

Minutes
Jefferson County Commission
Thursday, November 7, 2024

A meeting of the Jefferson County Commission was held on Thursday, November 7, 2024, during the fourth quarterly session at 9:30 a.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, November 7, 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 MINUTES

Mr. Stolipher motioned to approve the regular meeting minutes from:

August 1, 2024

August 15, 2024

September 5, 2024

September 19, 2024

September 26, 2024

The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for October 25, 2024, in the amount of \$448,115.18. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Mr. Stolipher motioned to approve the requisition for November 7, 2024, in the amount of \$100,750.38. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
90596		ADAM WARD	202.34
90597		ADKINS AUTOMOTIVE LLC	212.22
90598		AHA-ARTS & HUMANITIES ALLIANCE	1,591.08
90599		AT&T	690.19
90600		AT&T MOBILITY - CC	4,207.82
90601		AT&T BILL PAYMENT	2.58
90602		ATLANTIC EMERGENCY SOLUTIONS, INC.	538.77
90603		AUTOZONE	81.92
90604		BIEDLERS ELEC MOTOR REP	759.72
90605		BJ'S EMBROIDERY CO INC	90.00
90606		BRYAN PERKINS	125.25
90607		BUREAU OF CHILD SUPPORT	865.85
90608		CARDINAL HEALTH 110, LLC	3,396.20
90609		CCAWV-COUNTY COMMISSION ASSOCIATION OF WV	3,625.00
90610		CHEYENNE EDWARDS	43.75
90611		COMMUNITY MARKETS INC	2,500.00
90612		COMPTROLLER OF MARYLAND	1,423.31
90613		DEARBORN LIFE INSURANCE COMPANY	2,736.73
90614		DUANE DUNN	127.83
90615		EFTPS IRS TAXES	156,796.22
90616		EMPOWER RETIREMENT	7,971.86
90617		ENTERPRISE FM TRUST	5,118.44
90618		EXECUTIVE EMERGENCY LIGHTING LLC	1,497.10
90619		FIDELITY POWER SYSTEMS	5,587.50
90620		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
90621		FRONTIER	12,820.65
90622		GREGORY INGERSOLL	460.00
90623		GUTTMAN OIL CO	11,010.70
90624		HIGHMARK WV	54,794.89
90625		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
90626		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	2,355.99
90627		JEFFERSON COUNTY SOLID WASTE AUTHORITY	92.00
90628		JEFF CO COMMUNITY MINISTRIES	25,000.00
90629		JEFFERSON CO CONVENTION AND VISITORS BUREAU	49,576.27
90630		JEFF CO PARKS & RECREATION COMMISSION	35,829.85
90631		JEFFERSON SECURITY BANK	4,138.00
90632		KNIGHT'S AUTO GLASS	300.00
90633		MADDY STEPHENSON	5,910.69
90634		MCA, INC	4,756.90
90635		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	5,398.97

90636		MOTOROLA SOLUTIONS INC	13,389.91
90637		NAPA AUTO PARTS	70.21
90638		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90639		EMS TECHNOLOGY SOLUTIONS, LLC	2,437.00
90640		PA SCDU	320.00
90641		PATRIOT FIRE AND SECURITY LLC	405.00
90642		R.E. MICHEL CO. LLC	2,565.07
90643		RICE TIRES CO	5,435.44
90644		ROBERTS OXYGEN COMPANY, INC	254.28
90645		SHERIFF OF JEFFERSON COUNTY	97,676.23
90646		SOFTWARE SYSTEMS INC	1,419.95
90647		STATE TAX DEPARTMENT	250.00
90648		STRYKER MEDICAL	136,645.72
90649		SUMMIT COMMUNITY BANK	276.20
90650		TEK ADVISORS LLC	4,200.00
90651		TELEFLEX LLC	4,655.00
90652		TOWN OF BOLIVAR	9,799.36
90653		TRAVIS NUPP	312.62
90654		UNIFIRST	275.34
90655		US BANK	1,863.09
90656		US BANK	84,918.64
90657		WAR MEMORIAL HOSPITAL	326.84
90658		WITMER PUBLIC SAFETY GROUP INC	1,011.00
90659		WV DEPUTY SHERIFF RETIREMENT SYSTEM	28,405.87
90660		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	66,935.03
90661		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	44,528.30
90662		WV STATE TAX DEPARTMENT	44,000.86
90663		WV UNITED HEALTH SYSTEM	641.96
90664		WVPST-MARTINSBURG	128.00
90665		WVU WEST VIRGINIA UNIVERSITY	3,700.00
90666	FG/009	BERKELEY CO SHERIFF	1,194.82
90667	FG/009	CITY OF CHARLES TOWN	366.69
90668	FG/009	RANSON POLICE DEPT	1,681.56
90669	FG/009	SHERIFF OF JEFFERSON COUNTY	7,016.70
90670	BS/011	SHERIFF OF JEFFERSON COUNTY	9,331.33
90671	AM/053	SHERIFF OF JEFFERSON COUNTY	1,875.07
			996,214.68

Mr. Stolipher motioned to approve the accounts payable for October 24, 2024, in the amount of \$996,214.68. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90672		ADAM WARD	199.66
90673		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,990.50
90674		ATLANTIC EMERGENCY SOLUTIONS, INC.	1,461.50
90675		CARDINAL HEALTH 110, LLC	218.39
90676		COLONIAL LIFE	95.68
90677		DAVID EVERETT BOOBER	1,479.60
90678		DIGITAL DOCUMENT SOLUTIONS INC	877.86
90679		FIRST CITIZENS BANK & TRUST CO	2,230.47
90680		HIGHMARK WV	196,426.20
90681		KAILA NAPIER	50.75
90682		KATHRYN KING	3,377.04
90683		LANGUAGE LINE SERVICES	114.50
90684		MCA, INC	1,835.10
90685		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	967.70
90686		MONTE CONNER	50.75
90687		NATIONAL VISION ADMIN.	1,459.98
90688		OLD CHARLES TOWN LIBRARY	1,500.00
90689		PANSCH INVESTIGATIONS LLC	275.00
90690		POTOMAC EDISON	35,558.60
90691		DR. ROBERT E. JONES III	1,000.00
90692		SCPDC-SOUTH CENTRAL PLANNING & DEVELOPMENT COMM	18,500.00
90693		SOFTWARE SYSTEMS INC	232.67
90694		STEPHEN S ALLEN	5,250.00
90695		THE HARTFORD	2,311.40
90696		THE JOURNAL	208.00
90697		THOMAS HANSEN	44.00
90698		WILLIAM SMITH	2,640.58
TOTAL			280,355.93

Mr. Stolipher motioned to approve the accounts payable for October 31, 2024, in the amount of \$280,355.93. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90700		ADKINS AUTOMOTIVE LLC	3,960.13
90701		BEGIN COUNSELING PLLC	1,199.31
90702		BUREAU OF CHILD SUPPORT	865.85
90703		CAITLYN RALSTON	173.00
90704		CAPITAL ELECTRIC	1,539.21
90705		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00

90706		COMPTROLLER OF MARYLAND	1,491.48
90707		EFTPS IRS TAXES	151,799.92
90708		EMPOWER RETIREMENT	8,037.43
90709		ESCHEDUULE	4,234.46
90710		FIDELITY POWER SYSTEMS	11,781.00
90711		FRONTIER	37.65
90712		FRONTLINE PUBLIC SAFETY SOLUTIONS	1,312.50
90713		GUTTMAN OIL CO	5,780.66
90714		JEFFERSON COUNTY DEVELOPMENT AUTHORITY	26,250.00
90715		JEFFERSON SECURITY BANK	4,153.00
90716		MARNEY TREESE	650.00
90717		MATHEW MINNICK	173.00
90718		MCA, INC	4,363.01
90719		MILLER'S SUPPLIES AT WORK	1,935.00
90720		MINNICKS TOWING & RECOVERY	200.00
90721		NAPA AUTO PARTS	187.36
90722		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90723		PA SCDU	320.00
90724		PATTON BUILDING SERVICES, INC	11,999.00
90725		POTOMAC EDISON	614.78
90726		RICE TIRES CO	964.32
90727		ROBERTS OXYGEN COMPANY, INC	238.38
90728		STACI LENTZ	109.00
90729		STAPLES	2,274.22
90730		STATE TAX DEPARTMENT	287.50
90731		SUMMIT COMMUNITY BANK	320.12
90732		TEK ADVISORS LLC	3,406.20
90733		THE HARTFORD	3,858.50
90734		UNIFIRST	137.67
90735		US BANK	45.29
90736		WAR MEMORIAL HOSPITAL	468.25
90737		WITMER PUBLIC SAFETY GROUP INC	73.00
90738		WV DEPUTY SHERIFF RETIREMENT SYSTEM	27,171.89
90739		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	45,324.89
90740		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	332.09
90741		WV UNITED HEALTH SYSTEM	491.01
90742	FG/009	SHERIFF OF JEFFERSON COUNTY	6,027.94
90743	BS/011	SHERIFF OF JEFFERSON COUNTY	9,471.59
90744	AM/053	SHERIFF OF JEFFERSON COUNTY	1,887.78
TOTAL			350,412.39

Mr. Stolipher motioned to approve the accounts payable for November 7, 2024, in the amount of \$350,412.39. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		24-Oct-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
614	CS/002	CAMPBELL FLANNERY PC		\$11,562.50
936	HD/008	SATELLITE TRACKING OF PEOPLE, LLC		\$250.10
937	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,676.26
938	HD/008	US BANK		\$91.36
1205	AV/056	US BANK		\$1,678.74
370	AR/207	MOTOROLA SOLUTIONS INC		\$119,463.75
371	AR/207	SHERIFF OF JEFFERSON COUNTY		\$2,819.43
1895	CO/246	84 LUMBER		\$953.87
1896	CO/246	US BANK		\$99.51
1897	CO/246	WRENCHERS		\$7,390.00
TOTAL				\$146,985.52

Mr. Stolipher motioned to approve the manual checks for October 25, 2024, in the amount of \$146,985.52. The motion was approved unanimously.

		31-Oct-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1206	AV/056	MILLER'S SUPPLIES AT WORK		\$1,567.65
TOTAL				\$1,567.65

Mr. Stolipher motioned to approve the manual checks for November 1, 2024, in the amount of \$1,567.65. The motion was approved unanimously.

		7-Nov-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
615	CS/002	BRENDA HINKLE		328.1
939	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,393.03
372	AR/207	SHERIFF OF JEFFERSON COUNTY		\$2,832.13
1898	CO/246	KEEN CONTRACTING LLC		\$3,100.00
1007	CW/059	WV ST AUDITOR		\$1,095.00
TOTAL				\$9,748.26

Mr. Stolipher motioned to approve the manual checks for November 8, in the amount of \$9,748.26. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron

Tina Burns

David Tabb

Christine Wimer

Danny Lutz

Christine Marshall

PRESENTATIONS

1. Rhonda Willingham on behalf of Angie Banks- Assessor

Exoneration(s)

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Bonnie Wisdom	PP	Bolivar	\$29.94	300287
Noah Wisdom	PP	Bolivar	\$91.72	300294
Abbrielle Proctor	PP	Kabletown	\$80.42	310947
Christopher & Karen Luttrell	PP	Shepherdstown	\$298.85	316733

Mr. Stolipher motioned to approve the exonérations as presented by Ms. Willingham. The motion was seconded by Mr. Upson. The motion was approved unanimously.

2. Jessica James, Chief Human Resource Officer

Employee Recognition

There are no years of service awards for the month of November.

Human Resource training request and approval of accompanying budget transfers

Mr. Stolipher motioned to approve the budget transfer of \$28,650 from the Jefferson County Development Authority line salary item to a newly designated countywide employee training line under Department 401 County Commission Office of Human Resources as presented. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Stolipher motioned to approve the budget transfer of \$5,250 from the Jefferson County Emergency Services training line item to the newly designated countywide employee training line under 401 County Commission. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to approve the renewal of the Vector Target Solutions in the amount of \$14,983 for countywide training purposes. The motion was seconded by Mr. Majdi and approved unanimously.

Approval of hire – Public Affairs Coordinator –JCHSEM

Mr. Stolipher motioned to approve the hire of Stephen Rivera as Public Affairs Coordinator with the Jefferson County Department of Homeland Security Emergency Management as a Grade V, 80-hour exempt employee at an annual salary of \$58,656 effective November 11, 2024. The motion was seconded by Mr. Upson and approved unanimously.

Approval of hire – Zoning Administrator with the Jefferson County Department of Engineering, Planning and Zoning

Mr. Stolipher motioned to approve the hire of Michael Petroski as Zoning Administrator with the Jefferson County Department of Engineering, Planning, and Zoning as a Grade VII, 80-hour exempt employee at an annual salary of \$80,000 effective date to be determined. The motion was seconded by Ms. Tabb and approved unanimously.

Approval of hire – Deputy Director with the Jefferson County Department of Emergency Communications

Mr. Stolipher motioned to approve the hire of Tara Vann as a Deputy Director with the Jefferson County Department of Emergency Communications as a Grade VIII, 80-hour exempt employee at an annual salary of \$87,000, effective date to be determined. The motion was seconded by Mr. Majdi and approved unanimously.

3. Jefferson County Commission

Boards, Commissions and Committees

The commission conducted interviews with the following applicants for one vacancy with the Eastern Panhandle Region 9 Development Council.

Paul Butler

Krista Hoffman

Mr. Stolipher nominated Krista Hoffman

Mr. Stolipher motioned to appoint Krista Hoffman for an unexpired 2 year term with the Region 9 Development Board ending June 30, 2026. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to appoint Jacki Shadle, Jane Tabb and Bessie Nelson to the Audit RFP Review Committee until such time as an auditor has been selected and audit Jefferson County's FY 2024 finances. The motion was seconded by Mr. Majdi and approved unanimously.

4. Krista Hoffman, Executive Director, Jefferson County Development Authority, Pasha Majdi, Commissioner

Resolution regarding the expansion of the YMCA into Jefferson County

Mr. Majdi motioned to approve the resolution in support of the Y.M.C.A. expanding into Jefferson County. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

5. Jim Klein, Hospice of the Panhandle

Proclamation of National Hospice and Palliative Care Month

Mr. Stolipher motioned to accept the proclamation as presented. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

6. Becky Burns, Office Manager, Jefferson County Department of Engineering, Planning and Zoning

Impact Fee Refund request

Mr. Stolipher motioned to approve the impact fee refund for Kelly and Casey Brown for the amount of \$1,725. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

7. Rebecca Hall on behalf of Matt Harvey, Prosecuting Attorney's Office

Approval to hire – Victim's Advocate

Ms. Tabb motioned to approve the hiring of Summer Stanford as a victim advocate at a rate of \$35,000 annually with a 35-hour work week effective November 18, 2024. The motion was seconded by Mr. Upson. The motion was approved unanimously.

8. Rebecca Hall, Prosecuting Attorney's Office Victim Assistance Program

VOCA Grant contract approval and signature

Mr. Stolipher motioned to approve the signing of the 2024 VOCA Grant contract. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

9. Bessie Nelson, Budget Director

State Budget Revisions for FY 25

Ms. Tabb motioned to approve the request for revision to the budget for the fiscal year 2025 as presented. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

10. Jefferson County Commission

ARPA Funding Requests

Mr. Stolipher motioned to fund the \$23,000 requested by the Bolivar Library, \$10,000 for the African American Association Community, \$2000 for Community Markets, and \$9,768 to Jefferson County Wild Lacrosse. The motion was seconded by Mr. Upson. The motion was approved unanimously.

11. Jefferson County Commission

Opioid Funding Requests

There was discussion on how to proceed with choosing applicants, but no action was taken regarding this agenda item.

12. Nathan Cochran, Assistant Prosecuting Attorney

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

Mr. Stolipher motioned to enter into Executive Session at 11:10 a.m to receive legal advice on contractual issues. The motion was seconded by Mr. Upson. The motion was approved unanimously.

Mr. Stolipher motioned to come out of Executive Session at 12:20 p.m. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

13. Edwina Benites-LM, County Administrator

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 enter into Executive Session at 11:10 a.m to receive legal advice on contractual issues. The motion was seconded by Mr. Upson. The motion was approved unanimously.

Mr. Stolipher motioned to come out of Executive Session at 12:20 p.m. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Majdi motioned to approve the purchase and sale agreement between American Public University and the County Commission of Jefferson County to purchase the building at 393 North Lawrence Street, Charles Town West Virginia for the amount of \$16.6 million dollars and direct the President of the Commission to sign the agreement on behalf of the Commission. Mr. Majdi further motioned to approve the expenditure of \$345,000 as refundable earnest money to be delivered to the escrow agent by Friday November 15, 2024. The motion was seconded by Mr. Stolipher and approved unanimously.

OLD BUSINESS

Commission schedule

Mr. Stolipher motioned to move the time for canvass back to 1:00 p.m. on November 12, 2024. The motion was seconded by Mr. Upson and passed unanimously.

Mr. Stolipher motioned to set a special session on November 12, 2024 to discuss financial matters regarding the building at 9:30 a.m. The motion was seconded by Mr. Majdi and passed unanimously.

Adjourn

Having no further business, Mr. Stolipher motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 1:00 p.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office