

Minutes

Jefferson County Commission

Thursday, July 11, 2024

A meeting of the Jefferson County Commission was held on Thursday, July 11, 2024, during the third 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 (virtually). Also present were Edwina Benites-LM, county administrator, Nathan Cochran, assistant prosecuting attorney, Jacki Shadle, county clerk, and Sorayda Pitts, administrative assistant. The archived meeting of the Thursday, July 11, 2024, meeting is available on the Jefferson County Commission website.

Moment of Silent

Pledge of allegiance

Pledge of allegiance of West Virginia flag

APPROVAL OF MINUTES

Mr. Stolipher motioned to approve the June 27, 2024, regular meeting minutes. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for July 5, 2024, in the amount of \$443,189.87. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher motioned to approve the requisition for July 11, 2024, in the amount of \$12,834.72. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
89929		ALLENTOWN POLICE DEPARTMENT	500.00
89930		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,116.50
89931		AT&T	202.00
89932		BUREAU OF CHILD SUPPORT	985.39

89933		CAPITAL ELECTRIC	532.10
89934		COMPTROLLER OF MARYLAND	1,452.75
89935		EFTPS IRS TAXES	152,744.21
89936		EMPOWER RETIREMENT	7,703.66
89937		FRONTIER	170.92
89938		JEFFERSON SECURITY BANK	3,885.00
89939		KELSEY STIPANOVIC	2,120.52
89940		LORI BROWN	930.82
89941		MILLER'S SUPPLIES AT WORK	166.35
89942		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
89943		OLD CHARLES TOWN LIBRARY	3,000.00
89944		PA SCDU	320.00
89945		POTOMAC EDISON	34,025.57
89946		RICE TIRES CO	451.36
89947		SEN COMMUNICATIONS LLC	2,931.18
89948		SOFTWARE SYSTEMS INC	7,451.20
89949		THE HARTFORD	3,739.56
89950		UNIFIRST	298.92
89951		WAR MEMORIAL HOSPITAL	86.47
89952		WV DEPUTY SHERIFF RETIREMENT SYSTEM	28,126.28
89953		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	47,457.26
89954		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	166.49
89955		WV UNITED HEALTH SYSTEM	542.07
89956		WV ASSOCIATION OF COUNTIES	100.00
89957	FG/009	SHERIFF OF JEFFERSON COUNTY	5,420.53
89958	BS/011	SHERIFF OF JEFFERSON COUNTY	10,769.45
89959	AM/053	SHERIFF OF JEFFERSON COUNTY	1,799.12
			321,260.68

Mr. Stolipher motioned to approve the accounts payable for July 4, 2024, in the amount of \$321,260.68. The motion was approved unanimously.

CHECK NUMBER	VENDOR NAME	UNCLEARED
89960	ADAM WARD	527.71
89961	ADAM WAUGH	500.00
89962	AMANDA MASTERS	32.96
89963	AMERIFLEX	122.40
89964	BEST BEST & KRIEGER LLP	162.00
89965	BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	23,175.00
89966	CASTO & HARRIS INC	54.00
89967	CHIEF TECHNOLOGIES	13,887.00
89968	CITY OF CHARLES TOWN	3,780.00
89969	COLONIAL LIFE	95.68

89970	DOING BETTER BUSINES	146.69
89971	EMILY MORROW	114.57
89972	EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	25,000.00
89973	ESS ELECTION SYSTEMS & SOFTWARE	10,928.50
89974	GUTTMAN OIL CO	6,489.98
89975	JEFF CO PARKS & RECREATION COMMISSION	130,820.25
89976	JEFFERSON DAY REPORT CENTER	38,750.00
89977	KATHRYN KING	473.26
89978	MARY ESPINOSA	732.49
89979	OLD CHARLES TOWN LIBRARY	23,175.00
89980	REBECCA HALL	1,190.77
89981	RYLEE BROWN	127.02
89982	SHEPHERDSTOWN PUB LIBRARY	23,175.00
89983	SOUTH JEFFERSON PUBLIC LIBRARY	23,175.00
89984	SPIRIT OF JEFFERSON	198.68
89985	THE HARTFORD	2,387.60
89986	VICTOR C LUPIS III	251.28
89987	WV STATE BAR	2,200.00
89988	WVU WEST VIRGINIA UNIVERSITY	3,700.00
		335,372.84

Mr. Stolipher motioned to approve the accounts payable for July 11, 2024, in the amount of \$335,372.84. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

			4-Jul-24
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
920	HD/008	SHERIFF OF JEFFERSON COUNTY	2571.42
1174	AV/056	MILLERS SUPPLIES AT WORK	107.84
351	AR/207	SHERIFF OF JEFFERSON COUNTY	11838.70
1885	CO/246	THOS SOMERVILLE	\$16,645.76
997	CW/059	WV STATE POLICE ACCT OFFICE	\$15.00
998	CW/059	WV STATE AUDITOR	\$960.00
415	WV/369	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$640.00
TOTAL			\$32,778.72

Mr. Stolipher motioned to approve the manual checks for July 5, 2024, in the amount of \$32,778.72. The motion was approved unanimously.

			11-Jul-24
		OTHER FUNDS	
Check #	Fund	Vendor	Amount

1175	AV/056	ESRI	\$22,700.00
1176	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC	\$2,375.00
1177	AV/056	MONROE SYSTEMS FOR BUSINESS	\$182.52
1178	AV/056	STAPLES	\$549.50
1179	AV/056	THE THRASHER GROUP INC	\$15,900.00
1467	IP/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT	\$110.00
1468	IP/249	SHERIFF OF JEFFERSON COUNTY-LAW ENF IMPACT	\$26,725.13
1469	IP/249	SHERIFF OF JEFFERSON COUNTY- PARKS & REC IMPACT	\$124,469.90
1470	IP/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT	\$13,096.56
1471	IP/249	SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT	\$6,272.46
442	SF/073	VICTOR C LUPIS	\$1,350.00
TOTAL			\$213,731.07

Mr. Stolipher motioned to approve the manual checks for July 12, 2024, in the amount of \$213,731.07. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Bob Aitcheson

Joanne Curran (see attached)

Jacquelyn Milliron (see attached)

Wendy Couch

Marci Groom

Colin Stine (see attached)

Troy Miller

David Tabb (see attached)

David Lutz

Angela Moore

Samantha Hutt

Christy Stadig (see attached)

Natalie Stone

TJ Schmidt

Jack Hefestay (see attached)

Jean Jacobs (see attached)

Richard Zigler (see attached)

Christine Wimer

Bill Ridenour
Rebecca Fibbs

PRESENTATIONS

1. Angie Banks- Assessor

Exoneration

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Michael Julian	PP	CT	\$66.72	3918

Mr. Stolipher motioned to approve the exoneration of ticket Number 3918 as presented by Mrs. Banks. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Tax ticket apportionments

Mr. Stolipher motioned to approve the tax ticket apportionment, ticket number 313438 in the amount of \$2,370.80 as presented by Mrs. Banks. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to approve the tax ticket apportionment, ticket number 314070 in the amount of \$2,095.36 as presented by Mrs. Banks. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

2. Steven Holz, Lieutenant, Sheriff’s Department

Job Corps Cooperative Law Enforcement Agreement Renewal

Mr. Stolipher motioned to approve the cooperative law enforcement agreement between the Sheriff’s Office, USDA, Forest Service, and Harpers Ferry Job Corps and authorize the president to affix his signature. The motion was seconded by Mr. Upson. The motion was approved unanimously.

3. Jacki Shadle, County Clerk

Employee recognition for 20 years of service

Ms. Karen Olden was recognized for 20 years of service to the county.

4. Karen Olden, Probate

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

Fiduciary Quarterly Review of Estates opened. Waivers of Final Settlement and Accountings Recorded since last Quarterly Review.

Mrs. Tabb motioned to approve the Fiduciary Quarterly Review of Estates opened. Waivers of Final Settlement and Accountings Recorded since last Quarterly Review as presented. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

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

5. Kelly Franklin, Jefferson Day Report Center, Inc.

FY25 West Virginia Community Corrections Grant Award Contract

Mrs. Tabb motioned to approve the FY25 West Virginia Community Corrections Grant Award Contract as presented. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

6. Roger Goodwin, Chief Engineer

Property Safety Enforcement Agency – Hearing on Case 23-001
(Daniel D. Duncan)

Mr. Stolipher motioned to find the property in violation of the Property Safety Enforcement Ordinance and to issue the Order to the property owner, as presented. The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

Dave Lutman, Lutman Construction, LLC, Home Builder - Discussion of issues with processing building permit applications and Office of Permits & Inspections level of staffing and resources.

a-Mr. Stolipher motioned to direct Director Roger Goodwin or legal counsel to review and provide recommendations on the ILP ordinance regarding wells and bring the recommendations back to the Commission. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

The Commission discussed and understood that additional action will require additional review by the Planning Commission.

b-Mr. Stolipher motioned to allow the engineering department to develop and implement a master approval plan process. The motion was seconded by Mr. Cook. The motion was approved unanimously.

c-Mr. Stolipher motioned to have director Roger Goodwin develop and bring back an expedited fee schedule and consult with the fire marshal to confirm if we can hire a third

party inspector. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Complete bond release for ILA Properties, Inc.- Quail Ridge Subdivision, Section II, Phase III, Lots 129-159 (File #05-55)

Mr. Stolipher motioned to authorize a complete bond release of irrevocable letter of credit #7962921 with Summit Community Bank in the amount of \$240,133.00 for ILA Properties, Inc.-Quail Ridge Subdivision, Section II, Phase III, lots 129-159 (file #05-55). The motion was seconded by Mrs. Tabb. The motion was approved unanimously.

7. Jennifer Myers, Director of Jefferson County Parks & Recreation

Ms. Myers provided an update on the fireworks

8. Laura Kuhn, director of Fleet & Facilities Management

Notarized Signature on Underground Injection Control Permit for Septic Tank and Groundwater Protection Plan for the West Virginia Department of Environmental Protection

Mr. Stolipher motioned to approve the Underground Injection Control Septic Tank Permit and the Groundwater Protection Plan and authorize the Commission President's signature on the documents. The motion was seconded by Mr. Upson. The motion was approved unanimously.

9. Jessica James, assistant deputy county administrator

Approval of Hire – executive director, Farmland Protection

Mrs. Tabb motioned to approve the hire of Jason Adams as at the Director of the Jefferson Farmland Protection Board at a Grade VII, with a salary of \$65,000.00, effective date July 22, 2024. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Approval of Employee Pay Adjustment – ESA

Mr. Majdi motioned to approve the pay adjustment for Josh Smith, FF/EMT III, in accordance with AP1192 from a rate of \$24.46/hr. to a new rate of \$26.66, (which includes the FY25 5% COLA). The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Employee Recognition – no request, informational only.

Bessie Nelson was recognized for her professionalism.
Tyler Amick and Spencer Fraser were recognized for their commitment to constituent relations.

10. Nathan Cochran, Prosecuting Attorney's Office

a. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office and/or courthouse space.

No action taken

b. Report by counsel on Magistrate Court space and related issues.

No action taken

OLD BUSINESS

- Discussion and possible action on proposed revisions to the Bylaws of the Jefferson County Planning Commission.

Mr. Stolipher motioned to approve the revisions to the Bylaws of the Jefferson County Planning Commission with Commissioner Tabb's minor adjustment removing no public comment. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

-Discussion and possible action on proposed revisions 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)

Mr. Stolipher motioned to approve the revisions 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). The motion was seconded by Mr. Majdi. The motion was approved unanimously.

-Discussion and possible action resolution and Order Authorizing the Execution and Delivery of a Payment in Lieu of Taxes Agreement and a Lease Agreement with Wild Hill Solar, LLC.

Mr. Majdi motioned to reject the Execution and Delivery of a Payment in Lieu of Taxes Agreement and a Lease Agreement with Wild Hill Solar, LLC. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

COUNTY ADMINISTRATOR REPORTS

Hill Top House TIF

Ms. Benites-LM provided an update on the tax increment financing application for the Jefferson County Redevelopment District No.1- Hill Top House Hotel.

Letter of support –Parks and Recreation

Ms. Benites-LM shared a letter of support for a Parks and Recreation grant application

Cox Hollida Young engagement letters

Mr. Stolipher motioned to approve the engagement letters as presented. The motion was seconded by Mrs. Tabb. 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 1:33 p.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office