

Minutes

Jefferson County Commission

Thursday, May 2, 2024

A meeting of the Jefferson County Commission was held on Thursday, May 2, 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, and Commissioner Pasha Majdi. Also present were Edwina Benites-LM, county administrator, Nathan Cochran, assistant prosecuting attorney, and Sorayda Pitts, administrative assistant. The archived meeting of the Thursday, May 2, 2024, meeting is available on the Jefferson County Commission website.

Prayer- Moment of silence

PLEDGE OF ALLEGIANCE

PLEDGE OF ALLEGIANCE OF WEST VIRGINIA FLAG

APPROVAL OF MINUTES

Mr. Stolipher motioned to approve the April 15, 2024, Opioid Settlement Fund Public Workshop meeting minutes. The motion was approved unanimously.

Mr. Stolipher motioned to approve the April 16, 2024, Special Session, Lay the Levy minutes with edits. The motion was approved unanimously.

Mr. Stolipher motioned to approve the April 18, 2024, regular meeting minutes. The motion was approved unanimously with corrections.

Mr. Stolipher motioned to approve the April 22, 2024, Special Session for County Administrator interviews. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for April 26, 2024, in the amount of \$317,230.00. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
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89585		AHA-ARTS & HUMANITIES ALLIANCE	1,249.37
89586		APRIL BLAKER	91.18
89587		AT&T	783.45
89588		AT&T BILL PAYMENT	2.58
89589		BIEDLERS ELEC MOTOR REP	256.96
89590		BUREAU OF CHILD SUPPORT	373.39
89591		COMPTROLLER OF MARYLAND	972.24
89592		EFTPS IRS TAXES	105,731.95
89593		EMPOWER RETIREMENT	6,670.88
89594		GUTTMAN OIL CO	9,991.46
89595		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	1,849.99
89596		JEFFERSON CO CONVENTION AND VISITORS BUREAU	31,234.06
89597		JEFFERSON COUNTY FAIR ASSOCIATION	275.00
89598		JEFF CO PARKS & RECREATION COMMISSION	28,134.71
89599		JEFFERSON SECURITY BANK	4,085.00
89600		KELSEY STIPANOVIC	2,334.73
89601		LANGUAGE LINE SERVICES	41.50
89602		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
89603		PANSCH INVESTIGATIONS LLC	550.00
89604		PATTON BUILDING SERVICES, INC	17,646.00
89605		DR. ROBERT E. JONES III	1,000.00
89606		UNIFIRST	99.64
89607		WV DEPUTY SHERIFF RETIREMENT SYSTEM	23,304.95
89608		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	4,006.84
89609		WV ENHANCED 911 COUNCIL	600.00
89610		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	47,061.21
89611		WV STATE AUDITOR	2,600.00
89612		WV STATE TAX DEPARTMENT	30,045.91
89613		WV STATE TAX DEPARTMENT	24,501.69
89614	GS/004	GENERAL COUNTY FUND-J FEE	12,408.21
89615	FG/009	RANSON POLICE DEPT	2,207.14
89616	FG/009	SHERIFF OF JEFFERSON COUNTY	6,106.02
89617	BS/011	SHERIFF OF JEFFERSON COUNTY	7,906.97
89618	AM/053	SHERIFF OF JEFFERSON COUNTY	1,786.42
TOTAL			376,974.45

Mr. Stolipher motioned to approve the accounts payable for April 25, 2024, in the amount of \$376,974.45. The motion was approved unanimously.

CHECK NUMBER	VENDOR NAME	UNCLEARED
89619	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,116.50

89620	BOLAND TRANE SERVICES INC	1,226.00
89621	CHARLES TOWN PRESBYTERIAN CHURCH	80.00
89622	CHARLES TOWN PRESBYTERIAN CHURCH	34.00
89623	COLONIAL LIFE	95.68
89624	ENVELOPE SUPERSTORE	1,678.49
89625	FIRST CITIZENS BANK & TRUST CO	2,230.47
89626	GUTTMAN OIL CO	5,970.94
89627	HIGHMARK WV	198,832.34
89628	HIPLINK SOFTWARE	2,974.00
89629	NATIONAL BAND & TAG CO	2,930.00
89630	NATIONAL VISION ADMIN.	1,580.80
89631	OLD CHARLES TOWN LIBRARY	1,500.00
89632	MOUNTAINSIDE BACKFLOW LLC	240.00
89633	POTOMAC EDISON	33,300.57
89634	SPIRIT OF JEFFERSON	161.66
89635	THE HARTFORD	2,362.20
89636	THOMAS HANSEN	305.00
89637	TYLER TECHNOLOGIES	36,385.19
89638	WVCORP WV COUNTIES SELF INSURANCE RISK POOL	40,180.50
TOTAL		334,184.34

Mr. Stolipher motioned to approve the accounts payable for May 2, 2024, in the amount of \$334,184.34. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		APRIL 25. 2024	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
601	CS/002	EASTERN PANHANDLE MENTAL HEALTH CENTER	\$2,400.00
909	HD/008	SHERIFF OF JEFFERSON COUNTY	\$1,954.75
910	HD/008	US BANK	\$91.40
1148	AV/056	AWVA-ASSOCIATION OF WV ASSESSORS	\$280.00
1149	AV/056	MILLER'S SUPPLIES AT WORK	\$635.40
1150	AV/056	PRINT-O-STAT INC	\$190.00
332	AR/207	SHERIFF OF JEFFERSON COUNTY	\$8,915.97
TOTAL			\$14,467.52

Mr. Stolipher motioned to approve the manual checks for April 26, 2024, in the amount of \$14,467.52. The motion was approved unanimously.

		MAY 2. 2024		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1151	AV/056	MONROE SYSTEMS FOR BUSINESS		\$1,091.58
1152	AV/056	PRINTER CONNECTION, INC.		\$40,513.00
333	AR/207	CORPORATION OF SHEPHERDSTOWN		\$30,000.00
334	AR/207	FRIENDSHIP VOLUNTEER FIRE COMPANY		\$1,800.00
1882	CO/246	JEFF CO PARKS & RECREATION COMMISSION		\$55,000.00
992	CW/059	WV STATE POLICE ACCT OFFICE		\$15.00
994	CW/059	RCS SECURITY		\$8,800.00
TOTAL				\$137,219.58

Mr. Stolipher motioned to approve the manual checks for May 3, 2024, in the amount of \$137,219.58. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron (see attached)

David Tabb (see attached)

Jennifer Krouse (see attached)

Tricia Jackson (see attached)

Brian Parrish

Bob Aitchson (see attached)

PRESENTATIONS

1. Matthew Harvey- Prosecutor attorney- hire of assistant prosecuting attorney request

Mrs. Tabb motioned to hire Travis Nupp as an assistant prosecuting attorney at a rate of \$70,000 annually, and to begin on May 5, 2024. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

2. Nikki Painter-County clerk’s office-

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

-Fiduciary commissioner report for the estate of Tyron Stewart Jr.

Mr. Stolipher motion to accept the recommendation as presented from Mr. Lorenzetti, Fiduciary Commissioner, to remove Fredonia Stewart as successor and appoint Donna

Hearing. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

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

-Set time and location for the Canvas on May 20, 2024.

Mr. Stolipher motioned to hold the 2024 primary canvass at the Jefferson County Courthouse beginning at 9:30 am on May 20, 2024. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

3. Luke Peters- West Virginia Office of Broadband

Presentation only (see attached)

4. Susan McFadden- Kabletown CEOS Club- Proclamation for CEOS Week request

Mrs. Tabb motioned to approve to designate CEOS week, May 19, 2024, through May 25, 2024, in Jefferson County. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

5. Brooke Perry- Cochran Mill, LLC

Mr. Stolipher motioned to accept the Landowner petition; request a map amendment for Cochran Mill Road, LLC; to refer the matter to the Jefferson County Planning Commission on May 7, 2024, to confirm the petition meets the requirement of the comprehensive plan; and to have the public hearing on June 6, 2024, at 11:00 am during the Jefferson County Commission regular meeting. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

6. Martin Burke, chair, of Jefferson County Historic Landmarks Commission- match for Duffields Depot rehabilitation grant

Mrs. Tabb motioned to provide a grant match of \$13,200 for the Duffields Depot rehabilitation. The funds are to be allocated from the Coal Severance account. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

7. Jennifer Brockman- Planning and Zoning- Full refund on an application deemed unnecessary by staff request

Mr. Stolipher motioned to refund the \$100 fee related to an application that was deemed unnecessary by staff as presented. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

8. Laura Kuhn-director-Jefferson County fleet & facilities management, approval to purchase three, 5-ton heat pump units for the gymnasium at Jefferson County Community Center.

Mr. Majdi motioned to approve the purchase of three (3), 5-ton heat pump units for the gymnasium at Jefferson County community Center at a cost of \$16,645.78. The funds will be allocated from the Capital Outlay account. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

9. Edwina Benites-LM (on behalf of Jeff Polczynski)- Approval of appointment for two (2) public safety dispatchers

Mr. Majdi motioned to approve the appointment of Jessica Waggoner Noris at \$24.0982 per hour and Emily Daveler at a \$23.7473 per hour, with a training incentive signing bonus of \$2000, and a post-training salary increase upon completion of training. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

10. Mike Sine, director, Jefferson County Emergency Services Agency:

- a)Memorandum Of Understanding with Harpers Ferry National Park Employee Promotion

Mr. Stolipher motioned to approve the updated Memorandum Of Understanding with the Harpers Ferry National Park Service as presented. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

- b)Pay Table Revision

Mrs. Tabb motioned to approve the revised Emergency Service Agency pay table and corresponding ESA policy AP1192 as presented. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

11. Transfer Employee from Part-Time to Full-Time

Mr. Majdi motioned to transfer Colin Graham (Fire Fighter/Paramedic I) from part-time to full-time continuing at the same rate of \$25.00 per hour until completion of his probationary period. This transfer is to be effective June 30, 2024. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

- d) Employee Promotion

Mr. Majdi motioned approve the promotion of Kaila Napier from Fire Fighter/Paramedic II to FF/Paramedic III and receive a pay rate increase to \$27.27 per hour. Effective April 21, 2024. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

12. Bessie Nelson, budget director- FY25 Benefits Selection Approval

Mrs. Tabb motioned to approve the FY25 benefit selection to include medical, dental, vision and life insurance as presented. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

13. Nathan Cochran-Assistant Prosecuting Attorney

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

b. Discussion and legal advice concerning West Virginia Human Rights Commission docket No. EREP-49-21

Mr. Stolipher moved to enter into executive session to receive legal advice and status updates on the contractual matter in items 12 (a) and (b). The motion seconded was by Mr. Majdi. 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.

COUNTY ADMINISTRATOR REPORTS

Article 147

Edwina Benites-LM provided update on: Article 147

FY2023 Appropriation requests

Grant Funding- Region 9

Edwina Benites-LM provided an update on Opioid settlement funding

The next steps for the use of opioid settlement funding

Impact fee study progress

Adjourn

The Commission adjourned at 12:48 pm, a motion by Mr. Stolipher. The motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jackie Shadle
Jefferson County Clerk's Office