

Minutes

Jefferson County Commission

Thursday, December 5, 2024

A meeting of the Jefferson County Commission was held on Thursday, December 5, 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, Commissioner Cara Keys, and Commissioner Jack Hefestay. 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, December 5, 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

1. November 7, 2024 Regular Meeting
2. November 12, 2024 Special Session Canvass Day 1
3. November 13, 2024 Special Session Canvass Day 2
4. November 19, 2024 Special Session Canvass Certification
5. November 21, 2024 Regular Meeting
6. November 26, Special Session

Mr. Stolipher motioned to approve the meeting minutes as presented. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	CHECK DATE	VENDOR NAME	UNCLEARED
90849		AHA-ARTS & HUMANITIES ALLIANCE	2,283.38
90850		AT&T BILL PAYMENT	1.33
90851		BRIAN RISTON	140.00
90852		BUREAU FOR PUBLIC HEALTH	1,000.00
90853		CHRISTOPHER LYONS	85.95
90854		DAVID EVERETT BOOBER	1,287.80
90855		ENTERPRISE FM TRUST	34,343.04

90856		ESS ELECTION SYSTEMS & SOFTWARE	62.68
90857		FEDEX	31.41
90858		GUTTMAN OIL CO	4,625.61
90859		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	3,381.11
90860		JEFFERSON CO CONVENTION AND VISITORS BUREAU	57,084.39
90861		JEFF CO PARKS & RECREATION COMMISSION	51,419.91
90862		LANGUAGE LINE SERVICES	168.70
90863		MICHAEL MONAGHAN	140.00
90864		MILLER'S SUPPLIES AT WORK	475.56
90865		NATIONAL VISION ADMIN.	593.49
90866		POTOMAC EDISON	28,778.55
90867		RICE TIRES CO	1,166.08
90868		DR. ROBERT E. JONES III	1,000.00
90869		ROGER GOODWIN	1,692.13
90870		SANDRA KELLEY	169.40
90871		SPIRIT OF JEFFERSON	246.74
90872		USPS-POC	20,000.00
TOTAL			210,177.26

Mr. Stolipher motioned to approve the accounts payable for November 28, 2024, in the amount of \$210,177.26. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90874		ADAM WARD	261.70
90875		ADKINS AUTOMOTIVE LLC	3,125.81
90876		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,930.02
90877		ASHTYN REYNOLDS	34.30
90878		BAKERTON VOLUNTEER FIRE DEPARTMENT	63,750.00
90879		BEGIN COUNSELING PLLC	1,130.20
90880		BENJAMIN S WILLIAMS	28.00
90881		BOLAND TRANE SERVICES INC	1,939.00
90882		BUREAU OF CHILD SUPPORT	865.85
90883		CAPITAL LIGHTING & SUPPLIES LLC	483.78
90884		CHRISTOPHER LYONS	85.95
90885		COLONIAL LIFE	95.68
90886		COMPTROLLER OF MARYLAND	1,783.54
90887		DODDRIDGE COUNTY EXTENSION SERVICE	320.50
90888		DOING BETTER BUSINES	1,276.40
90889		EFTPS IRS TAXES	170,581.46
90890		EMPOWER RETIREMENT	8,024.13

90891		FEDEX	36.82
90892		FIRST CITIZENS BANK & TRUST CO	2,230.47
90893		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	63,750.00
90894		GUTTMAN OIL CO	5,320.84
90895		HIGHMARK WV	56,045.34
90896		HIGHMARK WV	212,813.08
90897		INSIGHT PUBLIC SECTOR INC	4,532.28
90898		JEFF CO DEPUTY SHERIFF'S ASSOC	2,230.00
90899		JEFFERSON SECURITY BANK	4,153.00
90900		JOHN LYONS	1,075.41
90901		MARNEY TREESE	650.00
90902		MCA, INC	5,957.47
90903		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	3,828.67
90904		MICHAEL BAKER INTERNATIONAL INC	4,560.00
90905		MIDDLEWAY VOLUNTEER FIRE DEPARTMENT	63,750.00
90906		MILLER'S SUPPLIES AT WORK	422.72
90907		MOTOROLA SOLUTIONS INC	100,750.38
90908		NATIONAL VISION ADMIN.	1,597.30
90909		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90910		PA SCU	320.00
90911		PANSCH INVESTIGATIONS LLC	275.00
90912		POTOMAC EDISON	2,913.05
90913		PRIORITY DISPATCH	11,114.00
90914		PROFESSIONAL HEALTH SERVICES, INC	31,048.00
90915		R.E. MICHEL CO. LLC	270.32
90916		ROBERTS OXYGEN COMPANY, INC	315.19
90917		SAMANTHA COMBS	37.52
90918		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	63,750.00
90919		SPIRIT OF JEFFERSON	36.00
90920		STATE TAX DEPARTMENT	250.00
90921		SUMMIT COMMUNITY BANK	378.25
90922		TEK ADVISORS LLC	3,197.23
90923		TELEFLEX LLC	1,330.00
90924		THOMAS HANSEN	50.48
90925		UNIFIRST	137.67
90926		WAR MEMORIAL HOSPITAL	605.58
90927		WILLIAM SCHWEITZER	192.00
90928		WITMER PUBLIC SAFETY GROUP INC	3,114.80
90929		WV DEPUTY SHERIFF RETIREMENT SYSTEM	29,446.12
90930		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	46,776.77

90931		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	332.09
90932		WV STATE TAX DEPARTMENT	21,067.97
90933	FG/009	SHERIFF OF JEFFERSON COUNTY	6,234.12
90934	SG/010	JEFFERSON COUNTY FAIR ASSOCIATION	4,810.00
90935	BS/011	SHERIFF OF JEFFERSON COUNTY	10,370.26
90936	AM/053	SHERIFF OF JEFFERSON COUNTY	1,887.77
TOTAL			1,030,745.29

Mr. Stolipher motioned to approve the accounts payable for December 5, 2024, in the amount of \$1,030,745.29. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		27-Nov-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
617	CS/002	EASTERN PANHANDLE MENTAL HEALTH CENTER		2,400.00
1209	AV/056	PRINT-O-STAT		199.50
TOTAL				2,599.50

Mr. Stolipher motioned to approve the manual checks for November 29, 2024, in the amount of \$2,599.50. The motion was approved unanimously.

		5-Dec-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
944	HD/008	SATELLITE TRACKING OF PEOPLE		\$467.40
945	HD/008	SHERIFF OF JEFFERSON COUNTY		\$3,219.73
1210	AV/056	IAAO-INTERNATIONAL ASSOC OF ASSESSING OFFICERS		\$240.00
379	AR/207	MINGHINI'S		\$56,000.00
380	AR/207	SHERIFF OF JEFFERSON COUNTY		\$2,832.13
1008	CW/059	WV STATE POLICE ACCT OFFICE		\$15.00
1009	CW/059	WV STATE AUDITOR		\$565.00
TOTAL				\$63,339.26

Mr. Stolipher motioned to approve the manual checks for December 6, 2024, in the amount of \$63,339.26. The motion was approved unanimously.

APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for December 6, 2024, in the amount of \$475,194.50. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

David Tabb

Kathy Skinner

Jacquelyn Milliron

Christine Marshall

PRESENTATIONS

1. Jessica James, Chief Human Resources Officer

Employee Recognition

The following employees were recognized for years of service:

Pasha Majdi – 1 year of service - County Commission

John Lindstrom – 1 year of service – 911 Communications

Kathryn King – 15 years of service– 911 Communications

Rhonda Willingham – 30 years of service – Assessor’s Office

2. Roger Goodwin, Director and Chief County Engineer; Michelle Mason, Impact Fees Program Specialist

Impact Fees 2024 Recalculation Study – Possible Adoption of Revised Impact Fees

Mr. Stolipher motioned to accept the 2024 December 4th Impact Fee Study by Tischler Bise as presented. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Ms. Tabb motioned to adopt the residential impact fee schedule as presented effective March 1, 2025. The motion was seconded by Mr. Hefestay.

After discussion, Mr. Majdi motioned to amend the previous motion to adopt the residential impact fee schedule as presented effective June 1, 2025. The motion was seconded by Mr. Hefestay and passed unanimously.

Mr. Stolipher motioned to direct the County Administrator to reach out and request more data on non-residential impact fees from Tischler Bise. The motion was seconded by Mr. Majdi. The motion passed 4-1 (Tabb).

3. Roger Goodwin, Director and Chief County Engineer

Partial bond release for Rocky Ridge Phase 1 File# 19-7-SD

Mr. Stolipher motioned to approve the partial bond release for Rocky Ridge Phase 1 File# 19-7-SD. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Complete bond release for DALB West Virginia Building Expansion File # 23-12-SP

Mr. Stolipher motioned for a complete bond release for DALB West Building Expansion File# 23-12-SP. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

4. Mike Sine, Director of Emergency Services

West Virginia Emergency Management Services Enhancement Funding Application Approval

Mr. Stolipher motioned to approve the application for West Virginia Emergency Management Services Enhancement Funding. The motion was seconded by Ms. Keys. The motion was approved unanimously.

Federal Emergency Management Grant application approval

Mr. Stolipher motioned to approve the grant for \$332,615 to purchase 32 self-contained breathing apparatus units and one rapid intervention team pack with the County Commission matching funds of \$33,261 from the Coal Severance fund. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

5. Tom Hansen, Sheriff and Treasurer

Salary Correction – Tax Deputy

Mr. Stolipher motioned to approve the salary correction from \$35,000 to \$36,000. The motion was seconded by Mr. Hefestay. The motion was approved unanimously.

6. Karen Olden, Jefferson County Clerk – Probate Office

Special Probate Session: Review Estate Final Accounting for Ruth Ann Meyers, deceased. Henry W. Morrow, Jr. Administrator CTA, DBN

Ms. Tabb motioned to convene as a Fiduciary Review Board. The motion was seconded by Mr. Stolipher and approved unanimously.

Mr. Stolipher motioned to approve the Final Accounting for the estate of Ruth Ann Meyers, deceased. The motion was seconded by Ms. Tabb.

Mr. Stolipher motioned to resume regular session. The motion was seconded by Mr. Hefestay and approved unanimously.

7. Public Hearing, Paul Raco and Harvest Homes LLC

Harvest Homes, LLC Zoning Map Request

Mr. Stolipher motioned to approve the landowner petition and request for map amendment for Harvest Homes, LLC, Parcels 11, 11.1 and 12 on Map 4 in the Charles Town District. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

8. 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 11:20 a.m. to receive legal counsel. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to come out of Executive Session at 11:40 a.m. and resume regular session. The motion was seconded by Ms. Keys. The motion was approved unanimously.

9. Edwina Benites-LM, County Administrator

Development Authority – ARPA Funding

Ms. Benites-LM provided information regarding the ARPA Funding agenda item. No action was taken.

CDARS Renewal Approval

Ms. Benites-LM provided information regarding the CDARS Renewal approval. No action was taken.

2025 Board of Review

Ms. Tabb motioned to approve the dates for the 2025 Board of Review and Equalization as presented. The motion was seconded by Mr. Stolipher. 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 11:40 a.m.

Steve Stolipher, PRESIDENT

Respectfully submitted
Jacki Shadle
Jefferson County Clerk's Office