

# Minutes

## Jefferson County Commission

Thursday, October 17, 2024

A meeting of the Jefferson County Commission was held on Thursday, October 17, 2024, during the fourth quarterly session at 6:00 p.m. The meeting was held via Zoom and in-person. Present were President Steve Stolipher, Vice President Jane Tabb, Commissioner Pasha Majdi, and Commissioner Kelvin Upson. Also present were Edwina Benites-LM, County Administrator, Nathan Cochran, Assistant Prosecuting Attorney, Jacki Shadle, County Clerk, and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, October 17, 2024, meeting is available on the Jefferson County Commission website.

### Moment of Silence

### Pledge of Allegiance

### Pledge of allegiance to West Virginia flag

### APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for October 11, 2024, in the amount of \$432,775.99. The motion was approved unanimously.

### APPROVAL OF REQUISITIONS

Mr. Stolipher motioned to approve the requisition for October 17, 2024, in the amount of \$91,736.74. The motion was approved unanimously.

### APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	VENDOR NAME	UNCLEARED
90502	ADKINS AUTOMOTIVE LLC	1,885.89
90503	ADVANCE AUTO PARTS	35.94
90504	AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,116.50
90505	AMERIFLEX	122.40
90506	AT&T	127.06
90507	BAKERTON VOLUNTEER FIRE DEPARTMENT	21,250.00
90508	BLUE RIDGE MOUNTAIN VOLUNTEER FIRE DEPARTMENT	21,250.00
90509	BOLAND TRANE SERVICES INC	1,939.00

90510		BOUND TREE MEDICAL LLC	1,001.45
90511		BUREAU OF CHILD SUPPORT	865.85
90512		CAPITAL LIGHTING & SUPPLIES LLC	1,093.19
90513		CARDINAL HEALTH 110, LLC	1,403.86
90514		CHIEF TECHNOLOGIES	1,068.00
90515		CITIZENS VOLUNTEER FIRE DEPARTMENT	24,650.00
90516		COLONIAL LIFE	95.68
90517		COMPTROLLER OF MARYLAND	1,383.02
90518		DESIGN-BUILD SOLUTIONS, INC	2,217.30
90519		ECOURTDATE, INC	2,499.00
90520		EFTPS IRS TAXES	149,311.77
90521		EMPOWER RETIREMENT	7,948.30
90522		FILE & SERVEXPRESS	111.30
90523		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	21,250.00
90524		FRONTIER	135.30
90525		FRONTIER	3,181.28
90526		FRONTIER	2.25
90527		FRONTIER	55.00
90528		FRONTIER	135.30
90529		GUTTMAN OIL CO	5,346.28
90530		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	21,250.00
90531		J.C. EHRLICH	900.70
90532		JEFFERSON DAY REPORT CENTER	38,750.00
90533		JEFFERSON SECURITY BANK	4,138.00
90534		KELSEY STIPANOVIC	141.00
90535		KONE BROOKLYN	1,809.75
90536		MCA, INC	6,675.08
90537		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	9,282.71
90538		MIDDLEWAY VOLUNTEER FIRE DEPARTMENT	21,250.00
90539		MONROE SYSTEMS FOR BUSINESS	86.87
90540		NAPA AUTO PARTS	73.03
90541		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90542		PA SCDU	320.00
90543		PATTON BUILDING SERVICES, INC	11,999.00
90544		POTOMAC EDISON	199.65
90545		PPC LUBRICANTS LLC	274.85
90546		PRIORITY DISPATCH	25,600.00
90547		R.E. MICHEL CO. LLC	244.68
90548		RETIREE HEALTH BENEFIT TRUST	8,119.00
90549		RICOH USA INC	164.64
90550		ROBERTS OXYGEN COMPANY, INC	1,414.15

90551		RONALD FLETCHER	141.00
90552		SCOTT DEMORY	141.00
90553		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	21,250.00
90554		STAPLES	2,401.73
90555		STATE TAX DEPARTMENT	1,683.87
90556		SUMMIT COMMUNITY BANK	332.57
90557		TEK ADVISORS LLC	3,675.63
90558		THE HARTFORD	2,336.80
90559		TOLL PAYMENT PROCESSING CENTER	71.50
90560		UNIFIRST	275.34
90561		VINCENT TIONG	141.00
90562		WAR MEMORIAL HOSPITAL	416.15
90563		WITMER PUBLIC SAFETY GROUP INC	1,177.00
90564		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,395.21
90565		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,081.37
90566		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	332.09
90567		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	70,265.14
90568		WV UNITED HEALTH SYSTEM	459.19
90569	GS/004	GENERAL COUNTY FUND - J FEE	13,074.40
90570	FG/009	SHERIFF OF JEFFERSON COUNTY	7,147.22
90571	BS/011	SHERIFF OF JEFFERSON COUNTY	9,141.42
90572	AM/053	SHERIFF OF JEFFERSON COUNTY	1,887.80
			638,066.46

Mr. Stolipher motioned to approve the accounts payable for October 10, 2024, in the amount of \$638,066.46. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90573		ALBERT HOCKMAN	133.00
90574		CHERI VEST	516.91
90575		CONOR O'SHEA	133.00
90576		COX HOLLIDA YOUNG PLLC	7,837.61
90577		DIGITAL DOCUMENT SOLUTIONS INC	989.07
90578		FRONTIER	36.69
90579		GUTTMAN OIL CO	5,131.59
90580		IRON MOUNTAIN	195.35
90581		MARK HOLLIS JR	360.00
90582		MARNEY TREESE	650.00
90583		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	694.62
90584		MICHAEL CARDEN	5,153.28
90585		MILLENIUUM INSURANCE GROUP	900.00

90586		OBSSESSION AUTOMOTIVE	310.01
90587		POTOMAC EDISON	45.61
90588		RICE TIRES CO	52.80
90589		ROBERTS OXYGEN COMPANY, INC	60.91
90590		THE HARTFORD	3,838.92
90591		US BANK	2,421.52
90592		VICTORIA MYERS	5,590.90
90593		WHOLESALE TIRES INC.	30.90
90594		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	795.08
			35,877.77

Mr. Stolipher motioned to approve the accounts payable for October 17, 2024, in the amount of \$35,877.77. The motion was approved unanimously.

**APPROVAL OF MANUAL CHECKS**

Check #	Fund	Vendor	10-Oct-24	Amount
		OTHER FUNDS		
343	DG/003	SHERIFF OF JEFFERSON COUNTY		\$426.94
933	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US INC		\$3,270.40
934	HD/008	SATELLITE TRACKING OF PEOPLE, LLC		\$906.10
935	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,229.66
8	PF/008	BAKERTON VOLUNTEER FIRE DEPARTMENT		\$14,475.69
9	PF/008	BLUE RIDGE MOUNTAIN VOLUNTEER FIRE DEPARTMENT		\$14,475.69
10	PF/008	CITIZENS VOLUNTEER FIRE DEPARTMENT		\$14,475.69
11	PF/008	FRIENDSHIP VOLUNTEER FIRE DEPARTMENT		\$14,475.69
12	PF/008	INDEPENDENT VOLUNTEER FIRE DEPARTMENT		\$14,475.69
13	PF/008	MIDDLEWAY VOLUNTEER FIRE DEPARTMENT		\$14,475.69
14	PF/008	SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT		\$14,475.69
1204	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC		\$12,996.00
379	FP/057	JEFFERSON COUNTY FARMLAND PROTECTION BOARD		\$155,528.31
368	AR/207	SHERIFF OF JEFFERSON COUNTY		\$2,832.14
168	IP/249	TISCHLERBISE INC		\$2,250.00
128	IL/249	TISCHLERBISE INC		\$1,296.00
139	IS/249	TISCHLERBISE INC		\$5,148.00
160	IE/249	TISCHLERBISE INC		\$1,422.00
4	IA/249	TISCHLERBISE INC		\$1,188.00
1482	SI/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT		\$95.00
1483	LI/249	SHERIFF OF JEFFERSON COUNTY - LAW ENF IMPACT		\$17,423.01

1484	PI/249	SHERIFF OF JEFFERSON COUNTY - PARK/REC IMPACT		\$107,521.08
1485	EI/249	SHERIFF OF JEFFERSON COUNTY - EMS IMPACT		\$11,313.01
1486	AI/249	SHERIFF OF JEFFERSON COUNTY - ADMIN		\$5,416.00
418	CW/369	SHERIFF OF JEFFERSON COUNTY		\$1,317.00
TOTAL				\$433,908.48

Mr. Stolipher motioned to approve the manual checks for October 11, 2024, in the amount of \$433,908.45. The motion was approved unanimously.

			17-Oct-24	
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
369	AR/207	THOS SOMERVILLE		\$9,893.45
TOTAL				\$9,893.45

Mr. Stolipher motioned to approve the manual checks for October 18, 2024 in the amount of \$9,893.45. The motion was approved unanimously.

**PUBLIC COMMENT:**

Public comment was received by:

- John Doyle
- Jacquelyn Milliron
- Dottie Kracke
- David Tabb
- Chrissy Wimer
- Christine Marshall
- Carrie Blessing
- Colin Stine
- Krista Edwards

**PRESENTATIONS**

1. Angie Banks- Assessor

Land Consolidation – Raymond W. Delawder, Jr.

Mr. Stolipher motioned to approve the land consolidation of Raymond W. Delawder, Jr., parcel 01 map 1 parcel 10-1/5 Ac-Brackett’s Add with parcel 01 map 1 parcel 11.1 – 1 Lt. Delawder as presented by Mrs. Banks. The motion was seconded by Mr. Upson. The motion was approved unanimously.

2. Tom Hansen, Jefferson County Sheriff's Department

GHSP Grant Award

Mr. Stolipher motioned to approve the acceptance of the Governor's Highway Safety program grant and authorize the President to sign associated documents. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

New Position Request

Mr. Stolipher motioned to approve the solicitation for an 80 hour assistant to the executive assistant with a starting salary range between \$36,000 and \$42,000. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

3. Bessie Nelson, Budget Director

Permission to advertise for Audit Committee and Audit RFP

Mr. Stolipher motioned to advertise for a 3 person audit committee to include 1 citizen representative meeting the criteria of Accounting or Finance background, a county representative with finance experience and another county appointee as deemed appropriate by the County Commission. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to advertise for the FY 24 Single Audit RFP with a budget of \$35,100. The motion was seconded by Mr. Upson and approved unanimously.

4. Harvest Homes LLC

Request to schedule a public hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan Consistency of the request.

Mr. Stolipher motioned to accept the Landowner petition for map amendment for Harvest Homes, LLC Parcels 11, 11.1 and 12 on map 4 in the Charles Town tax district and schedule a public hearing at the County Commission meeting on December 5, 2024 at a time to be determined and to refer the application to the Planning Commission for advice on the requests consistency with the Comprehensive Plan. The motion was seconded by Mr. Upson. The motion was approved unanimously.

5. Mike Shepp, Planning Commission and Luke Seigfried, County Planner

Planning Commission presentation of the recommended Comprehensive Plan

Mr. Stolipher motioned to hold a public hearing on the recommended Comprehensive Plan to be held on December 4, 2024 at Jefferson High School. The workshop will be from 5 p.m. to 6 p.m. and the public hearing will start at 6 p.m. Written comments will remain open until December 11, 2024. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

6. Jefferson County Commission

ARPA Funding Requests – Applicants

Jamila Jones – African American Community Association of Jefferson County

Josh Smith – Bakerton Fire Department

Sara Curley – Bolivar Harpers Ferry Public Library

Stacie Rohn – Boys & Girls Club of the Eastern Panhandle

Mark Peiffer – Community Markets Inc.

Sandy Knoerlein – Jefferson County Wild Lacrosse

Kelly Franklin – Jefferson County Day Report Center Inc.

Marcella Genz – Old Charles Town Library

7. Jefferson County Commission

Opioid Funding Requests – Applicants

Stacie Rohn – Boys & Girls Club of the Eastern Panhandle

Michelle Sudduth – CASA of the Eastern Panhandle

Mark Peiffer – Community Markets Inc.

Teresa Shumate – Community Networks, Inc.

Jan Hafer – Corporation of Shepherdstown and Shepherdstown Shares

Larry Togans – Fisherman’s Hall Community Outreach Committee

Patrick Madigan – Goldfinch Health Inc.

Sarah Higgins – Jefferson County SUPAR Coalition

Dr. Chuck Bishop – Jefferson County Schools

Lt. Steven Holz – Jefferson County Sheriff’s Office

Melissa Knott – Jefferson County Treatment Court

Kelly Franklin – Jefferson County Day Report Center Inc.

Julie McDaniel – Recovery support/Sober living

Tina Burns – Shenandoah Community Health Foundation

Dr. Jennifer Flora – Shepherd University

Mark Stevanus – To the ResQ Inc.

Penny Porter – United Way of the Eastern Panhandle

Tyler Tummolo – Varsity Travel Harpers

Dr. Kumrick, Dr. Bushman – Street Medicine Program

8. Peter Villa, Jefferson County Solid Waste Authority

Jefferson County Solid Waste Authority proposes expansion of operations to adjoining transfer station and landfill property

Ms. Tabb recused herself from this agenda item.

Mr. Stolipher motioned to have legal counsel review the current lease and revisit the issue at a later date. The motion was seconded by Mr. Upson. The motion was approved unanimously.

9. Pasha Majdi, County Commissioner

Hydrogeological testing requirements for 1 and development

Mr. Majdi motioned to direct counsel to research the Berkeley County ordinance and report back to the County Commission, and furthermore to direct the County Administrator to liaise with the Berkeley County Government regarding this ordinance and report back to the Commission. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

10. Pasha Majdi, County Commissioner

Promotion of farm wineries and tourism in Jefferson County

Mr. Stolipher motioned to direct the JCDA to develop a plan for promoting farm wineries and related tourism in Jefferson County as presented by the County Commission in the 1<sup>st</sup> quarter of 2025. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

11. Edwina Benites-LM, County Administrator on behalf of Jessica James, Chief Human Resource Officer

Approval of letter of appointment-designation of fire chief

Mr. Stolipher motioned to approve the appointment of Theodore “Mike” Sine as Jefferson County Fire Chief effective Friday October 4, 2024 and authorize the President of the Commission to sign the letter to the WV State Fire Marshall designating Mr. Sine as Fire Chief. The motion was seconded by Mr. Upson. The motion was approved unanimously.

Review and approval of update to Annual Performance Review Policy 217 and associated documents

Mr. Stolipher motioned to approve the revisions to Policy 217 as presented, including the approval of the associated employee review rubric and assessment form. The motion was seconded by Mr. Upson. The motion was approved unanimously.

12. Nathan Cochran, Assistant Prosecuting Attorney

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

Mr. Stolipher motioned to go into Executive Session at 6:34 p.m to receive legal advice for this agenda item. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Stolipher motioned to come out of Executive Session at 8:06 p.m. The motion was seconded by Mr. Majdi and approved unanimously.

Report by counsel on Supreme Court of Appeals of West Virginia Case No. 23-369

Mr. Stolipher motioned to go into Executive Session at 6:34 p.m. to receive legal advice for this agenda item. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Stolipher motioned to come out of Executive Session at 8:06 p.m. The motion was seconded by Mr. Majdi and approved unanimously.

Report by counsel on Jefferson County Circuit Court Case No. 23-112

Mr. Stolipher motioned to go into Executive Session at 6:34 p.m. to receive legal advice for this agenda item. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Stolipher motioned to come out of Executive Session at 8:06 pm. The motion was seconded by Mr. Majdi and approved unanimously.

### 13. Edwina Benites-LM, County Administrator

#### Time and location of the Canvass

Mr. Stolipher motioned to hold the canvass at the Jefferson County Historic courthouse beginning at 9:30 a.m. on Tuesday, November 12, 2024. The motion was seconded by Ms. Tabb and approved unanimously.

#### Impact fee next steps

The Impact Fee workshop was hosted on September 20, 2024. The next public hearing on the Impact Fee will be held on November 19, 2024.

#### Shepherdstown tower letter of support

Mr. Stolipher motioned for a letter of support for the Shepherdstown Tower Project. The motion was seconded by Ms. Tabb and approved unanimously.

#### FY 23 Audit Update

Ms. Benites-LM provided an update on the FY 23 audit.

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

Mr. Stolipher motioned to go into Executive Session at 6:34 p.m. to receive contractual guidance and legal advice for this agenda item. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Stolipher motioned to come out of Executive Session at 8:06 p.m. The motion was seconded by Mr. Majdi 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 12:00 a.m.

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Steve Stolipher, PRESIDENT

Respectfully submitted  
Jacki Shadle  
Jefferson County Clerk's Office

DRAFT