

**Minutes**  
**Jefferson County Commission**  
**SPECIAL SESSION**  
**Tuesday, November 12, 2024**

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A Special Session of the Jefferson County Commission was held on Tuesday, November 12, 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 Tuesday, November 12, 2024 Special Session is available on the Jefferson County Commission website.

**Pledge of Allegiance**

**PUBLIC COMMENT:**

Public comment was received by:

Mary Gee  
Danny Lutz  
David Tabb

**AGENDA:**

1. CIP Revision to include the purchase of 393 N. Lawrence Street, Charles Town

Mr. Stolipher motioned to amend the CIP. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

2. Impact Fee Study Revision to include the purchase of 393 N. Lawrence Street, Charles Town

Mr. Stolipher motioned to amend the Impact Fee study. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

3. Approval to utilize up to \$13 million from capital outlay for the purchase and subsequent expenses related to the purchase of 393 N. Lawrence Street, Charles Town

Mr. Majdi motioned to authorize the expenditure of up to \$13 million dollars from capital outlay for the purchase and subsequent expenses related to the purchase of 393 North Lawrence Street, Charles Town and further authorize the Commission President, Mr. Stolipher to sign all necessary documents related to the expenditure. The motion was seconded by Mr. Upson. The motion was approved unanimously.

4. Approve request for qualifications (RFQ) for financing arrangements for purchase of 393 N. Lawrence Street, Charles Town

Mr. Stolipher motioned to approve the request for qualifications for the RFQ for financing arrangements for the purchase of 393 North Lawrence Street, Charles Town, and to have staff review the document with our bond attorney. The motion was seconded by Mr. Majdi. The motion was approved unanimously.

5. Engagement letter on bond counsel-Bowles Rice regarding the purchase of 393 N. Lawrence Street, Charles Town

Mr. Stolipher motioned to approve the commission to engage with bond counsel in regards to the purchase of 393 North Lawrence Street, Charles Town, WV 25414. The motion was seconded by Mr. Upson. The motion was approved unanimously.

6. Conrad/Luttrell invoice for legal services related to the purchase of 393 N. Lawrence Street, Charles Town

Ms. Tabb motioned to approve the invoice from Conrad Luttrell legal services related to the purchase of 393 North Lawrence Street in the amount of \$3795. The motion was seconded by Mr. Stolipher. The motion was approved unanimously.

7. Approve \$345,000 deposit with escrow agent as refundable earnest money deposit for the purchase of 393 N. Lawrence Street, Charles Town

Mr. Stolipher motioned to approve the deposit of \$345,000 with an escrow agent as refundable earnest money deposit for the purchase of 393 North Lawrence Street, Charles Town, WV. The motion was seconded by Mr. Majdi. 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 10 a.m.

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Steve Stolipher, PRESIDENT

Respectfully submitted  
Jacki Shadle  
Jefferson County Clerk's Office