

Minutes

Jefferson County Commission

Thursday, June 27, 2024

A meeting of the Jefferson County Commission was held on Thursday, June 27, 2024, during the second quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher (online), 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 27, 2024, meeting is available on the Jefferson County Commission website.

Prayer- Senior Adam Johnson, Bakerton Bible Church

PLEDGE OF ALLEGIANCE

PLEDGE OF ALLEGIANCE OF WEST VIRGINIA FLAG

APPROVAL OF MINUTES

Mrs. Tabb motioned to approve the May 30, 2024, Special Session- certification of the 2024 primary elections results and candidates interviews for the vacant Shepherdstown and Harpers Ferry District commission seats. The motion was approved unanimously.

Mrs. Tabb motioned to approve the June 6, 2024, regular meeting minutes. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mrs. Tabb motioned to approve the payroll for June 7, 2024, in the amount of \$314,155.23. The motion was approved unanimously.

Mrs. Tabb motioned to approve the payroll for June 21, 2024, in the amount of \$315,522.11. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mrs. Tabb motioned to approve the requisition for June 27, 2024, in the amount of \$24,815.58. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
89824		ADAM WARD	2,093.39
89825		AMERIFLEX	126.65
89826		AT&T	112.38
89827		BOLAND TRANE SERVICES INC	713.00
89828		CHARLES TOWN PRESBYTERIAN CHURCH	88.00
89829		FRONTIER	3,225.50
89830		FRONTIER	55.00
89831		FRONTIER	2.25
89832		FRONTIER	207.90
89833		GUTTMAN OIL CO	5,807.48
89834		KAREN EDDLEMAN	378.02
89835		PATTON BUILDING SERVICES, INC	11,764.00
89836		RETIREE HEALTH BENEFIT TRUST	7,668.00
89837		DR. ROBERT E. JONES III	1,000.00
89838		SANDRA KELLEY	38.50
89839		SOFTWARE SYSTEMS INC	28,534.76
89840		SPIRIT OF JEFFERSON	89.56
89841		TEK ADVISORS LLC	4,200.00
89842		THE HARTFORD	3,908.52
89843	SG/010	JEFFERSON DAY REPORT CENTER	38,750.00
			108,762.91

Mrs. Tabb motioned to approve the accounts payable for June 13, 2024, in the amount of \$108,762.91. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
89845		ALICE N PAINTER	66.00
89846		BOLAND TRANE SERVICES INC	642.25
89847		BRITTNI FLETCHER	820.47
89848		BUREAU OF CHILD SUPPORT	373.39
89849		CAPITAL LIGHTING & SUPPLIES LLC	275.94
89850		CASTO & HARRIS INC	12,230.52
89851		CENTRAL ELEVATOR INSPECTION SERVICES LLC	850.00
89852		CHRISTY ENTERPRISE	89.68
89853		COMMUNITY MARKETS INC	2,500.00
89854		COMPTROLLER OF MARYLAND	1,062.00
89855		CONTROL SYSTEMS INC	141.59
89856		COX HOLLIDA YOUNG PLLC	2,133.38
89857		DOOR SERV PRO, LLC	9,658.00
89858		EFTPS IRS TAXES	105,529.50
89859		ELSS EXECUTIVE REPORTING, LLC	473.60
89860		EMPOWER RETIREMENT	6,767.06

89861		ESS ELECTION SYSTEMS & SOFTWARE	6,005.00
89862		FRONTIER	161.60
89863		FRONTIER	7,273.25
89864		FRONTIER	120.24
89865		FRONTIER	1,024.91
89866		GUTTMAN OIL CO	5,193.61
89867		HIRERIGHT	23.10
89868		JACQUELINE SHADLE	66.00
89869		JASON MICKEY	366.55
89870		JEFFERSON COUNTY DEVELOPMENT AUTHORITY	20,000.00
89871		JEFFERSON SECURITY BANK	3,885.00
89872		KAELYN HOFFMAN	66.00
89873		KAREN OLDEN	66.00
89874		KATRINA CLARK	3,328.85
89875		LORI BROWN	1,586.87
89876		NAPA AUTO PARTS	319.54
89877		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
89878		PA DEPT OF REVENUE	114.80
89879		POTOMAC EDISON	3,717.24
89880		RICE TIRES CO	211.20
89881		SHERIFF OF JEFFERSON COUNTY	10,168.35
89882		SOFTWARE SYSTEMS INC	1,589.80
89883		TINA RENNER	88.50
89884		UNIFIRST	199.28
89885		US BANK	55,983.35
89886		VA DEPT OF TAXATION	3,043.75
89887		WV DEPUTY SHERIFF RETIREMENT SYSTEM	22,072.55
89888		WV DIVISION OF LABOR	270.00
89889		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	4,779.28
89890		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	47,136.55
89891		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	66,503.10
89892		WV STATE TAX DEPARTMENT	29,736.05
89893	FG/009	SHERIFF OF JEFFERSON COUNTY	5,326.83
89894	BS/011	SHERIFF OF JEFFERSON COUNTY	8,358.81
89895	AM/053	SHERIFF OF JEFFERSON COUNTY	1,786.42
TOTAL			455,250.76

Mrs. Tabb motioned to approve the accounts payable for June 20, 2024, in the amount of \$455,250.76. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
89896		AHA-ARTS & HUMANITIES ALLIANCE	841.69
89897		AT&T MOBILITY - CC	792.49
89898		AT&T BILL PAYMENT	2.58
89899		CHARLES TOWN PRESBYTERIAN CHURCH	43.00
89900		CHERI VEST	259.92
89901		DIGITAL DOCUMENT SOLUTIONS INC	2,152.97
89902		FIRST CITIZENS BANK & TRUST CO	2,230.47
89903		G & TRIPLE T LLC	820.00
89904		GUTTMAN OIL CO	11,867.35
89905		HIGHMARK WV	209,432.80
89906		J.C. EHRlich	859.99
89907		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	1,246.32
89908		JEFFERSON COUNTY SOLID WASTE AUTHORITY	117.81
89909		JEFFERSON COUNTY BOARD OF EDUCATION	1,760.00
89910		JEFFERSON CO CONVENTION AND VISITORS BUREAU	21,042.09
89911		JEFF CO PARKS & RECREATION COMMISSION	18,954.08
89912		KATHRYN KING	951.37
89913		KELSEY STIPANOVIC	743.08
89914		LANGUAGE LINE SERVICES	142.20
89915		NATIONAL VISION ADMIN.	1,611.82
89916		PANSCH INVESTIGATIONS LLC	550.00
89917		PATRIOT FIRE AND SECURITY LLC	7,760.00
89918		PRIORITY DISPATCH	130.00
89919		DR. ROBERT E. JONES III	1,000.00
89920		SANDRA KELLEY	227.15
89921		SARGENT'S COURT REPORTING SERVICE INC	957.79
89922		STAPLES	1,779.60
89923		TAMMY MOBLEY	2,173.49
89924		TEK ADVISORS LLC	4,399.50
89925		VITAL SIGNS	1,432.50
89926		WILLIAM F. ROHRBAUGH	33,331.80
89927		WV SHERIFFS ASSOCIATION	2,200.00
TOTAL			331,813.86

Mrs. Tabb motioned to approve the accounts payable for June 27, 2024, in the amount of \$331,813.86. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

Check #	Fund	Vendor	Amount
1167	AV/056	SHERIFF OF JEFFERSON COUNTY	\$646,928.34
1168	AV/056	STAPLES	\$1,299.80
343	AR/207	GRIFFITH & ASSOCIATES PLLC	\$6,000.00
344	AR/207	INDEPENDENT VOLUNTEER FIRE COMPANY	\$2,400.00
TOTAL			\$656,628.14

Mrs. Tabb motioned to approve the manual checks for June 14, 2024, in the amount of \$656,628.14. The motion was approved unanimously.

			21-Jun-24
			OTHER FUNDS
Check #	Fund	Vendor	Amount
604	CS/002	SPILMAN THOMAS & BATTLE	13788.85
339	DG/003	SHERIFF OF JEFFERSON COUNTY	40.59
917	HD/008	SHERIFF OF JEFFERSON COUNTY	2106.10
918	HD/008	US BANK	\$91.25
1169	AV/056	MONROE SYSTEMS FOR BUSINESS	\$165.26
1170	AV/056	US BANK	\$4,069.21
375	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD	\$187,293.50
8	TC/077	UNITED WAY-EASTERN PANHANDLE INC	\$45.00
345	AR/207	CITIZENS VOLUNTEER FIRE COMPANY	\$3,400.00
346	AR/207	SHEPHERDSTOWN VOLUNTEER FIRE COMPANY	\$1,600.00
347	AR/207	SHERIFF OF JEFFERSON COUNTY	\$8,998.67
348	AR/207	US BANK	\$898.55
441	SF/073	VICTOR LUPIS	\$2,000.00
TOTAL			\$224,496.98

Mrs. Tabb motioned to approve the manual checks for June 21, 2024, in the amount of \$224,496.98. The motion was approved unanimously.

			26-Jun-24
			OTHER FUNDS
Check #	Fund	Vendor	Amount
605	CS/002	EASTERN PANHANDLE MENTAL HEALTH CENTER	\$1,400.00
340	DG/003	SHERIFF OF JEFFERSON COUNTY	\$29,545.77
350	MG/005	SHERIFF OF JEFFERSON COUNTY	\$28,391.32
919	HD/008	D-TRAX, LLC	\$248.00
1171	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC	\$7,912.80
1172	AV/056	MILLER'S SUPPLIES AT WORK	\$55.94
1173	AV/056	PRINT-O-STAT INC	\$190.00

223	VR/063	SECRETARY OF STATE OFFICE	\$461.20
349	AR/207	AT&T MOBILITY	\$768.81
350	AR/207	FRIENDSHIP VOLUNTEER FRIE COMPANY	\$1,800.00
157	IE/249	JOHN HOBDAY	\$106.00
163	IP/249	JOHN HOBDAY	\$1,006.00
125	IL/249	JOHN HOBDAY	\$565.00
2	IA/249	JOHN HOBDAY	\$47.00
136	IS/249	JOHN HOBDAY	\$1.00
TOTAL			\$72,498.84

Mrs. Tabb motioned to approve the manual checks for June 28, 2024, in the amount of \$72,498.84. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron (see attached)

Denise Nick

Mary Gee

Christine Marshall

Doug Rockwell

Richard Zigler

Natalie Stone

Terris Seman

Deven Carpenters

Amanda Strout

Bob Aitcheson

Heidi Parker

Chrissy Wimer

David Tabb (see attached)

Colin Stine

John Doyle

Natalie Grantham Friend

Jack Hefestay

PRESENTATIONS

1. Tom Hansen- Sheriff

New deputy hire

Mr. Majdi motioned to approve the hire of C. Morris as an uncertified deputy beginning July 1, 2024, with a starting salary of \$53,550.00. The motion was seconded by Mr. Cook. The motion was approved unanimously.

Court Security Grant Award

Mr. Majdi motioned to accept the award of \$31,000.00 from the Court Security Grant and authorize Mrs. Tabb sign the associated documents. The motion was seconded by Mr. Cook. The motion was approved unanimously.

2. Bessie Nelson- on behalf of Nikki Painter-Clerk's Office

Approval of depository bonds for fiscal year 2024-2025

Mr. Upson motioned to approve the depository bonds for the fiscal year 2024-2025 as presented. The motion was seconded by Mr. Cook. The motion was approved unanimously.

3. Rebecca Hall- Prosecuting Attorney's Office Victim Assistant Program

VOCA grant application 2024-2025 approval and signature

Mr. Majdi motioned to approve the VOCA grant application and to have Mrs. Tabb sign the 2024-2025 grant application. The motion was seconded by Mr. Cook. The motion was approved unanimously.

4. Interview and appointment to the Jefferson County Historic Landmarks Commission for a one three-year term ending March 30, 2027.

Mr. Cook motioned to appoint David Carroll to the Jefferson County Historic Landmarks Commission for a one three-year term ending March 30, 2027. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

5. Nancy Strine- City of Martinsburg, representing the Eastern Panhandle HOME Consortium as the HOME Administrator.

Three year HOME Consortium Renewal for FY2024-FY2027

Mr. Majdi motioned to approve the Resolution for Jefferson County, WV, authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 1, 2024 to June 30, 2027; and approve the Cooperative Agreement, Housing Consortium Cooperative Agreement by and between the City of Martinsburg and the County of Jefferson, West Virginia, for the period of July 1, 2024 - June 30, 2027. The motion was seconded by Mr. Cook. The motion was approved unanimously.

6. *****PUBLIC HEARING*****

Proposed amendment to Division 24.300 C and D of the Jefferson County Subdivision and Land Development Regulations related to holding public hearings for waiver applications (STA24-01)

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron

Christine Marshall

Amanda Strout

Chrissy Wimer

Colin Stine

Jack Hefestay

It was the consensus of the Commission to table this item until the next meeting for voting.

7. Gino Sisco - Jefferson County Health Department

Jefferson County Board of Health Environmental Health Fees for Permits and Services Rule

Mr. Cook motioned to approve the Jefferson County Board of Health Environmental Health fees for permits and services rule with the proposed fee increase. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

8. Becky Burns- office manager, Engineering, Planning and Zoning

Letter of credits securing construction bonds

Mrs. Tabb motioned to authorize staff to call any letter of credits that are due that have not been renewed by the close of business on Monday July 8, 2024. The motion was seconded by Mr. Cook. The motion was approved unanimously.

9. Becky Burns, office manager, Engineering, Planning and Zoning

Memorandum of Understanding (MOU) Tiny Treasures Daycare

Mr. Cook motioned to approve and execute the Memorandum of Understanding (MOU) for Christopher Hill, Owner/Operator of Tri-State Investment Properties, LLC who owns Tiny Treasures Daycare & Learning Center located at 248 Cherry Tree Drive, Charles Town, WV. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

10. Laura Kuhn, Fleet & Facilities Management

Air Conditioning installation-Jefferson County Emergency Services Agency Approval

Mrs. Tabb motioned to approve the \$14,000 purchase and installation of a mini-split AC units for the Jefferson County Emergency Services Agency building in the vehicle storage bay area. Funds to be allocated from the ARPA48 funds designated for this purpose. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Jefferson County Facilities Presentation

Presentation only.

11. Christopher Callas, Esq. Wild Hill Solar and Alyssa Vogt, Project Developer

Presentation only.

12. Jessica James- assistant deputy county administrator

Approval of modification of job title – “Emergency Medical Dispatching Coordinator” to “Quality Assurance Coordinator” (FT) and “Quality Assurance Evaluator” (PT) – E911

Mrs. Tabb motioned to approve the change of job title from “EMD Coordinator” to “Quality Assurance Coordinator (for FT)” and “Quality Assurance Evaluator (for PT), for the department of Jefferson County Emergency Communications, as presented. The motion was seconded by Mr. Cook. The motion was approved unanimously.

Approval of employee status change – full-time to part-time – E911

Mrs. Tabb motioned to acknowledge the retirement of Public Safety Dispatcher, Staci Hovermale, after 18 years of service to Jefferson County and assign her to the role of part-time quality assurance evaluator, at a rate of \$24.61/hr. The motion was seconded by Mr. Cook. The motion was approved unanimously.

Approval of employee salary adjustment and employee promotion – ESA

Mr. Majdi motioned to approve the three-step increase for Colin Graham for years of service in accordance with ESA Administrative Policy 1192, from \$25.00/hr to \$26.44/hr, effective June 16, 2024, with Mr. Locke to receive a promotion to FF/P II, Step 3 at a rate of \$28.46/hr upon successful completion of the probationary period, as presented. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

Mr. Majdi motioned to approve the promotion of Matthew Locke from FF/AEMT II to FF/AEMT III, at a rate of \$22.36, effective June 16, 2024, as presented. The motion was seconded by Mr. Upton. The motion was approved unanimously.

Reclassification of Position and Approval to Advertise – Finance and Administration Manager – ESA

Mrs. Tabb motioned to approve the reclassification of the ESA office manager position to ESA finance and administration manager at a FY25 grade VI and allow staff to advertise the vacancy, as presented. The motion was seconded by Mr. Cook. The motion was approved unanimously.

13. Bessie Nelson- budget director

Internal budget revisions for FY24

Mr. Majdi motioned to approve the six internal budget revisions and one state budget revision as presented for approval. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

Revisit FY25 Budget Requests:

The budget requests below will all be funded from the contingency fund per the 6/27/2024 memo from Bessie Nelson, budget director, to the Commissioners

Approval of \$0.50 / hour COLA increase for all part-time County employees - \$45,000

Mr. Cook motioned to approve \$0.50 / hour COLA increase for all part-time County employees, effective July 1, 2024. The motion was seconded by Mr. Upton. The motion was approved unanimously.

Approval of \$10,000 for Parks and Recreation FY25 Fireworks

Mr. Cook motioned to approve \$10,000 for Jefferson County Parks and Recreation FY25 fireworks. The motion was seconded by Mr. Upton. The motion was approved unanimously.

Approval of \$10,000 for Parks and Recreation Scholarship.

Mr. Cook motioned to approve \$10,000 for the Jefferson County Parks and Recreation Scholarship. The motion was seconded by Mr. Upson. The motion was approved unanimously.

Approval of \$62,768 for Jefferson County Parks and Recreation personnel expenses

Mr. Cook motioned to approve an additional \$62,768 for Jefferson County Parks and Recreation personnel expenses. The motion was seconded by Mr. Upson. The motion was approved unanimously.

Approval of \$3,600 for the County Commission for the local Leadership Jefferson for 3 employees.

Mr. Cook motioned to approve an additional \$3,600 to be allocated to 401 training budget line for FY25 to pay for up to three employees county-wide to attend Leadership Jefferson. The motion was seconded by Mr. Upson. The motion was approved unanimously.

Approve \$6,000 for the County Commission for Advertising and Legal Publications

Mr. Cook motioned to approve \$6,000 for the County Commission for the advertising and legal publications line in the FY25 budget. The motion was seconded by Mr. Upson. The motion was approved unanimously.

14. Edwina Benites- Development Authority

Bylaws revision

No action taken.

Membership update

Mrs. Tabb motioned to amend the makeup of the Jefferson County Development Authority board to: The Jefferson County Development board will consist of 15 members, to be structured as follows:

- one representative from each municipality in Jefferson County: Bolivar, Charles Town, Harpers Ferry, Ranson, and Shepherdstown,
- one county commissioner,
- one representative from the Board of Education,
- one business representative,
- one industry representative,
- one agribusiness representative,

- one labor representative, and
- 4 citizen representatives

The motion was seconded by Mr. Cook. The motion was approved unanimously.

Solicitation for board member vacancies and expirations

Mr. Majdi motioned to solicit for the following vacant or expiring terms on the Jefferson County Development Authority board:

- Harpers Ferry Representative for an unexpired term ending on April 5, 2025;
- Citizen Representative (business) for a term ending on April 5, 2025;
- Citizen Representative (labor) for a term ending on April 5, 2027;
- Citizen Representative (agribusiness) for a term ending on April 5, 2027;
- Two (2) Citizen Representatives (general) for terms ending on April 5, 2027.

The motion was seconded by Mr. Cook. The motion was approved unanimously.

15. 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. Review and discussion of Intergovernmental Agreement Between the Jefferson County Commission, the Jefferson County Sheriff’s Department and the Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement Between the Jefferson County Commission, the Jefferson County Sheriff’s Department, and the Corporation of Bolivar for Tax Collection Services

d. Personnel issue

e. Review and discussion of annual renewal of the cooperative law enforcement agreement with Job Corps/Forest Service

Mr. Majdi moved to enter into executive session to discuss a personnel issue and receive legal advice and status updates on items 15d and County Administrator item-Permit#WV0116025 . The motion seconded was by Mr. Cook. The Commission approved the motion unanimously.

Mrs. Tabb 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

West Virginia Department of Environmental Protection Permit #WV0116025

Fire Services Study

No action taken.

Appointment Policy

Mr. Cook motioned to direct the county administrator to coordinate with legal staff and draft an appointment policy. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

ARPA

Mr. Cook motioned to notify the public of open solicitations for the remaining ARPA funds and allow applications to be submitted up until October 1, 2024. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

Adjourn

Having no further business, Mr. Cook motioned to adjourn the meeting. The motion was seconded by Mr. Majdi and unanimously approved. The Commission adjourned at 11:04 p.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office