

# Minutes

## Jefferson County Commission

Thursday, September 19, 2024

A meeting of the Jefferson County Commission was held on Thursday, September 19, 2024, during the third quarterly session at 6:00 p.m. The meeting was held via GoToWebinar 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 and Jacki Shadle, County Clerk. The archived meeting of the Thursday, September 19, 2024, meeting is available on the Jefferson County Commission website.

### Moment of Silence

### Prayer – Pastor Tim LeMaster, Fellowship Bible Church

### Pledge of allegiance of West Virginia flag

### APPROVAL OF PAYROLL

Mr. Stolipher motioned to approve the payroll for September 13, 2024, in the amount of \$447,124.79. The motion was approved unanimously.

### APPROVAL OF REQUISITIONS

Mr. Stolipher motioned to approve the requisition for September 19, 2024, in the amount of \$317,864. The motion was approved unanimously.

### APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER	VENDOR NAME	UNCLEARED
90300	ADKINS AUTOMOTIVE LLC	1,133.04
90301	ALBRIGHT CRUMBACKER MOUL & ITELL, LLC	2,900.00
90302	AMERIFLEX	122.40
90303	ATLANTIC EMERGENCY SOLUTIONS, INC.	829.34
90304	BEGIN COUNSELING PLLC	630.94
90305	BOLAND TRANE SERVICES INC	1,939.00
90306	BOUND TREE MEDICAL LLC	339.50
90307	BRITNI FLETCHER	562.16
90308	BUREAU OF CHILD SUPPORT	985.39

90309		CAPITAL LIGHTING & SUPPLIES LLC	70.95
90310		CARDINAL HEALTH 110, LLC	2,506.07
90311		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
90312		COMPTROLLER OF MARYLAND	1,451.74
90313		DAVID WAMPLER	169.00
90314		DODSON SEPTIC SERVICE LLC	285.00
90315		EFTPS IRS TAXES	154,715.65
90316		EMPOWER RETIREMENT	8,024.38
90317		EVERBRIDGE	11,961.14
90318		FIDELITY POWER SYSTEMS	7,201.66
90319		FIRST CITIZENS BANK & TRUST CO	2,230.47
90320		FISHER AUTO PARTS	279.90
90321		FRONTIER	36.69
90322		FUTURITY IT INC	1,000.00
90323		GEARCLEAN, INC	49.00
90324		GUTTMAN OIL CO	5,928.79
90325		H.S. LEIGH KOONCE	50.00
90326		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
90327		INSIGHT PUBLIC SECTOR INC	58,939.91
90328		J.C. EHRLICH	895.32
90329		JEFFERSON COUNTY SOLID WASTE AUTHORITY	68.25
90330		JEFFERSON SECURITY BANK	3,765.00
90331		JOSEPH FORMAN	28.08
90332		JULIE MYERS	169.00
90333		KELSEY STIPANOVIC	123.00
90334		KELVIN UPSON	50.00
90335		MAZZITTI & SULLIVAN EAP	1,422.00
90336		MCA, INC	3,150.06
90337		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	3,887.72
90338		MOTOROLA SOLUTIONS INC	67.60
90339		NAPA AUTO PARTS	589.89
90340		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90341		OBSESSION AUTOMOTIVE	854.22
90342		PA SCDU	320.00
90343		PATTON BUILDING SERVICES, INC	23,998.00
90344		POTOMAC EDISON	6,606.54
90345		RETIREE HEALTH BENEFIT TRUST	8,627.00
90346		ROBERTS OXYGEN COMPANY, INC	1,736.23
90347		ROMELDA PORTER	169.00
90348		SHERIFF OF JEFFERSON COUNTY	175.17
90349		SHERIFF OF JEFFERSON COUNTY	26,380.56

90350		SOFTWARE SYSTEMS INC	25.00
90351		SPIRIT OF JEFFERSON	86.22
90352		STEVEN HOLZ	29.00
90353		TEK ADVISORS LLC	11,090.55
90354		THE HARTFORD	2,298.70
90355		THE HARTFORD	3,815.38
90356		THOMAS HANSEN	26.00
90357		UNIFIRST	275.34
90358		US BANK	5,012.24
90359		USPS-POC	20,000.00
90360		VALLEY HEALTH EMPLOYER HEALTH	265.00
90361		WAR MEMORIAL HOSPITAL	314.38
90362		WITMER PUBLIC SAFETY GROUP INC	160.00
90363		WV DEPUTY SHERIFF RETIREMENT SYSTEM	27,718.85
90364		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,816.78
90365		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	332.09
90366		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	71,136.18
90367		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	241,139.00
90368	FG/009	SHERIFF OF JEFFERSON COUNTY	6,086.84
90369	SG/010	SHERIFF OF JEFFERSON COUNTY	38,750.00
90370	BS/011	SHERIFF OF JEFFERSON COUNTY	9,049.36
90371	AM/053	SHERIFF OF JEFFERSON COUNTY	1,887.80
TOTAL			843,604.47

Mr. Stolipher motioned to approve the accounts payable for September 12, 2024, in the amount of \$843,604.47. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90372		AT&T	224.89
90373		ATLANTIC EMERGENCY SOLUTIONS, INC.	4,802.61
90374		BEGIN COUNSELING PLLC	180.47
90375		BEST BEST & KRIEGER LLP	1,457.00
90376		CHARLES WISE	71.99
90377		COMMUNITY MARKETS INC	4,000.00
90378		DARYLL WIMER	14.74
90379		ENTERPRISE FM TRUST	11,312.56
90380		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
90381		GUTTMAN OIL CO	11,149.01
90382		MCA, INC	5,753.11
90383		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	2,053.30

90384		MILLENIUUM INSURANCE GROUP	900.00
90385		NANCY TAVENNER	410.41
90386		OBSESSION AUTOMOTIVE	381.94
90387		POTOMAC EDISON	172.97
90388		QUADIENT INC	704.20
90389		R.E. MICHEL CO. LLC	929.96
90390		RICE TIRES CO	594.40
90391		ROBERTS OXYGEN COMPANY, INC	93.77
90392		RONALD DANTZIC	13.36
90393		SMOOT'S LLC	3,215.00
90394		TEK ADVISORS LLC	4,200.00
90395		W B MASON CO. INC	32.99
90396		WV TAX DEPUTIES ASSOCIATION	35.00
90397		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	47,449.25
90398	GS/004	GENERAL COUNTY FUND-J FEE	15,737.20
			117,690.13

Mr. Stolipher motioned to approve the accounts payable for September 19, 2024, in the amount of \$117,690.13. The motion was approved unanimously.

**APPROVAL OF MANUAL CHECKS**

			12-Sep-24	
			OTHER FUNDS	
Check #	Fund	Vendor		Amount
342	DG/003	SHERIFF OF JEFFERSON COUNTY		\$1,000.51
929	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US		\$2,880.00
930	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,219.47
1194	AV/056	DLT SOLUTIONS		\$707.26
1195	AV/056	KNIGHT CONSULTING SERVICE		\$100.00
1196	AV/056	MILLERS SUPPLIES AT WORK		\$1,720.99
1197	AV/056	SPIRIT OF JEFFERSON		\$222.40
1198	AV/056	WV OFFICE OF TAX APPEALS-STATE OF WV		\$132.50
362	AR/207	MOTOROLA SOLUTIONS INC		\$1,327.84
363	AR/207	MOTOROLA SOLUTIONS INC		\$35,698.38
364	AR/207	SHERIFF OF JEFFERSON COUNTY		\$2,832.13
1890	CO/246	CONTROL SYSTEMS INC		\$15,950.00
1891	CO/246	IPC TECHNOLOGIES INC		\$4,025.00
1477	SI/249	SHERIFF OF JEFFERSON COUNTY-SCHOOL IMPACT		\$46.00
1478	LI/249	SHERIFF OF JEFFERSON COUNTY-LAW ENFORCEMENT IMPACT		\$13,097.87
1479	PI/249	SHERIFF OF JEFFERSON COUNTY-PARK AND REC IMPACT		\$50,567.97

1480	EI/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT		\$5,319.45
1481	AI/249	SHERIFF OF JEFFERSON COUNTY-ADMIN IMPACT		\$2,547.97
TOTAL				\$140,395.74

Mr. Stolipher motioned to approve the manual checks for September 13, 2024, in the amount of \$140,395.74. The motion was approved unanimously.

		19-Sep-24	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
610	CS/002	EASTERN PANHANDLE MENTAL HEALTH CENTER	\$600.00
1199	AV/056	MONROE FOR BUSINESS	\$1,484.83
378	FP/057	JEFFERSON COUNTY FARMLANDE PROTECTION BOARD	\$187,836.04
9	TC/077	UNITED WAY-EASTERN PANHANDLE INC (TEEN COURT)	\$62.50
365	AR/207	INDEPENDENT VOLUNTEER FIRE DEPARTMENT	\$33,027.90
1892	CO/246	R.E. MICHEL CO LLC	\$35.22
166	IP/249	TISCHLERBISE INC	\$2,500.00
127	IL/249	TISCHLERBISE INC	\$1,440.00
138	IS/249	TISCHLERBISE INC	\$5,720.00
159	IE/249	TISCHLERBISE INC	\$1,580.00
TOTAL			\$234,286.49

Mr. Stolipher motioned to approve the manual checks for September 20, 2024, in the amount of \$234,286.49. The motion was approved unanimously.

**ANNOUNCEMENTS**

The letter from Dr. Glenn Hetzel was not included in the agenda packet, but it was set before each commissioner.

**PUBLIC COMMENT:**

Public comment was received by:

Jacquelyn Milliron

David Tabb

Christy Stadig

Denise Nick

Colin Stine

Christine Wymer

**PRESENTATIONS**

1. Angie Banks- Assessor

Exoneration(s)

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Low Hospitaliy Group	BPP	SHEP	\$472.89	317955

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Pivot Physical Therapy	BPP	RANSON	\$21.88	315282

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Pivot Physical Therapy	BPP	RANSON	\$20.18	315110

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Thomas & Eden Dunbar, Jr.	PP	KTD	\$745.56	309980

Mr. Stolipher motioned to approve the exoneration(s) as presented by Mrs. Banks. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Tax ticket apportionments

Mr. Stolipher motioned to approve the tax ticket apportionments as presented by Mrs. Banks. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Acknowledgement of the Assessor's Certificate of Compliance

Ms. Tabb motioned to acknowledge the Assessor's Certificate of Compliance for the farm census of 2024. The motion was seconded by Mr. Upson. The motion was approved unanimously.

2. Dylan Parsons, Mountain Party Chair

Shepherdstown Magisterial District Seat

Mr. Parsons provided information concerning the Mountain Party. No action was taken.

3. Tom Hansen, Sheriff

Approval Deputy New Hire

Ms. Tabb motioned to approve the hire of Tyler Stehr as an uncertified Deputy effective September 30, 2024 with a starting salary of \$53,550. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Approval of Part-time Bailiff Hire

Mr. Stolipher motioned to approve the hire of Lee Dwyer as a part-time bailiff effective September 23, 2024 at a starting rate of \$17.50/hr. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Approve the ability of 3 additional part-time bailiffs to work more than 1450 hours but less than 1560

Mr. Stolipher motioned to approve Ronald Danzig, David Wilson and Keith Johnson be able to work additional hours up to 1450 at a maximum of 1560 hours annually. The motion was seconded by Ms. Tabb and approved unanimously.

JAG PRO Grant application

Mr. Majdi motioned to approve the application of Justice Assistance Grant for continuation of the PRO program at Jefferson High School. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Home Confinement program

No action was taken on this agenda item.

4. County Commission

County Commission, Boards and Commissions – Interviews and Appointments

Jefferson County Development Authority

The commission accepted nominations for the citizen representative – Seat 7.  
The commission accepted nominations for the citizen representative – Seat 8.

Ms. Tabb nominated Dennis Shaw.

Mr. Stolipher nominated Heather McIntyre and Adam Shively.

Mr. Upson nominated Paige Wharton.

Mr. Majdi nominated James Dovel.

Dennis Shaw received -1 vote (Tabb)  
Heather McIntyre received -1 vote (Stolipher)  
Paige Wharton received -1 vote (Upson)  
James Dovel received -2 votes (Majdi, Upson)  
Adam Shively received -2 votes (Majdi, Stolipher)

Mr. Stolipher motioned to appoint James Dovel as a citizen representative – Seat 7, on the Jefferson County Development Authority for a three-year term expiring April 5, 2027. The motion was seconded by Mr. Majdi and passed unanimously.

Mr. Stolipher motioned to appoint Adam Shively as a citizen representative – Seat 8, on the Jefferson County Development Authority for a three-year term expiring April 5, 2027. The motion was seconded by Mr. Majdi. The motion passed unanimously.

The commission accepted nominations for a business representative – Seat 9.

Ms. Tabb nominated Heather McIntyre.

Mr. Stolipher motioned to appoint Heather McIntyre as a business representative – Seat 9, on the Jefferson County Development Authority for an unexpired term ending April 5, 2025. The motion was seconded by Ms. Tabb. The motion passed unanimously.

The commission accepted nominations for an agribusiness representative – Seat 10.

Mr. Majdi nominated Mary Kathryn Robinson.

Mr. Stolipher motioned to appoint Mary Kathryn Robinson as an agribusiness representative – Seat 10, on the Jefferson County Development Authority for a three-year term expiring April 5, 2027. The motion was seconded by Mr. Majdi. The motion passed unanimously.

The commission accepted nominations for a labor representative – Seat 13.

Mr. Majdi nominated Dr. James Cook.

Mr. Stolipher motioned to appoint Dr. James Cook as a labor representative – Seat 13, on the Jefferson County Development Authority for a three-year term expiring April 5, 2027. The motion was seconded by Mr. Majdi. The motion passed unanimously.



Mr. Stolipher motioned to appoint Robert Meade-Curry for the unexpired Harpers Ferry representative seat on the Jefferson County Development Authority that expires April 5, 2025. The motion was seconded by Mr. Majdi. The motion passed unanimously.

#### Jefferson County Farmland Protection Board

Ms. Tabb motioned to appoint Kevin Snyder to the Farmland Protection Board as the Farm Bureau representative for a four-year term expiring September 7, 2028. The motion was seconded by Mr. Stolipher and passed unanimously.

The commission accepted nominations for the Farmland Protection Board as non-farmer representative for a four-year term expiring September 7, 2028.

Mr. Upson nominated Sydney O'Shaughnessy.  
Ms. Tabb nominated Julia Yuhasz.

Sydney O'Shaughnessy received – 1 vote (Upson)  
Julia Yuhasz received – 3 votes (Stolipher, Tabb, Majdi)

Mr. Stolipher motioned to appoint Julia Yuhasz as the Farmland Protection Board non-farmer representative for a four-year term expiring September 7, 2028.. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

The commission accepted nominations for the Farmland Protection Board as the farmer-at-large representative for a four-year term expiring September 7, 2028.

Ms. Tabb nominated Dr. Glenn Hetzel.

Mr. Stolipher motioned to appoint Dr. Glenn Hetzel as the Farmland Protection Board farmer-at-large representative for a four-year term expiring September 7, 2028. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

#### 5. Bessie Nelson, Budget Director

#### State Fire Protection Funding to County Fire Departments

Ms. Tabb motioned to allocate FY24 Protection Fund 041 equally among the seven (7) fire departments within Jefferson County, which is \$14,475.69 each when the funds are received from the state. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Revision to starting salary

Mr. Majdi motioned to increase the starting salary for Liesel Eby to \$36,000 effective September 1, 2024 with no increase after 90 days as previously approved on August 15, 2024 to include retroactive pay effective September 1, 2024. The motion was seconded by Mr. Upson. The motion was approved unanimously.

6. Bob Trainer, Mayor of Charles Town, John Nissel, City Manager of Charles Town, Keith Lowry, Executive Director of the Jefferson County Community Ministries, and Sarah Higgins

Importance of the County Liaison position and possible funding options for FY 26 and beyond

Mr. Trainer, Mr. Nissel, Mr. Lowry and Ms. Higgins provided information on the county Social Services Liaison position.

7. Pasha Majdi, County Commissioner

Publication of Commission policies

Mr. Majdi motioned to direct county staff to review the county website and consider ways to make commission policies and the county website more easily accessible to the public including dates of revisions by the next commission meeting. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

8. Servando Arredondo, Mountaineer Food Bank

Designation of September as Hunger Action Month

Mr. Stolipher motioned to approve the proclamation that is set forward by the Mountaineer Food Bank. The motion was seconded by Mr. Upson. The motion was approved unanimously.

9. Nathan Cochran, Assistant Prosecuting Attorney

Report by counsel on Jefferson County Circuit Court Case No. 2023-C-127

Mr. Stolipher motioned to go into executive session to receive legal advice. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to come out of executive session. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Report by counsel on Supreme Court of Appeals of West Virginia Case No. 29-369

Mr. Stolipher motioned to go into executive session to receive legal advice. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to come out of executive session at. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

10. Edwina Benites-LM, County Administrator

Correction of clerical error for three employees of the Prosecuting Attorney's Office

Mr. Majdi motioned to approve the lump sum payments to employees within the Prosecuting Attorney's office due to clerical errors and compensation. Lisa Driscoll \$577.39; Rebecca Hall \$572.90; Stephen Groh \$331.98. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Approval of position upgrade/approval to advertise-WVU Extension Service Administrative Assistant position

Mr. Majdi motioned to approve the upgrade of the Administrative Assistant position within the Extension office as presented, and approve the advertisement of the position. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

Approval of Promotion – FF/EMT II to FF/EMT III

Mr. Majdi motioned to approve the promotion of Ronald Poe of the Jefferson County ESA from FF/EMT II at \$21.16 per hour to an FF/EMT III at \$21.69 per hour. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Approval to re-advertise – Zoning Administrator Position

Mr. Stolipher motioned to re-advertise the Zoning Administrator position at a Grade VII as presented. The motion was seconded by Mr. Upson. The motion was approved unanimously.

Consider personnel issues involving potential employee complaint

Mr. Stolipher motioned to go into executive session to discuss a personnel matter. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to come out of executive session. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

11. Roger Goodwin, Department of Engineering, Planning and Zoning

Approval of West Virginia Department of Economic Development and Jefferson County Commission – Agreement/Contract extension #3 for the Hill Top House Hotel Tourism Development District project services

Mr. Majdi motioned to change order number 3 contract renewal, Jefferson County Hilltop House Project dated September 9, 2024 between the West Virginia Department of Economic Development and the Jefferson County Commission and extend the contract from September 30, 2024 through September 29, 2025, and authorizing the County Administrator to sign the change order on behalf of the Jefferson County Commission. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

**COUNTY ADMINISTRATOR REPORTS**

Fire Service RFP-discussion/possible action

Ms. Tabb motioned to engage with Fitch and Associates for a fire service study in the amount of \$44,995 and funding coming from Coal Severance. The motion was seconded by Mr. Upton. The motion was approved unanimously.

Using AI in Grant Application workshop – discussion/possible action

Social Services Coordinator will be hosting a workshop in the commission meeting room on September 24, 2024 from 10 a.m. to noon, and it will be streamed and recorded.

Bloomery Road workshop – discussion/possible action

There will be a task force workshop on September 24, 2024 from 1 p.m. to 3 p.m. in the commission meeting room. The meeting will be streamed and people are encouraged to participate virtually or in person. The meeting will also be recorded.

Impact Fees – discussion/possible action

There is an Impact Fee Study workshop on September 26, 2024 from 10a.m. to noon in the commission meeting room that will be streamed so people can attend virtually or in person. The meeting will also be recorded and kept online.

Academy Days 2024 – discussion/possible action

Senator Shelley Moore Capito will host Academy Days at Jefferson High School on September 28, 2024 from 2 p.m. to 4 p.m.

Opioid Settlement Funds – discussion /possible action

The application deadline for the Opioid Settlement funds was updated to October 1, 2024.

Poll Workers List Published – discussion/possible action

The finalized poll worker list has been published for public accessibility and viewing.

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

Mr. Stolipher motioned to go into executive session to receive legal advice. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Stolipher motioned to come out of executive session. 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 9:35 p.m.

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Steve Stolipher, PRESIDENT

Respectfully submitted  
Jacki Shadle  
Jefferson County Clerk's Office