

ADJOURNED SESSION OF THE COUNTY COMMISSION OF BROOKE COUNTY,

WEST VIRGINIA, HELD TUESDAY, FEBRUARY 14, 2023.

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The County Commission of Brooke County, West Virginia met in adjourned session this 14th day of February, 2023 at 10:30 a.m. at the Courthouse.

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Present: Andrew J. Thomas, President
Stacey Wise, Commissioner
Thomas R. Diserio, Commissioner
Kimberly M. Barbetta, Clerk

The Commission held their preliminaries before the meeting including a prayer and the pledge of allegiance.

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Thomas R. Diserio made a motion, seconded by Stacey Wise and unanimously passed to approve the minutes from January 31, 2023.

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A copy of the following correspondences was given to each of the Commissioner's for their review:

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This being the first regular meeting for the month of February, 2023 fiduciary matters were presented to the Commission for approval after having been cared for in the absence of the Commission by the County Clerk. The meeting will remain open until the end of the regular meeting and if no objections are filed will close at the end of the regular meeting. Commissioner Andrew J. Thomas abstained and recused himself.

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Stacey Wise made a motion, seconded by Tomas R. Diserio and unanimously passed to approve the recommendation of Aaron Caviani, Fiduciary Commissioner to disallow Capital One Claim against the Estate of Maxine Ragen.

Stacey Wise made a motion, seconded by Thomas R. Diserio and unanimously passed to approve the recommendation of Erika Cross-Conti, Fiduciary Commissioner to disallow LVNV Funding Claim against the Estate of Loretta A. Palmer

Updates were given by Christine with the Northern Panhandle Workforce Development Board. (NPWIB)

The Commission thanked members from MPLX, (subsidiary of Marathon Petroleum) regarding two (2) automated external defibrillators (AEDs) that were presented to the County. They also thanked EMS on their outstanding dedication.

Stacey Wise made a motion, seconded by Thomas R. Diserio and unanimously passed to approve the request by BHJ-Ben Erste-American Rescue Plan Act Project #6, Draw #1 (\$12,000)

Thomas R. Diserio made a motion, seconded by Stacey Wise and unanimously passed to approve the request by BHJ-Mike Paprocki-Region XI Planning & Development Council-regarding Brooke and Hancock Commission obligate the non-federal match requirements for the Region XI Local Hazard Mitigation Plan. Amount required is \$10,000.00 to be shared equally, \$5,000.00 from each Brooke and Hancock counties.

Stacey Wise made a motion, seconded by Thomas R. Diserio and unanimously passed to approve the WV MLP Opioid Settlement - WV Local Government Election and Release Forms: Bypass Pharmacy, Rhonda Pharmacy, The Pharmacy, Clendenin Pharmacy, and Furth Pharmacy, Inc. (\$590,000.00)

Thomas R. Diserio made a motion, seconded by Stacey Wise and unanimously passed to approve ACC to moving phone equipment from old closets to new server room. (\$7,754.00)

Thomas R. Diserio made a Motions, seconded by Stacey Wise and unanimously passed to approve the Change, Inc. Release regarding Joseph Magushack, he has meet the terms of First Time Homebuyers Program.

Thomas R. Diserio made a motion, seconded by Stacey Wise and unanimously passed to approve the letter from Christina White, 911 Director, regarding the hiring of Michael Bolen as a part-time dispatch. He has past dispatching experience and will make a great addition to the Center. Start date - March 1, 2023

Thomas R. Diserio made motion, seconded by Stacey Wise and unanimously passed to approve an Order establishing Hotel and Motel Occupancy Tax - this is a 6% tax that is to be paid by patrons. (3% County - 3% CVB)

WV Department of Arts, Culture and History - County Clerk - \$13,858.00 Grant to purchase shelving for births, deaths and marriage books. Thank-you Adrienne

Personal Policy Manual update. Tabled while waiting for contract.

Thomas R. Diserio made a motion, seconded by Stacey Wise and unanimously passed to approve of the hiring of Jaetin Popish as Dog Warden, with a start date of March 1, 2023, pending drug and background check.

Thomas R. Diserio made a motion, seconded by Stacey Wise and unanimously passed to approve the hiring of Abigail Pelletier as Assistant Do Wardon and Assistant Shelter Director, with a start date of February 16, 2023 pending drug and background test.

Brooke County Animal Shelter Report was received for January 2023.

Add to Budgeting Process FY23/24 - Consolidated Public Retirement - Employer contribution rate will increase as of July 1, 2023 (from 13% to 16%) Deputy Sheriff's Retirement System (DSRS)

Add to annual contribution request FY23/24 - WV Rt2\I68 Authority requesting a \$4,000.00 Contribution FY 23/24.

Thomas R. Diserio made a motion, seconded by Stacey Wise and unanimously passed to accept the OTIS Service (OS) Program for our Elevator Maintenance Agreement. \$175.000 per month.

Thomas R. Diserio made a motion, seconded by Stacey Wise and unanimously passed to advertise for the County Coordinator position. Adrienne Ward is resigning as of March 1, 2023.

A letter was received from the WV State Auditor's Office regarding requirements when submitting an estimate of revenues and expenditures for the budgeting of FY23/24.

The Brooke County Courthouse will be closed on Monday February 20, 2023 in observance of Presidents Day**

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The County Commission sends their deepest condolences to Sheriff Rich Beatty's entire family. Our hearts go out to you on losing both parents in such a short amount of time.

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The County Commission sends their heartfelt condolences to the Richard Puskarich family. He served the Community is so many ways, he will be missed.

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Invoices and vouchers were approved and the following checks were ordered written:

Payroll Withholdings	CKS - 28819-28821 for \$1,005.00
	ACH - for \$827.67
	ACH-RET for \$50,495.62
General County Fund	001 CKS - 28822-28859 for \$193,945.58
Dog	003 CKS - 1696-1967 for \$1,276.02
E-911 Communications	007 CKS - 2979-2989 for \$161,965.74
Ambulance	025 CKS - 6070-6093 for \$129,647.12
Shelter Levy	030 CKS - 1638-1645 for \$70,373.64
E-911 Levy	031 CKS - 2990-2991 for \$11,308.00
Valuation	056 CKS - 2025-2031 for \$61,924.15
Judicial Annex	246 CKS - 145 for \$1,720.00

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No further business to come before the Commission a motion was made by Stacey Wise and unanimously passed to adjourn.

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Andrew J. Thomas, President

Teste:

Kimberly M. Barbetta, Clerk

