

Minutes

Jefferson County Commission

Thursday, November 21, 2024

A meeting of the Jefferson County Commission was held on Thursday, November 21, 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, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Roger Goodwin, Deputy County Administrator, Nathan Cochran, Assistant Prosecuting Attorney, Jacki Shadle, County Clerk, and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, November 21, 2024, 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 following regular meeting minutes:

1. October 3, 2024
2. October 17, 2024
3. November 12, 2024
4. November 18, 2024

The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for November 22, 2024, in the amount of \$471,101.13. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
90746		AMERIFLEX	122.40
90747		ATLANTIC EMERGENCY SOLUTIONS, INC.	5,502.13

90748		BOLAND TRANE SERVICES INC	1,939.00
90749		FRONTIER	57.25
90750		GEARCLEAN, INC	5,211.00
90751		GUTTMAN OIL CO	10,263.88
90752		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
90753		J.C. EHRLICH	904.87
90754		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	1,783.84
90755		OBSESSION AUTOMOTIVE	373.76
90756		POTOMAC EDISON	179.02
90757		R.E. MICHEL CO. LLC	22.83
90758		REBECCA F BURNS	2,108.88
90759		RETIREE HEALTH BENEFIT TRUST	8,373.00
90760		ROBERTS OXYGEN COMPANY, INC	1,466.05
90761		SHERIFF OF JEFFERSON COUNTY	25.53
90762		SOFTWARE SYSTEMS INC	1,149.95
90763		SPIRIT OF JEFFERSON	6,500.22
90764		TINT WIZARD	2,200.00
90765		UNIFIRST	275.34
90766		WV DEPUTY SHERIFF RETIREMENT SYSTEM	111.76
TOTAL			50,970.71

Mr. Stolipher motioned to approve the accounts payable for November 14, 2024, in the amount of \$50,970.71. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90769		ADAM WARD	4,988.30
90770		ASBURY UNITED METHODIST CHURCH	100.00
90771		AT&T	182.60
90772		AT&T MOBILITY - CC	5,126.41
90773		AUTOZONE	321.15
90774		AUTUMN ULSH	1,545.50
90775		BETHEL METHODIST CHURCH	100.00
90776		BJ'S EMBROIDERY CO INC	755.00
90777		BLUE RIDGE COMMUNITY CLUB	100.00
90778		BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE	1,374.00
90779		BUREAU OF CHILD SUPPORT	865.85
90780		CAMP HILL WESLEY UNITED	150.00
90781		CHARLES TOWN BAPTIST CHURCH	100.00
90782		CHIEF TECHNOLOGIES	237.50
90783		CHURCH OF THE ASCENSION	300.00
90784		CITIZEN FIRE CO	150.00

90785		COMPTROLLER OF MARYLAND	1,665.65
90786		COVENANT BAPTIST CHURCH	100.00
90787		COX HOLLIDA YOUNG PLLC	2,197.44
90788		CROSSPOINT CHURCH	200.00
90789		DEARBORN LIFE INSURANCE COMPANY	2,735.49
90790		DIGITAL DOCUMENT SOLUTIONS INC	988.74
90791		EFTPS IRS TAXES	166,339.37
90792		ELIZABETH MALONEY	1,276.11
90793		EMPOWER RETIREMENT	8,092.04
90794		ESS ELECTION SYSTEMS & SOFTWARE	1,592.00
90795		FELLOWSHIP BIBLE CHURCH	100.00
90796		FIRST BAPTIST CHURCH	200.00
90797		FISHER AUTO PARTS	22.96
90798		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
90799		FRONTIER	12,824.46
90800		GARY VIANDS	42.34
90801		GEORGE WILSON	88.44
90802		HIRERIGHT	269.67
90803		CORPORATE RISK HOLDING INC	96.55
90804		JASON MICKEY	2,405.42
90805		JEFFERSON COUNTY COUNCIL ON AGING	100.00
90806		JEFFERSON SECURITY BANK	4,153.00
90807		LAWRENCE REED JR	86.05
90808		LEETOWN METHODIST CHURCH	100.00
90809		MCA, INC	5,459.94
90810		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	138.76
90811		MIDDLEWAY VOLUNTEER FIRE DEPARTMENT	100.00
90812		MILLENIUM INSURANCE GROUP	900.00
90813		MILLER'S SUPPLIES AT WORK	792.55
90814		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90815		PA SCDU	320.00
90816		PANHANDLE PRINTING & DESIGN	1,769.74
90817		RICE TIRES CO	964.32
90818		RONALD FLETCHER	5,250.00
90819		RUSSELL BURGESS	5,250.00
90820		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
90821		SOFTWARE SYSTEMS INC	25.00
90822		SPECIAL MARKETS INSURANCE CONSULTANT INC.	235.00
90823		WV STATE FIRE MARSHAL'S OFFICE	450.00
90824		ST JAMES CATHOLIC CHURCH	100.00
90825		STATE TAX DEPARTMENT	250.00

90826		SUMMIT COMMUNITY BANK	406.24
90827		TARGETSOLUTIONS LEARNING, LLC	14,983.00
90828		TEK ADVISORS LLC	4,200.00
90829		THE THRASHER GROUP INC	16,324.00
90830		TINT WIZARD	350.00
90831		TRINITY EPISCOPAL CHURCH	100.00
90832		UNIFIRST	137.67
90833		US BANK	73,503.95
90834		WAR MEMORIAL HOSPITAL	325.07
90835		WILLIAM R. FRANKLIN	100.00
90836		WITMER PUBLIC SAFETY GROUP INC	530.00
90837		WV DEPUTY SHERIFF RETIREMENT SYSTEM	29,678.38
90838		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	77,446.85
90839		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	45,180.42
90840		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	71,759.17
90841		WV STATE TAX DEPARTMENT	45,566.22
90842		WV UNITED HEALTH SYSTEM	12.78
90843	GS/004	GENERAL COUNTY FUND- J FEE	13,636.38
90844	FG/009	SHERIFF OF JEFFERSON COUNTY	5,985.78
90845	SG/010	JEFFERSON DAY REPORT CENTER	38,750.00
90846	BS/011	SHERIFF OF JEFFERSON COUNTY	11,095.06
90847	AM/053	SHERIFF OF JEFFERSON COUNTY	1,875.09
90848	AM/053	US BANK	560.74
TOTAL			701,049.15

Mr. Stolipher motioned to approve the accounts payable for November 21, 2024, in the amount of \$701,049.15. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		14-Nov-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
616	CS/002	WVCORP WV COUNTIES SELF INSURANCE RISK POOL		5,000.00
940	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US INC		3,430.40
941	HD/008	SATELLITE TRACKING OF PEOPLE, LLC		1,102.90
373	AR/207	KABLE EXCAVATING LLC		3,407.90
1899	CO/246	ALL TRAFFIC SOLUTIONS		18,124.00
1900	CO/246	AMERICAN PUBLIC UNIVERSITY SYTEMS, INC		345,000.00
140	IP/249	KELLY BROWNE		1.00
129	IP/249	KELLY BROWNE		565.00

169	IP/249	KELLY BROWNE		1,006.00
161	IP/249	KELLY BROWNE		106.00
5	IP/249	KELLY BROWNE		47.00
1487	IP/249	SHERIFF OF JEFFERSON COUNTY		66.00
1488	IP/249	SHERIFF OF JEFFERSON COUNTY		20,365.45
1489	IP/249	SHERIFF OF JEFFERSON COUNTY		74,695.56
1490	IP/249	SHERIFF OF JEFFERSON COUNTY		7,858.96
1491	IP/249	SHERIFF OF JEFFERSON COUNTY		3,764.83
TOTAL				484,541.00

Mr. Stolipher motioned to approve the manual checks for November 15, 2024, in the amount of \$484,541.00. The motion was approved unanimously.

21-Nov-24				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
344	DG/003	SHERIFF OF JEFFERSON COUNTY		282.64
942	HD/008	SHERIFF OF JEFFERSON COUNTY		2,890.62
943	HD/008	US BANK		91.42
1207	AV/056	PRINT-O-STAT INC.		1,824.80
1208	AV/056	US BANK		887.80
380	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD		169,968.90
374	AR/207	DIVERSITEC, LLC		16,678.50
375	AR/207	MOTOROLA SOLUTIONS INC		35,698.38
376	AR/207	MOTOROLA SOLUTIONS INC		36,004.14
377	AR/207	POLY COATING SOLUTIONS, LLC		3,590.00
378	AR/207	SHERIFF OF JEFFERSON COUNTY		2,819.43
1902	CO/246	CONRAD LUTTRELL LLP		3,795.00
1903	CO/246	MISSION CRITICAL DEFENSE SOLUTIONS		8,641.50
1904	CO/246	US BANK		145.53
419	WV/369	SHERIFF OF JEFFERSON COUNTY		900.00
TOTAL				284,218.66

1900	CO/246	AMERICAN PUBLIC UNIVERSITY - VOID	11/15/2024	-345,000.00
1901	CO/246	CONRAD LUTTRELL LLP -	11/15/2024	345,000.00
				0.00

Mr. Stolipher motioned to approve the manual checks for November 22, 2024, in the amount of \$284,218.66. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Amanda Stroud

Jacquelyn Milliron

David Tabb

Tricia Jackson

Denise Nick

Christine Wimer

Christine Marshall

PRESENTATIONS

1. Roger Goodwin, Deputy County Administrator/Director and Chief Engineer

Impact Fees 2024 Recalculation Study

No action was taken on this agenda item. It was rescheduled for Dec 5, 2024.

2. Lieutenant Sell on behalf of Sheriff Tom Hansen, Sheriff's Department

New Hire – Tax Deputy

Ms. Tabb motioned to approve the hire of Stacy Thompson as an 80-hour Tax Deputy effective December 9, 2024 with a starting salary of \$35,000. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Administrative Assistant New Hire

Mr. Stolipher motioned to approve the hiring of Megan Frantz as an Administrative Assistant for the Jefferson County Sheriff's department as an 80-hour position with a starting salary of \$40,000 moving to \$42,000 after 60 days of successful completion and subject to a properly executed budget amendment that will be completed by the sheriff. Effective date is Monday, December 9, 2024. The motion was seconded by Ms. Keys. The motion was approved unanimously.

Home Confinement Update

There was discussion but no action taken on this agenda item.

3. Bessie Nelson, Budget Director on behalf of Mike Sine, Director of Emergency Services

Pay Adjustment in accordance with ESA AP1192 for 10 years of prior work experience and service.

Mr. Majdi motioned to approve the pay adjustment for Matthew Ryan, Technician, in accordance with AP1192 from a rate of \$25.84 to \$28.37 and to pay the additional compensation of \$2223.65 owed to the employee for hours from July 1, 2024 – November 16, 2024. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Approval of Ronnie Shutts from part-time to full-time FF/EMT III effective 11/24/2024.

Mr. Majdi motioned to approve Ronnie Shutts from part-time to full-time firefighter/EMT III effective November 24, 2024 at a rate of \$26.17. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

4. Roger Goodwin, Deputy County Administrator on behalf of Jessica James, Chief Human Resource Officer

Approval to hire-CFO position

Mr. Stolipher motioned to approve the hire of David Bound as Chief Financial Officer as Grade VIII 80-hour, exempt employee at a salary of \$89,840.00 effective December 2, 2024. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Notices of Solicitation – GIS Analyst Level 1 and Building Code Plans Reviewer

This agenda item was for informational purposes only. No action was taken.

5. 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 to receive legal counsel on this agenda item at 7:00 p.m. The motion was seconded by Mr. Majdi and approved unanimously.

Mr. Stolipher motioned to come out of Executive Session on this agenda item at 7:55 p.m. The motion was seconded by Mr. Majdi and approved unanimously.

6. Roger Goodwin, Deputy County Administrator, Director and Chief County Engineer of the Jefferson County Department of Engineering, Planning and Zoning

Appointment of Acting/Interim Zoning Administrator

Mr. Stolipher motioned that Mason Carter be appointed as the Acting Interim Zoning Administrator from December 7, 2024 through December 16, 2024. The motion was seconded by Mr. Hefestay. The motion was approved unanimously.

7. Roger Goodwin Deputy County Administrator on behalf of Edwina Benites-LM, County Administrator

Hydrogeological Study – Berkeley County

Mr. Goodwin provided an update and information. There was no motion made on this agenda item.

Assessor’s Additional Duties

Mr. Stolipher motioned to approve the additional compensation to Angie Banks in the amount of \$15,000 as provided by West Virginia code 7-7-6a and certified by West Virginia State Tax Department. Funding to be provided from the Assessor’s office salaries and benefits line: 001406-410200. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Commissioner/Board seats held by current commissioners

No motion was made on this agenda item.

250th Anniversary Celebration Committee

Ms. Keys motioned to appoint Commissioner Jack Hefestay. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

CDARS Renewal Approval

Mr. Stolipher motioned to approve the attached letter, renewing 100% of principal and earnings for a 13-week term. The motion was seconded by Ms. 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 8:00 p.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk’s Office