorded since January

Mr. Stolipher moved to approve as presented the estates opened and the waivers of final settlement and accountings recorded since January. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

- b. Order for Irma Jean Wise estate to appoint D. Frank Hill as administrator CTA DBN

Mrs. Krouse moved to approve the order to appoint D. Frank Hill as administrator CTA DBN of the Irma Jean Wise estate. The motion was seconded by Mr. Majdi. 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

3. Peter Smith and Addison Reese - planning group for 250th anniversary of the Beeline March.

Presentation only.

4. Interviews and appointments to the following

- a. Jefferson County Historic Landmarks Commission-three (3) three-year terms ending March 31, 2027

Mr. Stolipher motioned to nominate Martin Burke and Addison for three (3) year terms ending March 31, 2027. The motion was seconded by Mrs. Krouse. The motion was approved unanimously.

- b. Jefferson County Planning Commission-two (2) three-year terms ending March 31, 2027

Nominees:

Mike Shepp (3 votes- Commissioner Stolipher, Commissioner Tabb, and Commissioner Majdi)

David Baker (1 vote- Commissioner Krouse)

Cara Keys (3 votes- Commissioner Tabb, Commissioner Stolipher, and Commissioner Majdi)

Robert Szarka

William Laska (2 votes-Commissioner Jackson and Commissioner Krouse)

Colin Stine

Mr. Stolipher motioned to appoint Mike Shepp and Cara Keys for three (3) year terms to Jefferson County Planning Commission, term ending March 31, 2027.

- c. Charles Town Utility Board- selection of three (3) nominees to forward to Charles Town City council for appointment

It was the consensus decision of the Commission to table this item until the Regular Commission on April 18, 2024, at 6pm when more of the applicants could be present and interview.

5. Roger Goodwin- chief county engineer-

- a Impact Fees 2024 Recalculation Study – Acceptance of Proposals

Mr. Stolipher motioned to accept the proposal from TischelerBise in the amount of \$62,800.00, to recalculate the impact fees and to issue the Notice of Award and Notice to proceed. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

- b. Requested Approval to Amend Board of Education Impact Fees FY2024 Capital Improvement Plan

Mr. Majdi motioned to approve the Board of Education- FY 2024 Capital Improvement Plan- Amendment No.1 as presented. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

- c. Building Code Board of Appeals – Appointment of Members

Mr. Stolipher motioned to accept the names presented to serve a two-year term ending July 1, 2026, on the Building Code Board of Appeals. The motion was seconded by Mrs. Tabb. The motion passed on a 3-2 vote with Commissioner Stolipher, Commissioner Tabb, and Commissioner Majdi voting in favor of the motion and Commissioner Jackson and Commissioner Krouse voting against.

Nominees:

Alicia McCormick
Timothy McClenahan
Jeffrey Whitacre
Peter Kubic
Timothy Offutt

- d. Consideration of Adoption of Revised Building Permit Land Development Fee Schedules

Mr. Majdi motioned to adopt the proposed permit fee changes with the exception changes to the residential permit fees contingent on a review of the county attorney. The motion

passed on a 3-2 vote with Commissioner Stolipher, Commissioner Majdi, and Commissioner Jackson voting in favor of the motion and Commissioner Tabb and Commissioner Krouse opposing it.

See attachments

6. Mike Sine- director, Jefferson County Emergency Services Agency

- a. Approval of Promotion – Firefighter/Paramedic to Lieutenant to fill budgeted vacancy

Mr. Stolipher motioned to approve the promotion of Brittany McLaughlin from FF/Paramedic IV to Lieutenant. The pay rate will be \$31.82 per hour effective March 24, 2024. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

- b. Main Office Construction/Renovation Request

Mr. Stolipher motioned to approve \$30,000 in renovation expenses for improvements to the building at 419 Ave. Ranson, WV 25438. The motion was seconded by Mrs. Krouse. The motion passed on a 4-1 vote with Commissioner Stolipher, Commissioner Majdi, Commissioner Tabb, and Commissioner Krouse voting in favor and Commissioner Jackson opposing it.

7. Bessie Nelson- budget director, State and internal revisions for FY24

Mr. Stolipher motioned to approve the two (2) state budget revisions and six (6) internal budget revisions as presented. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

See attachment

8. Nathan Cochran, assistant prosecuting attorney

- a. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property.
- b. Report by counsel on Magistrate Court space and related issues.

Mr. Stolipher moved to enter into executive session to receive legal advice and status updates on items (8 a and b). The motion was seconded by Mrs. Tabb. The Commission approved the motion unanimously.

Mrs. Tabb moved to exit executive session and reconvene in regular session. The Commission approved the motion unanimously.

UNFINISHED BUSINESS

9. Tax Increment Financing Proposal- Hill Top House

To consider and act upon a proposed Resolution regarding the approval of (1) a Tax Increment Financing Application (the “TIF Application”) with respect to the proposed creation of a Tax Increment Financing District to be designated “Jefferson County Redevelopment District No. 1 – Hill Top House Hotel” (the “Property TIF District”) and the adoption of a project plan for the Property TIF District to be designated as “Project Plan No. 1”; and (ii) submission of the TIF Application to the West Virginia Department of Economic Development for approval

Mr. Majdi motioned to approve the resolution regarding the property tax increment financing application to officially submit a materially complete TIF application with consultation with outside counsel hired by the County Commission, TIF application to the West Virginia Department of Economic Development with updated figures for the based assessed value.

The motion was seconded by Mr. Stolipher. The motion passed 3-2 with Commissioner Majdi, Commissioner Stolipher, and Commissioner Tabb voting in favor of the motion, and Commissioner Jackson and Commissioner Krouse opposing it.

Presentation and possible action on proposed revisions to the Bylaws of the Jefferson County Planning Commission (carried over from 3/21/24)

Mr. Stolipher motioned to take our counselor changes, send it to send it to the Planning Commission for review and approval, and then bring it back here, to this board. The motion passes on a 3-2 with Commissioner Stolipher, Commissioner Tabb, and Commissioner Majdi voting for, and Commissioner Krouse and Commissioner Jackson opposing.

NEW BUSINESS

10. Scheduling of Interviews for County Administrator position

Mr. Stolipher motioned to hold interviews for the County Administrator position on April 22, 2024, at 9:30 am. Applications will be provided to the Commissioner by end of business on April 5, 2024. Each Commissioner will provide two (2) names to be interviewed. The motion was seconded by Mrs. Krouse. The motion passed on a 4-1 vote. Commissioner Stolipher, Commissioner Tabb, Commissioner Jackson, and Commission Krouse are in favor, and Commission Majdi is opposing.

INTERIM COUNTY ADMINISTRATOR REPORTS

- Article 147 (Charles Town Utility Board)

Mr. Stolipher motioned to authorize the interim county administrator to re-engage Mr. Rohrbaugh to consider possible changes to Article 147. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

- FY24 Congressionally Directed Spending – Jefferson County

Ms. Benites- LM provided an update on the FY24 congressionally directed spending for projects in Jefferson County

- FY25 congressionally directed spending

Mr. Majdi motioned to approve applying for a congressionally directed spending request as presented and task the interim county administrator with securing the required letters of support and applying for the funds. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

- Solicitation of Human Resource Manager

Mr. Stolipher motioned to table this agenda item and directed counsel to review with EEOC guidelines and report back to the Comm. The motion was seconded by Mrs. Krouse. The motion was approved anonymously.

AFTERNOON SESSION

Joint session with the Jefferson County Planning Commission

Present were:

Mike Shepp- Planning Commission
Jack Hefestay- Planning Commission
Commissioner Tricia Jackson
Commissioner Pasha Majdi
Commissioner Steve Stolipher
Commissioner Jennifer Krouse
Commissioner Jane Tabb

No action taken but it was discussed that another joint session with the Planning Commission should be schedule in order to allow more members of the Planning Commission to be able to attend.

Adjourn

Mrs. Tabb motioned to adjourn. The motion was approved unanimously. The Commission adjourned at 2:30 pm.

JANE TABB, VICE PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant