

Minutes

Jefferson County Commission

Thursday, August 15, 2024

A meeting of the Jefferson County Commission was held on Thursday, August 15, 2024, during the third quarterly session at 6:00p.m. The meeting was held via GoToWebinar and in-person. Present were President Steve Stolipher, and Vice President Jane Tabb. Commissioner Pasha Majdi attended virtually. Also present were Edwina Benites-LM, County Administrator, Nathan Cochran, Assistant Prosecuting Attorney, Jacki Shadle, County Clerk, and Jessica James, Assistant Deputy County Administrator. The archived meeting of the Thursday, August 15, 2024, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
90138		GUTTMAN OIL CO	6,206.95
90139		JOYCE A. JOHNS	4,500.00
90140		MONROE SYSTEMS FOR BUSINESS	80.87
90141		NATIONAL VISION ADMIN.	1,637.74
90142		PATTON BUILDING SERVICES, INC	11,764.00
90143		THE HARTFORD	3,794.30
90144		THE HARTFORD	2,362.20
TOTAL			30,346.06

Mr. Stolipher motioned to approve the accounts payable for August 8, 2024, in the amount of \$30,346.06. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90146		ADKINS AUTOMOTIVE LLC	559.07
90147		AMERIFLEX	122.40

90148		ATLANTIC EMERGENCY SOLUTIONS, INC.	49.13
90150		BIOCONNECT US INC	1,457.68
90151		BUREAU OF CHILD SUPPORT	985.39
90152		CAROLINA RECORDING SYSTEMS LLC	9,170.00
90153		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
90154		COMPTROLLER OF MARYLAND	1,356.50
90155		DIGITAL DOCUMENT SOLUTIONS INC	1,282.57
90156		DUANE DUNN	132.50
90157		EFTPS IRS TAXES	158,265.64
90158		EMPOWER RETIREMENT	8,183.49
90159		FILE & SERVEXPRESS	15.90
90160		FRONTIER	9,042.08
90161		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
90162		J & S BUSINESS FORMS LLC	378.64
90163		JEFFERSON SECURITY BANK	3,885.00
90164		JEFFERSON CO FIRE & RESCUE ASSOCIATION, INC.	1,068.00
90165		JUDICIAL DIALOG SYSTEMS	9,855.00
90166		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	5,196.59
90167		NATHAN COCHRAN	249.05
90168		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90169		OBSESSION AUTOMOTIVE	2,509.86
90170		PA SCDU	320.00
90171		POWERDMS INC	3,386.70
90172		RCS SECURITY	1,200.00
90173		RETIREE HEALTH BENEFIT TRUST	7,949.00
90174		DR. ROBERT E. JONES III	1,000.00
90175		ROBERTS OXYGEN COMPANY, INC	85.82
90176		RYAN MOSE	132.50
90177		SELBY VETERINARY SERVICES	782.00
90178		SHERIFF OF JEFFERSON COUNTY	5,800.00
90179		SPECIALTY BUSINESS SUPPLIES	1,150.00
90180		SPIRIT OF JEFFERSON	273.42
90181		STEPHEN V GROH	342.85
90182		TALON MORRIS	34.00
90183		US BANK	8,055.83
90184		VITAL SIGNS	735.00
90185		WAR MEMORIAL HOSPITAL	120.20
90186		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,777.85
90187		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	50,583.06
90188		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	70,242.16
90189	GS/004	GENERAL COUNTY FUND- J EE	19,311.31

90190	FG/009	SHERIFF OF JEFFERSON COUNTY	5,632.32
90191	BS/011	SHERIFF OF JEFFERSON COUNTY	8,836.43
90192	AM/053	SHERIFF OF JEFFERSON COUNTY	1,875.08
TOTAL			435,255.02

Mr. Stolipher motioned to approve the accounts payable for August 15, 2024, in the amount of \$435,255.02. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		8-Aug-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
126	LI/249	TISCHLERBISE INC		\$6,250.00
165	PI/249	TISCHLERBISE INC		\$3,600.00
1472	IP/249	SHERIFF OF JEFFERSON COUNTY-SCHOOL		\$73.00
1473	IP/249	SHERIFF OF JEFFERSON COUNTY- LAW ENFORC		\$22,382.69
1474	IP/249	SHERIFF OF JEFFERSON COUNTY- PARK & REC		\$82,809.10
1475	IP/249	SHERIFF OF JEFFERSON COUNTY- EMS		\$8,712.41
1476	IP/249	SHERIFF OF JEFFERSON COUNTY- ADMIN		\$4,174.09
TOTAL				\$128,001.29

Mr. Stolipher motioned to approve the manual checks for August 9, 2024, in the amount of \$128,001.29. The motion was approved unanimously.

		15-Aug-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
341	DG/003	SHERIFF OF JEFFERSON COUNTY		\$1,300.88
925	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US		\$7,875.20
926	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,237.40
1185	AV/056	AWVA-ASSOCIATION OF WV ASSESSORS		\$200.00
1186	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC		\$5,405.84
1187	AV/056	SPIRIT OF JEFFERSON		\$278.00
377	FP/057	JEFFERSON COUNTY FARMLAND PROTECTION BOARD		\$172,510.77
359	AR/207	SHERIFF OF JEFFERSON COUNTY		\$9,559.06
1888	CO/246	ZMM ARCHITECTS & ENGINEER		\$39,600.00
1003	CW/059	HUNTZMAN ENTERPRISES		\$525.00
TOTAL				\$239,492.15

Mr. Stolipher motioned to approve the manual checks for August 16, 2024, in the amount of \$239,492.15. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for August 2, 2024, in the amount of \$453,674.02. The motion was approved unanimously.

ANNOUNCEMENTS

1. Agenda item # 4, Chris Colville, CEO/President of the YMCA was withdrawn.
2. One of the two applicants for the Board of Health withdrew his application.

PUBLIC COMMENT:

Public comment was received by:

1. Jacquelyn Milliron
2. Denise Nick
3. David Tabb

PRESENTATIONS

1. Angie Banks- Assessor

Exoneration(s)

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Elsie & Gerald Almodovar	PP	CTD	\$202.88	300411

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Patricia Sanderson	LAND	RANSON	\$2,405.08	25144

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Brian Palank	PP	SHEP	\$68.15	317968

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
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Charles Reinhold	PP	CHARLES TOWN	\$34.13	303491
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NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Donald & June Sealor	PP	RANSON	\$271.05	314822

Ms. Tabb motioned to approve the exonerations as presented by Ms. Banks. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

2. Tom Hansen, Sheriff

Equitable Sharing Agreement and Certification

Mr. Stolipher motioned to approve the submission of the Equitable Sharing Agreement and Certification and authorize the Sheriff's office to digitally sign and affirm the conditions set forth in. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Approve Promotion and New Hire position

Ms. Tabb motioned to approve the promotion of Urviben Patel to the position of Chief Tax Deputy upon the retirement of the current Chief Tax Deputy and authorize the pay increase to \$42,000 during training and \$61,813.50 after training. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Mr. Stolipher motioned to approve the hire of Liesel Eby effective September 1, 2024 at a salary of \$35,000 with an increase to \$36,000 after 90 days. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Governor's Highway Safety Grant

Mr. Stolipher motioned to approve the submission of the Governor's Highway Safety Grant. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

3. Jefferson County Junior Little League-Junior League Softball-Recognition Award

The Commission presented the Jefferson County Junior Little League- Junior Softball team with certificates of appreciation for their representation of the County.

4. Chris Colville, CEO/President of the YMCA

Item withdrawn.

5. Edwina Benites-LM, County Administrator

Boards and Commissions Appointments and Solicitations

Amanda Stroud was interviewed. Jodi Welty-Robinson had a scheduling conflict and could not attend in person to be interviewed. Ms. Tabb suggested the commission wait and interview Ms. Welty-Robinson at the next scheduled meeting.

Mr. Stolipher motioned to appoint Dan Caprio to the Jefferson County Board of Health for a 5-year term ending June 30, 2029. The motion was seconded by Mr. Majdi and passed unanimously.

6. Nathan Cochran, Assistant Prosecuting Attorney

Report by counsel on Shepherdstown Cell Tower Project

Mr. Cochran provided information on the Shepherdstown Cell Tower Project.

Report by counsel and Health Department on adoption of state policy for appeals of septic applications denied by the Health Department

A report on the appeals process of denied septic applications was presented by Gino Sisco from the Health Department. Alexis Davey was introduced as the new Sanitarian Supervisor for the Jefferson County Health Department.

Report by counsel on West Virginia Human Rights Commission EREP-49-21

Mr. Stolipher motioned to go into executive session at 6:50 p.m. to discuss the above referenced agenda item and agenda item 7. The motion was seconded by Ms. Tabb and passed unanimously.

Mr. Stolipher motioned to come out of executive session at 7:48 p.m. The motion was seconded by Ms. Tabb and passed unanimously.

7. Laura Kuhn, Director of Fleet and Facilities Maintenance

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

See agenda item 6 for action.

8. Elizabeth Wheeler with Jason Adams, Director of Jefferson County Farmland Protection Board

The attached Deed of Easement for property 2024-02 has been approved by the Jefferson County Farmland Protection Board and reviewed and approved by the Planning and Zoning office of the Prosecuting Attorney. The easement is ready to close. Funding is provided for the easement through the Jefferson County Farmland Protection Board. The 2024-02 easement is for 100 acres with a cost to the board of \$600,000. The landowner is donating \$107,700 of the easement value.

Ms. Tabb motioned that the Jefferson County Commission approve the purchase by the Jefferson County Farmland Protection Board for the Jefferson County Farmland Protection Program. One conservation easement on the property in Jefferson County owned by Mr. Adam B. Link, III, and that it be designated in the Farmland Protection Board files as property 2024-02. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

9. Jessica James, Department/Title

Approval of Hire - Building Code Plan Reviewer-Department of Engineering, Planning and Zoning

Ms. Tabb motioned to approve the hire of Brian Riston as a full-time, 80-hour Building Code Plans Reviewer with the Jefferson County Department of Engineering, Planning and Zoning (Grade VI), with an annual pay of \$60,000, effective September 23, 2024. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Years of Service award

Mark Renner was recognized for 33 years of service.

Approval of Hire-Public Safety Dispatcher-Department of Emergency Communications

Mr. Stolipher motioned to approve the rehire of Carrie Orr to the position of Public Safety Dispatcher at the hourly rate of \$26.013, effective August 19, 2024. The motion was seconded by Ms. Tabb and approved unanimously.

Approval to advertise-Training Coordinator Position-Department of Emergency Communications

Mr. Stolipher motioned to approve the advertisement of the position of training coordinator with the Department of Emergency Communications as a (Grade VI) 80-hour position with a corresponding salary range of \$57,704 to \$92,206. The motion was seconded by Ms. Tabb and approved unanimously.

Approval of Work Based Learning Agreement-Harpers Ferry Job Corps

Ms. Tabb motioned to approve the work-based training agreement with the Harpers Ferry Job Corp for a period of one year, as presented. The motion was seconded by Mr. Stolipher and approved unanimously.

10. **NEW BUSINESS**

Nathan Cochran, Assistant Prosecuting Attorney

Consider vacancies on the Jefferson County Commission and potential appointments-discussion/possible action

Mr. Stolipher motioned to reappoint Kelvin Upson under code 3-10-7 and to serve out the remainder of that term until the second election is certified. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Ms. Tabb motioned to accept resumes and conduct interviews for the open Mountain Party commission seat. The motion was seconded by Mr. Stolipher and approved unanimously. Ms. Tabb additionally motioned that the resumes and applications to fill this vacancy be submitted to the County Commission no later than August 28, 2024, at noon. The motion was seconded by Mr. Stolipher and 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 8:18 p.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office