

Minutes

Jefferson County Commission

Thursday, June 6, 2024

A meeting of the Jefferson County Commission was held on Thursday, June 6, 2024, during the fourth quarterly session at 9:30 a.m. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, Vice President Jane Tabb, Commissioner Pasha Majdi, Commissioner Kelvin Upson, and Commissioner James Cook. Also present were Edwina Benites-LM, county administrator, Nathan Cochran, assistant prosecuting attorney, and Sorayda Pitts, administrative assistant. The archived meeting of the Thursday, June 6, 2024, meeting is available on the Jefferson County Commission website.

Prayer- Senior Pastor Van Marsceau

PLEDGE OF ALLEGIANCE

PLEDGE OF ALLEGIANCE OF WEST VIRGINIA FLAG

APPROVAL OF MINUTES

Mr. Stolipher motioned to approve the May 13, 2024, Special Session minutes- appointment process for the Shepherdstown District and Harpers Ferry District Commission vacancies. The motion was approved unanimously.

Mr. Stolipher motioned to approve the May 16, 2024, regular meeting minutes. The motion was approved unanimously.

Mr. Stolipher motioned to approve the May 20, 2024, Special Session minutes: Board of Canvassers minutes. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for May 24, 2024, in the amount of \$322,144.77. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher motioned to approve the requisition for June 6, 2024, in the amount of \$57,863.66. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
89707		AHA-ARTS & HUMANITIES ALLIANCE	1,243.79
89708		AMANDA JOHNSON	360.46
89709		BUREAU OF CHILD SUPPORT	253.85
89710		COMPTROLLER OF MARYLAND	1,070.99
89711		COX HOLLIDA YOUNG PLLC	11,866.62
89712		DOING BETTER BUSINES	860.64
89713		EFTPS IRS TAXES	107,965.04
89714		EMILY WOLFE	621.76
89715		EMPOWER RETIREMENT	6,553.60
89716		GUTTMAN OIL CO	11,475.12
89717		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	1,841.73
89718		JEFFERSON CO CONVENTION AND VISITORS BUREAU	31,094.51
89719		JEFF CO LITTLE LEAGUE	3,000.00
89720		JEFF CO PARKS & RECREATION COMMISSION	28,009.01
89721		JEFFERSON SECURITY BANK	3,945.00
89722		LANGUAGE LINE SERVICES	115.25
89723		MONROE SYSTEMS FOR BUSINESS	368.00
89724		MOTOROLA SOLUTIONS INC	1,740.16
89725		NORFOLK SOUTHERN CORP	24.00
89726		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
89727		PSYCHOLOGICAL CONSULTING INC	400.00
89728		REBECCA CHALK	227.23
89729		REBECCA HALL	53.39
89730		RESCUE ONE TRAINING FOR LINE INC.	1,500.00
89731		SANDRA KELLEY	130.90
89732		SOFTWARE SYSTEMS INC	1,089.25
89733		SPIRIT OF JEFFERSON	1,754.74
89734		TEK ADVISORS LLC	4,200.00
89735		US BANK	85,367.88
89736		W B MASON CO. INC	135.18
89737		WV DEPUTY SHERIFF RETIREMENT SYSTEM	24,214.45
89738		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	3,841.32
89739		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	46,864.28
89740		WV STATE TAX DEPARTMENT	30,230.74
89741	FG/009	RANSON POLICE DEPARTMENT	1,978.66
89742	FG/009	SHERIFF OF JEFFERSON COUNTY	5,438.16
89743	BS/011	SHERIFF OF JEFFERSON COUNTY	10,086.47

89744	AM/053	SHERIFF OF JEFFERSON COUNTY	1,786.42
			432,773.60

Mr. Stolipher motioned to approve the accounts payable for May 23, 2024, in the amount of \$432,773.60. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
89750		ALEXANDRA BEAULIEU	53.07
89751		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,116.50
89752		ASBURY UNITED METHODIST CHURCH	100.00
89753		BENJAMIN S WILLIAMS	226.00
89754		BERKELEY GLASS INC	395.00
89755		BETHEL METHODIST CHURCH	100.00
89756		BLUE RIDGE COMMUNITY CLUB	100.00
89757		BOLAND TRANE SERVICES INC	504.62
89758		BUREAU OF CHILD SUPPORT	373.39
89759		CAMP HILL WESLEY UNITED	150.00
89760		CAPITAL LIGHTING & SUPPLIES LLC	1,127.53
89761		CASTO & HARRIS INC	1,749.72
89762		CHARLES TOWN BAPTIST CHURCH	100.00
89763		CHRISTIAN HOCKMAN	280.00
89764		CHURCH OF THE ASCENSION	300.00
89765		CITIZEN FIRE CO	150.00
89766		CITY OF CHARLES TOWN	20.00
89767		COLONIAL LIFE	95.68
89768		COMMUNITY MARKETS INC	2,500.00
89769		COMPTROLLER OF MARYLAND	1,086.61
89770		COVENANT BAPTIST CHURCH	100.00
89771		CROSSPOINT CHURCH	200.00
89772		DODSON SEPTIC SERVICE LLC	285.00
89773		DOUGLAS H FLETCHER	1,986.46
89774		DUANE DUNN	300.00
89775		EFTPS IRS TAXES	105,862.58
89776		EMPOWER RETIREMENT	6,623.49
89777		FELLOWSHIP BIBLE CHURCH	100.00
89778		FIRST BAPTIST CHURCH	200.00
89779		FIRST CITIZENS BANK & TRUST CO	2,230.47
89780		FRONTIER	36.50
89781		FRONTIER	134.42
89782		GREENWAY ENGINEERING	100.00
89783		GUTTMAN OIL CO	5,704.77
89784		HIGHMARK WV	195,143.98

89785		J.D. POWER & ASSOC	202.00
89786		JEFFERSON COUNTY COUNCIL ON AGING	100.00
89787		JEFFERSON SECURITY BANK	3,885.00
89788		JEFFREY POLCZYNSKI	1,413.41
89789		KNIGHT'S AUTO GLASS	400.00
89790		KONE BROOKLYN	3,314.43
89791		LEETOWN METHODIST CHURCH	100.00
89792		MARGARET GAINEY	60.78
89793		MICHAEL BAKER INTERNATIONAL INC	52,440.00
89794		MICHAEL MONAGHAN	300.00
89795		MIDDLEWAY FIRE COMPANY	100.00
89796		NATIONAL VISION ADMIN.	1,566.92
89797		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
89798		PANHANDLE PRINTING & DESIGN	1,137.81
89799		PATRIOT FIRE AND SECURITY LLC	590.00
89800		POTOMAC EDISON	32,567.32
89801		PSYCHOLOGICAL CONSULTING INC	200.00
89802		RICE TIRES CO	660.28
89803		ROBIN MAHONY	349.00
89804		ROGER GOODWIN	132.50
89805		RUSSELL BURGESS	4,572.39
89806		RYAN MOSE	432.50
89807		SPIRIT OF JEFFERSON	6,375.48
89808		ST JAMES CATHOLIC CHURCH	100.00
89809		TERRY WELDON	150.00
89810		THE HARTFORD	2,324.10
89811		TINA RENNER	51.00
89812		TONY GAINEY	1,959.91
89813		TRINITY EPISCOPAL CHURCH	100.00
89814		UNIFIRST	199.28
89815		VITAL SIGNS	325.00
89816		WV DEPUTY SHERIFF RETIREMENT SYSTEM	23,508.26
89817		WV DIVISION OF LABOR	180.00
89818		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	47,032.01
89819		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	166.49
89820		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	5,000.00
89821	FG/009	SHERIFF OF JEFFERSON COUNTY	5,673.47
89822	BS/011	SHERIFF OF JEFFERSON COUNTY	9,492.84
89823	AM/053	SHERIFF OF JEFFERSON COUNTY	1,799.13
			540,562.10

Mr. Stolipher motioned to approve the accounts payable for June 6, 2024, in the amount of \$540,562.10. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		23-May-24	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
602	CS/002	EASTERN PANHANDLE MENTAL HEALTH CENTER	800
603	CS/002	JEFFERSON COUNTY HISTORIC LANDMARKS	13,200
338	DG/003	SHERIFF OF JEFFERSON COUNTY	16.44
912	HD/008	D-TRAX	\$304.00
913	HD/008	SHERIFF OF JEFFERSON COUNTY	\$2,504.48
914	HD/008	US BANK	\$91.43
1161	AV/056	MILLER'S SUPPLIES AT WORK	\$300.00
1162	AV/056	US BANK	\$804.17
374	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD	\$119,395.58
337	AR/207	FRIENDSHIP VOLUNTEER FIRE COMPANY	\$1,800.00
338	AR/207	INDEPENDENT VOLUNTEER FIRE COMPANY	\$2,400.00
339	AR/207	SHEPHERDSTOWN VOLUNTEER FIRE COMPANY	\$1,600.00
340	AR/207	SHERIFF OF JEFFERSON COUNTY	\$9,465.61
341	AR/207	US BANK	\$4,075.52
1883	CO/246	PREMIER CONSTRUCTION GROUP LLC	\$33,960.00
1884	CO/246	US BANK	\$110.10
161	IP/249	JEFF CO PARKS & RECREATION COMMISSION	\$14,600.00
TOTAL			\$205,427.33

Mr. Stolipher motioned to approve the manual checks for May 23, 2024, in the amount of \$205,427.33. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
89745		AT&T BILL PAYMENT	2.58
89746		DAVID EVERETT BOOBER	1,822.10
89747		RELIANT POWER MANAGEMENT LLC	2,312.20
89748	GS/004	WV STATE AUDITOR	17,190.00
TOTAL			21,326.88

Mr. Stolipher motioned to approve the manual checks for May 31, 2024, in the amount of \$21,326.88. The motion was approved unanimously.

		6-Jun-24	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
915	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US	2425.60
916	HD/008	SHERIFF OF JEFFERSON COUNTY	\$2,117.07

1163	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC	\$960.00
1164	AV/056	MARSHALL & SWIFT BOECKH, LLC	\$3,895.05
1165	AV/056	PRINT-O-STAT	\$190.00
1166	AV/056	WV ASSOCIATION OF COUNTIES	\$100.00
342	AR/207	SHERIFF OF JEFFERSON COUNTY	\$9,519.18
1	AI/249	TISCHLERBISE INC	\$660.00
135	SI/249	TISCHLERBISE INC	\$2,860.00
124	LI/249	TISCHLERBISE INC	\$720.00
162	PI/249	TISCHLERBISE INC	\$1,250.00
156	EI/249	TISCHLERBISE INC	\$790.00
1462	IP/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT	\$102.00
1463	IP/249	SHERIFF OF JEFFERSON COUNTY-LAW ENF IMPACT	\$27,362.39
1464	IP/249	SHERIFF OF JEFFERSON COUNTY- PARKS & REC IMPACT	\$114,334.93
1465	IP/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT	\$12,032.77
1466	IP/249	SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT	\$5,755.53
996	CW/059	WV ST AUDITOR	\$1,600.00
414	WV/369	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$641.00
TOTAL			\$187,315.52

Mr. Stolipher motioned to approve the manual checks for June 7, 2024, in the amount of \$187,315.52. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

David Tabb (see attached)

Christy Stadig (see attached)

PRESENTATIONS

1. Angie Banks- Assessor

Signatures for the Certificate of Oaths for the 2024 land and personal property books

The Commission signed the Certificate of Oaths.

Approval of hire-part time clerk

Mr. Majdi motioned to hire Taylor Isabelle Sutherland as a part-time clerk for the Assessor’s office at an hourly rate of \$18.00 per hour, with a start date of June 10, 2024. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

2. Tom Hansen, Sheriff

New deputy hire request

Mr. Cook motioned to hire Kaylie Ganoë as a certified deputy beginning June 24, 2024, with a starting salary of \$52,500.00. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Fee Schedule Change

Mr. Stolipher motioned to approve the increase in fee for service of process from \$25 to \$30 as provided for in State Code 59-1-14 retroactive to May 29, 2024. The motion was seconded by Mr. Cook. The motion was approved unanimously.

3. Alexandria Beaulieu-Zoning Administrator

Full refund of a fee for a variance application request

Mrs. Tabb motioned for a full refund of \$150 application fee for an application that was deemed unnecessary and withdrawn by the applicant. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

4. Becky Burns- office manager- Engineering department

Commissioner Stolipher recused himself from this discussion and Mrs. Tabb assumed the role as chair.

Complete Construction Bond Release for McGee Civil Construction, LLC - Burr Business Park Lot 30 (File #21-13-SP)

Mr. Majdi motioned for a complete release of the remaining \$356,328.00 from the construction bond for McGee Civil Construction, LLC - Burr Business Park Lot 30 (File #21-13-SP). The motion was seconded by Mr. Cook. The motion was approved unanimously.

Commissioner Stolipher to returned to the discussion.

5. Becky Burns- office manager Engineering department

Impact Fee Refund Request

Mr. Stolipher motioned to approve a full refund of the Impact fee paid by John Hobday/ Hobday Custom Homes on behalf of Hank Walter for \$1,725.00; and, the building permit fee of \$1,235.20 be placed in escrow. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

6. Jessica James- Assistant Deputy County Administrator

Request approval to advertise the following vacancies:

Planning and Zoning Clerk - Department of Engineering, Planning, and Zoning

Mr. Stolipher motioned to approve the request to advertise a planning and zoning clerk position within the Department of Engineering, Planning, and Zoning at a Grade IV, with a salary range of \$35,550 - \$56,880. The motion was seconded by Mr. Cook. The motion was approved unanimously.

Executive Director - Jefferson County Development Authority

Mr. Cook motioned to approve the request to advertise the executive director position within the Jefferson County Development Authority at a Grade VIII, with a salary range of \$76,361-\$122,178. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Approval to hire Jefferson County Development Authority summer fellow

Mr. Majdi motioned to approve the hire Justin Butcher as a part-time summer fellow for the Jefferson County Development Authority, effective June 6, 2024 - August 23, 2024, at \$17 per hour with the Jefferson County Development Authority responsible for reimbursing the County for funds allocated for this purpose in FY25. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

7. Public Hearing - regarding a Zoning Map Amendment (rezoning) for the properties designated as Tax District: Kabletown (06), Map: 12, Parcels: 12.6 & 12.7 . The properties are part of the Sunnyside Industrial Park on Kanawha Lane, located south of Wheatland Road. The property owner of these two lots is Cochran Mill Road LLC.; the combined Parcel Size is 20.20 acres. The properties are currently zoned Industrial-Commercial (IC) and a petition has been made to the County Commission by the property owner to change the zoning classification from Industrial-Commercial to Residential-Light Industrial-Commercial (RLIC) (Planning Commission File #24-1-Z).

NO PUBLIC COMMENT RECEIVED

Mr. Stolipher motioned to approve the rezoning for the properties designated as Tax District: Kabletown (06), Map: 12, Parcels: 12.6 & 12.7. The properties are part of the Sunnyside Industrial Park on Kanawha Lane, located south of Wheatland Road as presented. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

8. Bessie Nelson- budget director-

State / Internal budget revisions for FY24

Mr. Stolipher motioned to approve the 10 internal budget revisions and 1 state budget revision as presented for approval. The motion was seconded by Mr. Upson. The motion was approved unanimously.

OPEB (Other Post Employment Benefits) Actuarial study

Mr. Stolipher motioned to use the West Virginia State schedules for completion of the OPES Actuarial Study for FY24 at no additional cost to the County. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

FY25 Cost of Living Adjustment (COLA)

Mrs. Tabb motioned to approve a Cost of Living Adjustment (COLA) increase of 5% for all full-time County employees effective July 1, 2025. Funds to be allocated from the contingency funds. The motion was seconded by Mr. Cook. The motion was approved unanimously.

9. Jennifer Myers- director, Jefferson County Parks & Recreation Commission

Request to have the Jefferson County Commission waive the JCESA fees for the fireworks event on June 29, 2024 (Rain date June 30, 2024) at Sam Michaels Park

Mr. Stolipher motioned for the Jefferson County Commission to waive the fees to provide ambulance services at the 2024 fireworks event to be held at Sam Michaels Park. The motion was seconded by Mr. Upson. The motion was approved unanimously.

10. Luke Seigfried- county planner

Mr. Seigfried provided a quarterly status update of the 2045 Comprehensive Plan.

11. Jane Tabb, county commission

Decision on remaining ARPA funding

It was the consensus of the Commission to table this item to allow the new commissioners to review and make suggestions.

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

Pay adjustments for 5 employees

Mr. Stolipher motioned to approve the request for Staci Lentz a FF/Paramedic I, currently at a rate of \$25.00 per hour, for a 3 step increase for 6 years of prior work experience in accordance with AP 1192. At this time, she remains a FF/PI and will

receive a new rate of \$26.44 per hour to be effective June 2, 2024. Upon completion of the introductory period and meeting the requirements of AP 1060 she will receive the revised promotion to FF/Paramedic II Step 3 with the corresponding rate of \$27.11 per hour. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

Mr. Stolipher motioned to approve the request for James West a FF/AEMT I, currently at a rate of \$21.28 per hour, for a 4 step increase for 8 years of prior work experience in accordance with AP 1192. At this time, he remains a FF/AEMT I and will receive a new rate of \$22.93 per hour to be effective June 2, 2024. Upon completion of the introductory period and meeting the requirements of AP 1060 he will receive the revised promotion to FF/AEMT II Step 4 with the corresponding rate of \$23.51 per hour. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

Mr. Stolipher motioned to approve the request for Ryan Lesko a Lieutenant, currently at a rate of \$33.46 per hour, for a 2-step increase for 4 years of prior work experience in accordance with AP 1192. He will receive a new rate of \$34.73 per hour to be effective June 2, 2024. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

Mr. Stolipher motioned to approve the request for Charles Kerns a FF/EMT 11, currently at a rate of \$20.16 per hour, for a 1 step increase for 2 years of prior work experience in accordance with AP 1192. He will receive a new rate of \$20.54 per hour to be effective June 2, 2024. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

Mr. Stolipher motioned to approve the request for Angel Poe a FF/Paramedic II, currently at a rate of \$26.11 per hour, for a 5 step increase for 10 years of prior work experience in accordance with AP 1192. She will receive a new rate of \$28.67 per hour to be effective June 2, 2024. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

RFP for Structural Firefighting Turnout Gear

Mrs. Tabb motioned to approve the advertisement for the RFP for structural firefighting turnout gear previously approved to be funded in FY25 with funds coming from Capital Outlay. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

RFP for Custom Ambulance

Mrs. Tabb motioned to approve the advertisement for the RFP for custom ambulances previously approved to be funded in FY25 with funds coming from Capital Outlay. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

13. Edwina Benites- Development Authority

Bylaws revision

It was the consensus of the Commission to table this item until the next regular Commission meeting on June 27, 2024, at 6 pm for additional consideration by Nathan Cochran.

Ordinance update

It was the consensus of the Commission to table this item until the next regular Commission meeting on June 27, 2024, at 6 pm for additional consideration by Nathan Cochran.

Appointment of board member-Board of Education

Mr. Stolipher motioned to appoint Kathy Skinner as the Board of Education representative to the Jefferson County Development Authority for a term expiring in July 2027. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

Solicitation for board member vacancies and expirations

It was the consensus of the Commission to table this item until the next regular Commission meeting on June 27, 2024, at 6 pm for additional consideration by Nathan Cochran.

14. Nathan Cochran-Assistant Prosecuting Attorney

- a. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office and/or courthouse space.
- b. Report by counsel on Magistrate Court space and related issues.
- c. Discussion of W.Va. Human Rights Comm. Case No. EREP-49-21.
- d. Discussion of potential Fire Levy and possible action or direction in moving forward with levy process.
- e. Report by counsel on building permit and other proposed fee increases for the Department of Engineering, Planning, and Zoning

Mr. Stolipher moved to enter into executive session to receive legal advice and status updates on the contractual matter in items 14 a, c, d, and e, . 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. Cook. The Commission approved the motion unanimously.

COUNTY ADMINISTRATOR REPORTS

Commissioner Board and Commissioner Assignments

2024
Jefferson County Commission
Assignments to Boards, Commissions, and Organizations

Organization	Current 2024	New 2024
Approval of financial bills	Tabb/Jackson	Tabb/Upson
Board of Health – BOH	Krouse	Cook
Building Repair & Security Courthouse Committee	Krouse	Cook
Charles Town Utility Board Liaison - CTUB	Jackson	Upson
Community Corrections Committee – Day Report Center	Jackson	Upson
Development Authority – JCDA	Majdi	Majdi
E911 Council	Tabb	Tabb
Extension Service	Tabb	Tabb
Farmland Protection Board – JCFPB	Tabb	Tabb
Jefferson County Convention & Visitors Bureau - JCCVB	Krouse	Cook
Jefferson County Fire & Rescue Association - JCFRA	Krouse	Cook
Historic Landmarks Commission – JCHLC	Krouse	Cook
Homeland Security/LEPC	Jackson	Upson
Legislative Liaison	Co. Administrator	Co. Administrator
Jefferson County Parks and Recreation Commission	Majdi	Upson
Jefferson County Planning Commission	Stolipher	Stolipher
Region 9	Majdi	Stolipher
Solid Waste Authority	Majdi	Majdi

Hagerstown-Eastern Panhandle Metropolitan Planning Org. (HEPMPO)	Stolipher	Stolipher
Eastern Panhandle Transit Authority (EPTA)	Tabb	Tabb
Workforce Investment Act Liaison	Majdi	Majdi

Mr. Stolipher motioned to approve the new boards, commissions and organizations assignments. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Adjourn

Having no further business, Mr. Stolipher motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 7:10 p.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk’s Office