

**Minutes**  
**Jefferson County Commission**  
**Thursday, August 1, 2024**

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A meeting of the Jefferson County Commission was held on Thursday, August 1, 2024, during the third quarterly session at 9:30 a.m. The meeting was held virtually and in-person. Present were President Steve Stolipher, Vice President Jane Tabb, Commissioner Pasha Majdi, Commissioner Kelvin Upson, and Commissioner Dr. James Cook. Also present were Edwina Benites-LM, County Administrator, Steve Groh, Assistant Prosecuting Attorney, Jacki Shadle, County Clerk, and Sorayda Pitts, Administrative Assistant. The archived meeting is available on the Jefferson County Commission website.

**Moment of Silence**

**Pledge of Allegiance**

**Pledge of allegiance of West Virginia flag**

**APPROVAL OF MINUTES**

Mr. Stolipher motioned to approve the July 11, 2024, regular meeting minutes as presented. The motion was approved without objection.

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK NUMBER		VENDOR NAME	UNCLEARED
89990		AMANDA JOHNSON	268.00
89991		AT&T BILL PAYMENT	2.58
89992		AWVA-ASSOCIATION OF WV ASSESSORS	100.00
89993		BENJAMIN S WILLIAMS	235.00
89994		BUREAU OF CHILD SUPPORT	985.39
89995		CAILEIGH OLIVER-MILLER	6,954.00
89996		COMPTROLLER OF MARYLAND	1,500.46
89997		DARYLL WIMER	12.70
89998		DAVID WAMPLER	6.42
89999		DIGITAL DOCUMENT SOLUTIONS INC	875.56
90000		EASTERN PANHANDLE REGIONAL PLANNING & DEVELOPMENT	54,238.94
90001		EFTPS IRS TAXES	160,278.31
90002		EMPOWER RETIREMENT	8,239.24

90003		ENTERPRISE FM TRUST	4,012.61
90004		FBINAA WV	230.00
90005		FRONTIER	209.14
90006		FRONTIER	120.89
90007		FRONTIER	7,294.53
90008		FRONTIER	3,197.67
90009		FRONTIER	162.66
90010		FRONTIER	55.00
90011		FRONTIER	2.25
90012		FRONTIER	1,025.33
90013		GREGORY JONES	18.55
90014		GUTTMAN OIL CO	5,777.55
90015		JEFF CO PARKS & RECREATION COMMISSION	15,692.00
90016		JEFFERSON SECURITY BANK	3,885.00
90017		JESSICA JAMES	45.82
90018		MAZZITTI & SULLIVAN EAP	1,422.00
90019		MILLENIUM INSURANCE GROUP	900.00
90020		MOTOROLA SOLUTIONS INC	11,804.44
90021		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90022		PA SCU	320.00
90023		RETIREE HEALTH BENEFIT TRUST	7,949.00
90024		RICE TIRES CO	135.89
90025		SARGENT'S COURT REPORTING SERVICE INC	519.36
90026		SOFTWARE COMPUTER GROUP	1,080.00
90027		SOFTWARE SYSTEMS INC	1,165.95
90028		TEK ADVISORS LLC	4,200.00
90029		WAR MEMORIAL HOSPITAL	205.81
90030		WHOLESALE TIRES INC.	76.52
90031		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	5,600.86
90032		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,809.72
90033		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	64,412.54
90034		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,941.12
90035		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	53,952.08
90036		WV STATE TAX DEPARTMENT	44,692.55
90037		WV UNITED HEALTH SYSTEM	531.30
90038		WV ASSOCIATION OF COUNTIES	6,500.00
90039		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	233,164.75
90040	FG/009	SHERIFF OF JEFFERSON COUNTY	5,596.32
90041	BS/011	SHERIFF OF JEFFERSON COUNTY	9,975.98
90042	AM/053	SHERIFF OF JEFFERSON COUNTY	1,901.28
			809,348.07

Mr. Stolipher motioned to approve the accounts payable for July 18, 2024, in the amount of \$809,348.07. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90043		AHA-ARTS & HUMANITIES ALLIANCE	1,684.96
90044		APRIL BLAKER	1,366.81
90045		BOLAND TRANE SERVICES INC	3,524.44
90046		CARDINAL HEALTH 110, LLC	620.01
90047		DAVID EVERETT BOOBER	1,630.30
90048		DEARBORN LIFE INSURANCE COMPANY	2,726.40
90049		ENTERPRISE FM TRUST	2,286.17
90050		ESS ELECTION SYSTEMS & SOFTWARE	2,457.26
90051		G & TRIPLE T LLC	2,125.00
90052		GEARCLEAN, INC	4,502.50
90053		GRUBER-LATIMER RESTORATION	4,054.00
90054		GUTTMAN OIL CO	6,199.88
90055		HIGHMARK WV	48,681.22
90056		J.C. EHRLICH	859.99
90057		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	2,495.00
90058		JEFFERSON COUNTY SOLID WASTE AUTHORITY	103.19
90059		JEFFERSON CO CONVENTION AND VISITORS BUREAU	44,180.36
90060		JEFFERSON COUNTY DEVELOPMENT AUTHORITY	26,250.00
90061		JEFF CO PARKS & RECREATION COMMISSION	37,943.92
90062		KAILA NAPIER	372.10
90063		KAREN OLDEN	5,250.00
90064		KONE BROOKLYN	1,809.75
90065		MATTHEW BENDER	280.86
90066		MCA, INC	2,830.05
90067		NATIONAL VISION ADMIN.	555.99
90068		POTOMAC EDISON	184.74
90069		QUADIENT INC	704.20
90070		R.E. MICHEL CO. LLC	181.74
90071		RICE TIRES CO	284.33
90072		DR. ROBERT E. JONES III	1,000.00
90073		ROBERTS OXYGEN COMPANY, INC	129.77
90074		SARGENT'S COURT REPORTING SERVICE INC	411.90
90075		SPIRIT OF JEFFERSON	252.10
90076		TOWN OF BOLIVAR	2,056.49
90077		UNIFIRST	298.92

90078		US BANK	93,432.94
90079		VINCENT TIONG	1,191.15
90080		WITMER PUBLIC SAFETY GROUP INC	78.00
90081		WV ASSOCIATION OF COUNTY CLERKS	650.00
90082	GS/004	GENERAL COUNTY FUND-J FEE	10,480.33
			316,126.77

Mr. Stolipher motioned to approve the accounts payable for July 25, 2024, in the amount of \$316,126.77. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90084		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,116.50
90085		AMERIFLEX	195.00
90086		AT&T	196.10
90087		AT&T	981.94
90088		BIEDLERS ELEC MOTOR REP	205.62
90089		BOUND TREE MEDICAL LLC	586.80
90090		BUREAU OF CHILD SUPPORT	985.39
90091		CAPITAL LIGHTING & SUPPLIES LLC	1,040.14
90092		CAPITAL ELECTRIC	326.82
90093		CLERK OF JEFFERSON COUNTY COMMISSION	54.04
90094		CLERK OF THE COURT	20.00
90095		COLONIAL LIFE	95.68
90096		COMPILED TECHNOLOGIES LLC	2,750.00
90097		COMPTROLLER OF MARYLAND	1,441.35
90098		CPI-COMPUTER PROJECTS OF ILLINOIS	1,980.00
90099		EFTPS IRS TAXES	151,219.77
90100		EMPOWER RETIREMENT	8,147.43
90101		FIDELITY POWER SYSTEMS	1,026.03
90102		FIRST CITIZENS BANK & TRUST CO	2,230.47
90103		GUTTMAN OIL CO	6,277.71
90104		HIGHMARK WV	211,952.26
90105		INTAB	764.53
90106		JEFFERSON SECURITY BANK	3,885.00
90107		LANGUAGE LINE SERVICES	109.00
90108		THE LAW OFFICE OF GREGORY E KENNEDY PLLC	30,195.94
90109		MALLOY FORD	721.24
90110		MCA, INC	1,827.12
90111		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	856.76
90112		MILLENIUM INSURANCE GROUP	1,800.00
90113		MOTOROLA SOLUTIONS INC	3,100.00

90114		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90115		EMS TECHNOLOGY SOLUTIONS, LLC	2,600.00
90116		PA SCDU	320.00
90117		POTOMAC EDISON	33,782.07
90118		R.E. MICHEL CO. LLC	5,239.86
90119		ROBERTS OXYGEN COMPANY, INC	145.67
90120		TALON MORRIS	55.00
90121		TEK ADVISORS LLC	4,399.50
90122		TYLER TECHNOLOGIES	8,741.25
90123		UNIFIRST	99.64
90124		WAR MEMORIAL HOSPITAL	123.53
90125		WITMER PUBLIC SAFETY GROUP INC	732.00
90126		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,432.16
90127		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,919.27
90128		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	166.49
90129		WV STATE TAX DEPARTMENT	11,432.03
90130		WV TREASURY	4,800.00
90131		WV UNITED HEALTH SYSTEM	573.17
90132	FG/009	BERKELEY CO SHERIFF'S OFFICE	2,634.24
90133	FG/009	CITY OF CHARLES TOWN	168.76
90134	FG/009	RANSON POLICE DEPT	3,309.28
90135	FG/009	SHERIFF OF JEFFERSON COUNTY	5,645.03
90136	BS/011	SHERIFF OF JEFFERSON COUNTY	9,992.26
90137	AM/053	SHERIFF OF JEFFERSON COUNTY	1,887.80
			611,352.65

Mr. Stolipher motioned to approve the accounts payable for August 1, 2024, in the amount of \$611,352.65. The motion was approved unanimously.

### **APPROVAL OF MANUAL CHECKS**

		18-Jul-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
921	HD/008	D-TRAX, LLC		\$32.00
922	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,431.30
352	AR/207	INDEPENDENT VOLUNTEER FIRE COMPANY		\$2,400.00
353	AR/207	SHEPHERDSTOWN VOLUNTEER FIRE COMPANY		\$1,600.00
354	AR/207	SHERIFF OF JEFFERSON COUNTY		\$10,465.38
137	IS/249	TISCHLERBISE INC		\$14,300.00
164	IP/249	JEFF CO PARKS & RECREATION COMMISSION		\$12,400.00
158	IE/249	TISCHLERBISE INC		\$3,950.00
3	IA/249	TISCHLERBISE INC		\$4,620.00

999	CW/059	TOTAL ID SOLUTIONS INC		\$587.00
TOTAL				\$52,785.68

Mr. Stolipher motioned to approve the manual checks for July 19, 2024 in the amount of \$52,785.68. The motion was approved unanimously.

		25-Jul-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
606	CS/002	EASTERN PANHANDLE MENTAL HETH CENTER		\$1,400.00
923	HD/008	US BANK		\$91.34
1180	AV/056	US BANK		\$278.00
376	FP/057	JEFFERSON CO FARMLAND PROTECTION		\$166,563.08
355	AR/207	AT&T		\$2,693.98
356	AR/207	US BANK		\$898.55
1886	CO/246	B&M PAINTING		\$34,137.50
1887	CO/246	US BANK		\$1,222.10
1000	CW/059	NANCY A. NELSON		\$1,535.00
TOTAL				\$208,819.55

Mr. Stolipher motioned to approve the manual checks for July 26, 2024 in the amount of \$208,819.55. The motion was approved unanimously.

		1-Aug-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
607	CS/002	BRENDA HINKLE		\$262.82
924	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,311.34
1181	AV/056	COMMERCIAL PRESS INC		\$725.00
1182	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC		\$3,075.00
1183	AV/056	MR PRINT		\$1,820.00
1184	AV/056	PRINT-O-STAT INC		\$190.00
357	AR/207	FRIENDSHIP VOLUNTEER FIRE COMPANY		\$1,800.00
358	AR/207	SHERIFF OF JEFFERSON COUNTY		\$10,279.23
1001	CW/059	WV STATE POLICE ACCT OFFICE		\$30.00
1002	CW/059	WV STATE AUDITOR		\$1,595.00
416	WV/369	WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$680.00
TOTAL				\$22,768.39

Mr. Stolipher motioned to approve the manual checks for August 2, 2024 in the amount of \$22,768.39. The motion was approved unanimously.

### **APPROVAL OF PAYROLL**

Mr. Stolipher motioned to approve payroll for July 19, 2024, in the amount of \$460,411.91. The motion was approved unanimously.

### **APPROVAL OF REQUISITIONS**

Mr. Stolipher motioned to approve the requisitions for August 1, 2024, in the amount of \$105,721.44. The motion was approved unanimously.

### **ANNOUNCEMENTS**

Ms. Benites-LM announced that item number 10 regarding the Probate office will be removed from the agenda for today.

### **PUBLIC COMMENT:**

Public comment was received by the following individuals:

1. Jacquelyn Milliron (Attachment A)
2. David Tabb (Attachment B)
3. Christy Stadig (Attachment C)
4. John Gonanu
5. Christine Marshall
6. Colin Stine (Attachment D)

### **PRESENTATIONS**

1. Angie Banks- Assessor

#### **Exonerations**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Wanda Nunn & Michael Hughes	PP	CTD	\$,1003.25	<b>303169</b>

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **303169** as presented by Ms. Banks. Motion seconded by Mr. Upson and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
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Philip J & Deborah A. Hale	RE	BC	\$2,329.05	<b>202</b>
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Motion by Mr. Stolipher to approve the Exoneration for ticket No. **202** as presented by Ms. Banks. Motion seconded by Mr. Majdi and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Laura Goode	LAND	RANSON	\$3,528.16	<b>8916</b>

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **8916** as presented by Ms. Banks. Motion seconded by Ms. Tabb and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Angie Leclair	PP	SHEP	\$141.64	<b>31664</b>

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **31664** as presented by Ms. Banks. Motion seconded by Ms. Tabb and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Linda Kaye Shockey	PP	KABLETOWN	\$152.76	<b>31126</b>

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **31126** as presented by Ms. Banks. Motion seconded by Mr. Majdi and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Alexandria M. Bentley-Agyei & A. Kofi	PP	CHARLES TOWN	\$18.90	<b>305167</b>

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **305167** as presented by Ms. Banks. Motion seconded by Mr. Upson and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Joseph & Danielle Starkey	PP	HARPERS FERRY	\$512.02	<b>308843</b>

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **308843** as presented by Ms. Banks. Motion seconded Mr. Upson and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Blake Heffner	PP	CTC	\$88.59	<b>305627</b>

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **305627** as presented by Ms. Banks. Motion seconded by Ms. Tabb and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Donald E. & Sandra D. Harder, Sr.	PP	HARPERS FERRY	\$55.36	<b>307392</b>



Motion by Mr. Stolipher to approve the Exoneration for ticket No. **307392** as presented by Ms. Banks. Motion seconded by Mr. Upson and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Donald E. & Sandra D. Harder, Sr.	PP	HARPERS FERRY	\$55.49	<b>307749</b>

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **307749** as presented by Ms. Banks. Motion seconded by Mr. Majdi and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Jonathan L. Marrero Fernandez & Johanna Jimenez Frias	PP	CHARLES TOWN	\$549.26	<b>302727</b>

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **302727** as presented by Ms. Banks. Motion seconded by Mr. Majdi and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Anthony Spina	PP	CHARLES TOWN	\$230.73	<b>303974</b>

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **303974** as presented by Ms. Banks. Motion seconded by Mr. Upson and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
David & Vivian Fields	PP	CHARLES TOWN	\$991.38	<b>305476</b>

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **305476** as presented by Ms. Banks. Motion seconded by Ms. Tabb and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Sara A. Glassford	RE	SHEPH	\$2,103.57	<b>27997</b>

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **27997** as presented by Ms. Banks. Motion seconded by Ms. Tabb and unanimously approved.

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Sara A. Glassford	RE	SHEPH	\$2,108.25	<b>28534</b>

Motion by Mr. Stolipher to approve the Exoneration for ticket No. **28534** as presented by Ms. Banks. Motion seconded by Mr. Majdi and unanimously approved.

Approval of part time/seasonal hire – Jefferson County Assessor’s Office

Mr. Majdi motioned to hire Bonnie Lou Crone as a part time seasonal hire in the Assessor’s Office beginning on August 5, 2024 at \$18/ hour. The motion was seconded by Mr. Stolipher and approved unanimously.

2. Tom Hansen, Sheriff

Renewal of Board of Education agreement for public resource officer

Mr. Stolipher motioned to approve an agreement between the Jefferson County Commission, Sheriff’s Office, and Board of Education regarding the placement of a Prevention Resource Officer at Jefferson High School. The motion was seconded by Dr. Cook and approved unanimously.

Bailiff retirement/ replacement

Mr. Stolipher motioned to approve the transfer of Julie Myers from a part-time bailiff to an 80-hour bailiff effective August 26, 2024 at a rate of \$17.50 per hour. The motion was seconded by Mrs. Tabb and approved unanimously.

Sheriff’s commission

Mr. Stolipher motioned to approve payment for the Sheriff’s commission at \$15,000. The motion was seconded by Mr. Upson and approved unanimously.

3. Nikki Painter, Voters and Elections

Extended Emergency Absentee Voting Policy

Mr. Stolipher motioned to approve the Extended Emergency Absentee Voting Policy as presented. The motion was seconded by Dr. Cook and approved unanimously.

Early Voting locations

Mr. Stolipher motioned to approve the Early Voting location of Charles Washington Hall. The motion was seconded by Mr. Upson and approved unanimously.

Election update/ timeline

Ms. Painter provided an update on the election.

4. Lyn Widmyer, League of Women Voters

Request November general election canvass to be live-streamed

Mr. Stolipher moved that the Board of Canvassers certification meeting for the November election be streamed live. The motion was seconded by Mr. Majdi and approved unanimously.

5. Roger Goodwin, Chief County Engineer of the Department of Engineering, Planning and Zoning

D.R. Horton, Inc.- Tollhouse Woods Subdivision (File #04-21-SD) partial bond release

Mr. Stolipher motioned to authorize a partial release of Performance Bond #EACX4025076 with Endurance American Insurance Company, Mt. Juliet, TN, in the amount of \$3,203,003.00 for D.R. Horton, Inc.- Tollhouse Woods Subdivision (File #04-21-SD). The motion was seconded by Mr. Majdi and approved unanimously.

Shubhangini, LLC- Burr Business Park, Lot 37 Warehouse (File #22-4-SP) partial bond release

Mr. Stolipher motioned to authorize a partial release of Performance Bond #GM228027 with Great Midwest Insurance Company, Houston, TX in the amount of \$258,229.00 for Shubhangini, LLC- Burr Business Park, Lot 37 Warehouse (File #22-4-SP). The motion was seconded by Mr. Upson and approved unanimously.

Howard Shockey & Sons, Inc.- TeMa North America (File #21-7-SP) complete bond release

Mr. Stolipher motioned to authorize a complete release of Performance Bond #107444908 with Travelers Casualty & Surety Company of America, Hartford, CT in the amount of \$570,260.00 for Howard Shockey & Sons, Inc.—TeMa North America, LLC (File #21-7-SP). The motion was seconded by Mr. Majdi and approved unanimously.

Request approval to amend Parks and Recreation Impact Fees- FY 2025 Capital Improvement Plan

Mr. Stolipher motioned to approve Parks and Recreation Impact Fees-FY 2025 Capital Improvement Plan Amendment #1. The motion was seconded by Ms. Tabb and approved unanimously.

6. Josh Smith, Chief of Bakerton Volunteer Fire Department on behalf of Mike Sine, Director of the Emergency Services Agency

Letter of support- application for new fire department

Mr. Stolipher moved to approve the letter of support for the Jefferson County Emergency Services Administration's fire department application as presented. The motion was seconded by Ms. Tabb.

Dr. Cook motioned to table the pending motion. The motion to table was seconded by Commissioner Majdi. The motion to table was approved 3-2 (ayes- Cook, Majdi, Tabb) (nos- Stolipher, Upson)

7. David Kling, Deputy Director of Jefferson County Parks & Recreation Commission

Virtual presentation of the Aquatic Feasibility Study final report by George Dines from Councilman-Hunsaker firm.

George Dines from Councilman-Hunsaker presented the Aquatic Feasibility Study.

8. Chris Colville, CEO/ President of the YMCA

Summary of YMCA Feasibility Study demonstrating support for program expansion and comprehensive aquatic needs

Ms. Colville presented the YMCA Feasibility Study.

9. Dana Burton, USDA

Request coordination of treatment for spotted lanterns fly infestation

Mr. Stolipher motioned to approve the treatment of the property located at 1948 Wiltshire Rd. Motion was seconded by Mr. Majdi and approved unanimously.

10. Karen Olden, Probate, Jefferson County Clerk's office – canceled/postponed

11. Board and Commission Appointments and Solicitations

Request approval to solicit applications for the Eastern Panhandle Home Consortium

Mr. Stolipher motioned to solicit applications for the Jefferson County seat for Eastern Panhandle Home Consortium. Motion was seconded by Dr. Cook and approved unanimously.

Interviews and Appointment(s) for Parks and Recreation Board

The Commission considered the following applicants:

1. Jessica Jacot (Attachment 1)
2. Amanda Impellizzeri (Attachment 2)
3. Candace Wilson (Attachment 3)
4. Joanne Beaulieu (Attachment 5)
5. Toni Milbourne (Attachment 6)
6. Maureen Dougherty (Attachment 7)

The Commission provided that each commissioner was entitled to vote for four candidates each. The vote tally was:

1. Jessica Jacot- 4 votes
2. Amanda Impellizzeri- 1 vote
3. Candace Wilson- 5 votes
4. Joanne Beaulieu- 3 votes
5. Toni Milbourne- 2 votes
6. Maureen Dougherty- 5 votes

The four candidates with the highest votes (Wilson, Dougherty, Jacot, and Beaulieu) were confirmed for three-year terms ending June 30, 2027.

12. Martin Burke, Jefferson County Historic Landmarks Commission

Request for real estate tax relief for the James Osbourne Farm

No action was taken.

13. Laura Kuhn, Director of Jefferson County Fleet and Facilities Maintenance

Request approval of the Courthouse Facilities Improvement Authority grant application

Mr. Majdi motioned to approve the Courthouse Facilities Improvement Authority grant application. The motion was seconded by Ms. Tabb and approved unanimously.

14. Jessica James, Assistant Deputy County Administrator

Years of Service Awards

Joseph Foreman - 15 years of service with the Jefferson County Sheriff's Department

Matthew Harper - 5 years of service with the Jefferson County Sheriff's Department

Terry Welden - 1 year of service with the Jefferson County Department of Engineering, Planning and Zoning

William Smith - 1 year of service with the Jefferson County Department of Engineering, Planning and Zoning

Lucas Kennedy - 1 year of service with the Department of Maintenance and Facilities

Tina Branson - 1 year of service with the Jefferson County Clerk's Office

Approval of Promotion – Deputy County Administrator

Mr. Upson motioned to approve the promotion of Roger Goodwin from Chief County Engineer to Deputy County Administrator/Chief County Engineer with an annual salary of \$144,264.28, and to approve an external budget transfer of \$11,665 from County Commission (Department 401) to the Department of Planning, Zoning, and Engineering to cover the costs of the promotion and associated benefits. The motion was seconded by Dr. Cook and approved unanimously.

Approval of employee status change-part time to full time-Department of IT/GIS

Dr. Cook motioned to approve the employee status change of Tyler Amick from part time to full time with the Department of IT Support Help Desk level two at a salary of \$47,500 effective August 1, 2024. The motion was seconded by Mr. Upson and approved unanimously.

Approval of lateral employee transfer

Mr. Stolipher motioned to approve the lateral employee transfer of Sorayda Pitts from Administrative Assistant to the County Commission to the office of Fleet and Facilities Management Department at a salary of \$41,529.80 effective August 2, 2024. The motion was seconded by Mr. Majdi and approved unanimously.

Approval to advertise-Clerk of Administration, Finance, and Human Resources-County Commission Administration

Ms. Tabb motioned to approve the advertisement and reclassification for the position of Clerk of Administration, Finance and Human Resources-County Commission at a Grade V. The motion was seconded by Mr. Stolipher and approved unanimously.

Approval to advertise-Zoning Administrator position-Department of Engineering, Planning and Zoning

Mr. Stolipher motioned to approve the advertisement for the position of Zoning Administrator-Department of Engineering, Planning and Zoning. The motion was seconded by Mr. Upson and approved unanimously.

Approval to advertise-CAD Administrator position – Department of Emergency Communications

Mr. Stolipher motioned to approve the advertisement for the CAD Administrator position-Department of Emergency Communication. The motion was seconded by Mr. Upson and approved unanimously.

**OLD BUSINESS**

15. Laurel Ziemianski, Project Manager of Swan Hill Management Group

Consideration of Order Creating the County Commission of Jefferson County  
Redevelopment District No. 1 – Hill Top House Hotel and Approving Project Plan No. 1

Mr. Majdi motioned to adopt and enter the order to create the County Commission of Jefferson County Redevelopment District No. 1-Hill Top House Hotel and Approving Project Plan No. 1. The motion was seconded by Mr. Stolipher and approved unanimously.

Mr. Majdi made a further motion to adopt and enter the order to create the Hilltop House Hotel Economic Opportunity Development District. The motion was seconded by Mr. Stolipher and approved unanimously.

NEW BUSINESS

16. Jane Tabb, County Commissioner

Resolution in support of the WV Voluntary Farmland Protection Act (JT)

Ms. Tabb motioned to approve the resolution and support the West Virginia Voluntary Farmland Protection Act. The motion was seconded by Mr. Stolipher and approved unanimously.

17. Jane Tabb, County Commissioner

Discussion of possible solution for overcrowding and trash issues on the Shenandoah River and Bloomery Road and Millville Road.

Mr. Stolipher motioned to put together a volunteer committee with stakeholders, including DNR, DOH, the Jefferson County Sheriff's Department and others to come up with possible solutions to the above stated issue. The motion was seconded by Ms. Tabb and unanimously approved.

18. Pasha Majdi, County Commissioner

Resolution expressing condemnation of political violence and denouncing the attempted assassination of former President Donald J. Trump.

Mr. Majdi motioned to adopt the resolution as submitted. The motion was seconded by Mr. Stolipher and unanimously approved.

19. COUNTY ADMINISTRATOR REPORTS

Edwina Benites-LM provided updates on:  
- Impact Fee Study workshop scheduling

- Fire Service RFP update-discussion
- Letter regarding individual tax liability and TIFs
- Opioid settlement fund

### **Adjourn**

Having no further business, Mr. Stolipher motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 2:30 p.m.

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Steve Stolipher, PRESIDENT

Respectfully submitted  
Jacki Shadle  
Jefferson County Clerk's Office