

**Minutes**  
**Jefferson County Commission**  
**Thursday, October 3, 2024**

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A meeting of the Jefferson County Commission was held on Thursday, October 3, 2024, during the fourth quarterly session at 9:30 a.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, October 3, 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 PAYROLL**

Mr. Stolipher motioned to approve the payroll for September 27, 2024, in the amount of \$438,295.60. The motion was approved unanimously.

**APPROVAL OF REQUISITIONS**

Mr. Stolipher motioned to approve the requisition for October 3, 2024, in the amount of \$165,076.34. The motion was approved unanimously.

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK NUMBER		VENDOR NAME	UNCLEARED
90400		AHA-ARTS & HUMANITIES ALLIANCE	1,386.54
90401		ANDREW BILLER	104.00
90402		AT&T	1,095.21
90403		AT&T MOBILITY - CC	2,958.59
90404		AT&T BILL PAYMENT	5.16
90405		AUTUMN ULSH	5,250.00
90406		BIEDLERS ELEC MOTOR REP	283.60
90407		BUREAU OF CHILD SUPPORT	865.85

90408		COMPTROLLER OF MARYLAND	1,429.00
90409		COX HOLLIDA YOUNG PLLC	6,731.88
90410		DAVID EVERETT BOOBER	465.80
90411		DEARBORN LIFE INSURANCE COMPANY	5,483.42
90412		EFTPS IRS TAXES	150,073.11
90413		EMPOWER RETIREMENT	7,876.07
90414		FILE & SERVEXPRESS	15.90
90415		FIRST CITIZENS BANK & TRUST CO	2,230.47
90416		G & TRIPLE T LLC	3,650.00
90417		IPC TECHNOLOGIES INC.	17,076.00
90418		JASON MICKEY	659.29
90419		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	2,053.12
90420		JEFFERSON CO CONVENTION AND VISITORS BUREAU	34,663.46
90421		JEFF CO PARKS & RECREATION COMMISSION	31,223.81
90422		JEFFERSON SECURITY BANK	3,665.00
90423		JOSHUA SMITH	104.00
90424		KAREN OLDEN	4,947.84
90425		LANGUAGE LINE SERVICES	193.20
90426		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	30.66
90427		MILLENIUIM INSURANCE GROUP	250.00
90428		MILLENIUIM INSURANCE GROUP	250.00
90429		MILLER'S SUPPLIES AT WORK	1,337.60
90430		NATHAN COCHRAN	150.00
90431		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
90432		OLD CHARLES TOWN LIBRARY	3,000.00
90433		PA SCU	320.00
90434		POTOMAC EDISON	29,899.50
90435		PSYCHOLOGICAL CONSULTING INC	200.00
90436		RICE TIRES CO	678.65
90437		DR. ROBERT E. JONES III	1,000.00
90438		RYAN JENKINS	671.00
90439		SCOTT BILLER	104.00
90440		SOFTWARE SYSTEMS INC	5,597.40
90441		SPIRIT OF JEFFERSON	239.68
90442		SUMMIT COMMUNITY BANK	375.14
90443		THE MOUNTAIN VIEW COTTAGE	1,501.99
90444		UNIFIRST	421.98
90445		US BANK	76,571.51
90446		VA DEPT OF TAXATION	7,486.50
90447		WAR MEMORIAL HOSPITAL	191.74
90448		WHOLESALE TIRES INC.	30.90

90449		WILLIAMS AUTO PARTS	71.97
90450		WITMER PUBLIC SAFETY GROUP INC	360.00
90451		WV DEPUTY SHERIFF RETIREMENT SYSTEM	24,673.65
90452		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	58,441.95
90453		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	50,725.57
90454		WV STATE TAX DEPARTMENT	43,586.21
90455	FG/009	BERKELEY CO SHERIFF'S OFFICE	4,400.87
90456	FG/009	RANSON POLICE DEPT	31,284.12
90457	FG/009	SHERIFF OF JEFFERSON COUNTY	5,985.78
90458	BS/011	SHERIFF OF JEFFERSON COUNTY	9,026.76
90459	AM/053	SHERIFF OF JEFFERSON COUNTY	1,875.07
			646,295.52

Mr. Stolipher motioned to approve the accounts payable for September 26, 2024, in the amount of \$646,295.52. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90460		BEGIN COUNSELING PLLC	180.47
90461		BENJAMIN S WILLIAMS	4,414.13
90462		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	23,175.00
90463		CAPITAL LIGHTING & SUPPLIES LLC	489.41
90464		CARDINAL HEALTH 110, LLC	30.24
90465		CHERI VEST	258.46
90466		COMMUNITY MARKETS INC	2,500.00
90467		COMPILED TECHNOLOGIES LLC	22,208.00
90468		ELIZABETH DUTKO	689.64
90469		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	25,000.00
90470		ESS ELECTION SYSTEMS & SOFTWARE	2,453.54
90471		FRONTIER	2.25
90472		FRONTIER	209.14
90473		FRONTIER	135.89
90474		FRONTIER	7,641.41
90475		FRONTIER	162.66
90476		FRONTIER	1,026.73
90477		FRONTIER	135.30
90478		FRONTIER	55.00
90479		GUTTMAN OIL CO	5,837.81
90480		HIGHMARK WV	206,198.04
90481		JEFF CO PARKS & RECREATION COMMISSION	156,512.25
90482		JEFFERSON DAY REPORT CENTER	38,750.00
90483		KIDWELLS PLUMBING & HEATING	7,400.00

90484		MARNEY TREESE	1,950.00
90485		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	1,780.17
90486		MINNICKS TOWING & RECOVERY	250.00
90487		NATIONAL VISION ADMIN.	1,598.10
90488		OBSESSION AUTOMOTIVE	303.93
90489		OLD CHARLES TOWN LIBRARY	24,675.00
90490		POTOMAC EDISON	5,263.65
90491		RICE TIRES CO	52.80
90492		ROBERTS OXYGEN COMPANY, INC	447.65
90493		SHANNON BURLETT	1,512.50
90494		SHEPHERDSTOWN PUB LIBRARY	23,175.00
90495		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
90496		SOUTH JEFFERSON PUBLIC LIBRARY	23,175.00
90497		VALLEY HEALTH EMPLOYER HEALTH	50.00
90498		VICTOR C LUPIS III	5,323.37
90499		W B MASON CO. INC	127.37
90500		WV STATE TAX DEPARTMENT	11,713.51
TOTAL			608,463.42

Mr. Stolipher motioned to approve the accounts payable for October 3, 2024, in the amount of \$608,463.42. The motion was approved unanimously.

### **APPROVAL OF MANUAL CHECKS**

		26-Sep-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
611	CS/002	BRENDA HINKLE		340.6
612	CS/002	SPILLMAN THOMAS & BATTLE		\$715.00
931	HD/008	SHERIFF OF JEFFERSON COUNTY		\$2,155.74
932	HD/008	US BANK		\$91.36
1200	AV/056	PRINT-O-STAT		\$190.00
1201	AV/056	US BANK		\$1,122.45
366	AR/207	SHERIFF OF JEFFERSON COUNTY		\$2,819.42
357	AR/207	US BANK		\$898.64
167	IP/249	JEFF CO PARKS & RECREATION COMMISSION		\$24,582.00
TOTAL				\$32,915.21

Mr. Stolipher motioned to approve the manual checks for September 27, 2024, in the amount of \$32,915.21. The motion was approved unanimously.

		3-Oct-24		
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OTHER FUNDS				
Check #	Fund	Vendor		Amount
613	CS/002	SPILMAN THOMAS & BATTLE		\$162.50
1202	AV/056	MILLERS SUPPLIES AT WORK		\$2,477.00
1203	AV/056	MONROE SYSTEMS FOR BUSINESS		\$311.21
1006	CW/059	WV STATE AUDITOR		\$925.00
1893	CO/246	84 LUMBER		\$2,182.44
1894	CO/246	WRENCHERS		\$17,295.00
TOTAL				\$23,353.15

Mr. Stolipher motioned to approve the manual checks for October 4, 2024, in the amount of \$23,353.15. The motion was approved unanimously.

### **PUBLIC COMMENT:**

Public comment was received by:

Jacquelyn Milliron

Colin Stine

Amanda Stroud

David Tabb

### **PRESENTATIONS**

#### 1. Angie Banks- Assessor

##### Exoneration(s)

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
John & Melodie Williams	PP	HFD 04	\$38.28	309093

Mr. Stolipher motioned to approve the exoneration of ticket Number 309093 as presented by Mrs. Banks. The motion was seconded by Ms. Tabb. The motion was approved unanimously.

##### Tax ticket apportionments

Mr. Stolipher motioned to approve the consolidation of parcel no. 3 Charles Town Corporation with parcel no.4 Charles Town Corporation as presented by Mrs. Banks. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

#### 2. Jessica James, Chief Human Resources Officer

##### Years of Service Awards

Ronald Danzic – 10 years of service

Tony Gainey – 15 years of service

Steve Holz – 20 years of service

Margaret Gainey – 25 years of service

Teresa Hendricks – 25 years of service

3. Jacki Shadle, County Clerk

Approval to move part-time employee to full-time

Mr. Majdi motioned to approve Kelly Campbell, Finance Clerk, from a part-time position to full-time effective October 7, 2024 at a salary of \$42,660. The motion was seconded by Mr. Upson and approved unanimously.

4. Nikki Painter, Jefferson County Clerk- Probate office

Quarterly review of estates-approve estates opened since last quarterly review in July and close estates that have met all the requirements per WV state code

Mr. Stolipher recused himself from this agenda item.

Ms. Tabb motioned to convene as a fiduciary review board. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

Mr. Majdi motioned to approve estates opened since the last quarterly review in July and to close estates that have met all the requirements per WV state code. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Majdi motioned to return to regular session. The motion was seconded by Mr. Upson and approved unanimously.

5. Jennifer Myers, Parks and Recreation; Debbie Lowe, Sheriff's Office

Bloomery Road Work Group

Jennifer Myers and Debbie Lowe gave an informational report on the initial findings of the Bloomery Road work group.

6. Edwina Benites-LM, County Administrator, Charli Heilmann, Cox Hollida Young

FY 2024 Budget Overview and changes – Cox Hollida Young

Ms. Benites-LM provided information regarding the FY 2024 budget overview and changes.

7. Jane Tabb, County Commission

Impact Fees

Mr. Stolipher motioned to schedule a public hearing and commission vote to consider the collection of impact fees as provided in the TischlerBise Impact Fee Report of September 26, 2024 on November 19, 2024, time to be determined. The motion was seconded by Ms. Tabb and approved unanimously.

8. Roger Goodwin, Engineering

Partial bond release for Roderick Planes, LLC-Aspen Greens Phase IIB-File #20-1-SD

Mr. Stolipher motioned for the partial release of \$2,196,659 for Performance Bond #54231397 with United Fire & Casualty Company construction bond security for Roderick Planes, LLC-Aspen Greens Phase IIB File #20-1-SD. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

9. Ami Sirbaugh, Children's Home Society of West Virginia-Victoria's House Child Advocacy Center

Letter supporting Children's Home Society of West Virginia – Victoria's House Child Advocacy Center

Ms. Tabb motioned to provide a letter of support to Children's Home Society of West Virginia in their application to apply for funding to aid in serving children and families in Berkeley, Morgan, and Jefferson counties through the West Virginia First Foundation. The motion was seconded by Mr. Upson. The motion was approved unanimously.

10. Jessica James, Chief Human Resources Officer

Approval of hire – full-time Firefighter/EMT I

Ms. Tabb motioned to approve the hire of Chase Osman as a full-time Firefighter/EMT I at an hourly rate of \$20.67 effective October 6, 2024. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

Consider personnel issued involving potential employee complaint

Mr. Stolipher motioned to go into executive session to receive legal advice on this agenda item. The motion was seconded by Ms. Tabb and approved unanimously.

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

11. 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 advice on this agenda item. The motion was seconded by Ms. Tabb and approved unanimously.

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

Discussion and possible action regarding minor boundary issue between Berkeley and Jefferson counties

Counsel provided information regarding a minor boundary issue between Berkeley and Jefferson.

Report by counsel on wearing facemasks in public

Counsel provided information regarding the wearing of facemasks in public.

**COUNTY ADMINISTRATOR REPORTS**

12. **Edwina Benites-LM, County Administrator**

Using AI in Grant Applications

Ms. Benites-LM provided an update on the AI in grant applications workshop hosted by Jennifer Verdugo.

Bloomery Road Workgroup

Ms. Benites-LM provided an update on the Bloomery Road workgroup hosted by Jennifer Myers, Commissioner Kelvin Upson and Debbie Lowe.

Impact Fees Study



Ms. Benites-LM provided an update on the impact fees study and a reminder that a date of November 19, 2024 had been set for a public hearing. The time of the hearing is still to be determined.

#### BEAD Application

Mr. Stolipher motioned to approve the letter of support as presented by the county administrator and advance the MOU (memorandum of understanding) to counsel for review. The motion was seconded by Mr. Upson and approved unanimously.

#### Opioid Settlement Funds

Ms. Benites-LM advised that there were 18 applicants for the opioid settlement funds that closed on October 1, 2024. The applications will be considered at the next commission meeting.

#### Remaining ARPA Funds

The commission will consider applicants for the remaining ARPA funds at the next commission meeting.

#### Meeting minutes – options

Ms. Benites-LM provided feedback and information about the meeting minutes.

#### CFO Recruiting

Ms. Benites-LM provided an update on the recruiting status for a CFO.

#### Ranson Lot/ESA Expansion

Mr. Stolipher motioned to direct Edwina Benitex-LM and Mike Sine go approach the city of Ranson about acquiring the lot and combining the ESA building in Ranson. The motion was seconded by Mr. Tabb. The motion was approved unanimously.

#### Congressionally Directed Spending Requests

Ms. Benites-LM provided information regarding the congressionally directed spending requests.

#### 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 go into executive session to receive legal advice regarding contractual issues on this agenda item. The motion was seconded by Ms. Tabb and approved unanimously.

Mr. Stolipher motioned to come out of executive session. The motion was seconded by Mr. Majdi and 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 12 p.m.

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Steve Stolipher, PRESIDENT

Respectfully submitted  
Jacki Shadle  
Jefferson County Clerk's Office