

## Minutes

### Jefferson County Commission

**Thursday, December 19, 2024**

---

A meeting of the Jefferson County Commission was held on Thursday, December 19, 2024, during the fourth quarterly session at 6:00 p.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 19, 2024, meeting is available on the Jefferson County Commission website.

#### Moment of Silence

#### Pledge of Allegiance

#### Pledge of allegiance of West Virginia flag

### **APPROVAL OF MINUTES**

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

### **APPROVAL OF PAYROLL**

Commissioner Stolipher motioned to approve the payroll for December 20, 2024, in the amount of \$442,028.80. The motion was approved unanimously.

### **APPROVAL OF ACCOUNTS PAYABLE**

CHECK NUMBER		VENDOR NAME	UNCLEARED
90937		ADAM WAUGH	43.75
90938		AMANDA JOHNSON	381.14
90939		AMERIFLEX	122.40
90940		BIDDLE CONSULTING GROUP	940.00
90941		CASTO & HARRIS INC	12,075.33
90942		COLIN GRAHAM	50.75
90943		COMPILED TECHNOLOGIES LLC	500.00
90944		CONTROL SYSTEMS INC	700.00

90945		EMILY MORROW	441.53
90946		FRONTIER	136.09
90947		GRANICUS INC.	12,853.87
90948		GUTTMAN OIL CO	4,086.17
90949		J.C. EHRLICH	904.87
90950		JEFFERSON COUNTY BOARD OF EDUCATION	1,760.00
90951		MATHEW MINNICK	351.20
90952		NAPA AUTO PARTS	27.36
90953		PATTON BUILDING SERVICES, INC	11,999.00
90954		RETIREE HEALTH BENEFIT TRUST	8,373.00
90955		RICE TIRES CO	814.38
90956		ROBERTS OXYGEN COMPANY, INC	169.52
90957		SHERIFF OF JEFFERSON COUNTY	29.00
90958		STACI LENTZ	276.71
90959		TEK ADVISORS LLC	4,200.00
90960		THE HARTFORD	2,349.50
90961		THE HARTFORD	3,784.52
90962		THOMAS HANSEN	60.79
90963		TOTAL ID SOLUTIONS INC.	720.00
90964		UNIFIRST	137.67
90965		VINCENT TIONG	262.00
90966		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	65,943.96
90967		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	74,914.50
<b>TOTAL</b>			<b>209,409.01</b>

Commissioner Stolipher motioned to approve the accounts payable for December 12, 2024, in the amount of \$209,409.01. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
90969		ABSOLUTE SOFTWARE INC	1,400.00
90970		ADAM WARD	151.00
90971		ADAM WAUGH	43.75
90972		ALBRIGHT CRUMBACKER MOUL & ITTELL, LLC	1,210.00
90973		ANGELA L BANKS	1,641.67
90974		AT&T	121.21
90975		AUTUMN ULSH	477.47
90976		BIEDLERS ELEC MOTOR REP	42.35
90977		BUREAU OF CHILD SUPPORT	612.00
90978		CARDINAL HEALTH 110, LLC	3,279.74
90979		COMPTROLLER OF MARYLAND	1,504.49

90980		DIANNE PLAUGHER	20.00
90981		DIGITAL DOCUMENT SOLUTIONS INC	924.20
90982		EFTPS IRS TAXES	152,190.14
90983		ELIZABETH MALONEY	2,762.65
90984		EMPOWER RETIREMENT	7,905.31
90985		ENTERPRISE FM TRUST	11,049.51
90986		ESS ELECTION SYSTEMS & SOFTWARE	7,320.00
90987		FEDEX	172.14
90988		FISHER AUTO PARTS	17.59
90989		FRONTIER	12,928.59
90990		GREGORY JONES	490.02
90991		GUTTMAN OIL CO	5,242.94
90992		HIGHMARK WV	57,598.05
90993		CORPORATE RISK HOLDING INC	83.82
90994		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
90995		JEFFERSON SECURITY BANK	4,153.00
90996		JEFFERSON CO FIRE & RESCUE ASSOCIATION, INC.	162.25
90997		JOHN STAVAC	1,500.00
90998		MAZZITTI & SULLIVAN EAP	1,422.00
90999		MCA, INC	3,932.06
91000		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	558.44
91001		MICROMAIN CORPORATION	1,076.00
91002		MILLENIUM INSURANCE GROUP	900.00
91003		MORGAN NICK	490.02
91004		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
91005		OLD CHARLES TOWN LIBRARY	1,500.00
91006		PA SCU	320.00
91007		POTOMAC EDISON	840.23
91008		QUADIENT INC	704.20
91009		REBECCA HALL	5,018.11
91010		RICE TIRES CO	3,138.86
91011		DR. ROBERT E. JONES III	1,000.00
91012		SANDRA KELLEY	254.10
91013		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
91014		SHERIFF OF JEFFERSON COUNTY	11,681.67
91015		SHERWIN-WILLIAMS	14.47
91016		SMOOT'S LLC	3,175.94
91017		SOFTWARE SYSTEMS INC	1,605.70
91018		SPIRIT OF JEFFERSON	214.92
91019		STAPLES	225.58
91020		STATE TAX DEPARTMENT	250.00

91021		SUMMIT COMMUNITY BANK	280.78
91022		TAMMY MOBLEY	3,655.35
91023		UNIFIRST	275.34
91024		US BANK	54,728.75
91025		VA DEPT OF TAXATION	6,234.10
91026		VALLEY HEALTH EMPLOYER HEALTH	250.00
91027		VICTOR C LUPIS III	5,250.00
91028		WILLIAM WILHELM	5,250.00
91029		WITMER PUBLIC SAFETY GROUP INC	1,303.00
91030		WV DEPUTY SHERIFF RETIREMENT SYSTEM	27,173.48
91031		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	79,168.03
91032		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	45,134.29
91033		WV STATE TAX DEPARTMENT	46,190.84
91034	GS/004	GENERAL COUNTY FUND-J FEE	12,741.64
91035	FG/009	SHERIFF OF JEFFERSON COUNTY	7,703.38
91036	BS/011	SHERIFF OF JEFFERSON COUNTY	9,360.86
91037	AM/053	SHERIFF OF JEFFERSON COUNTY	1,875.10
<b>TOTAL</b>			<b>624,966.13</b>

Mr. Stolipher motioned to approve the accounts payable for December 20, 2024, in the amount of \$624,966.13. The motion was approved unanimously.

### **APPROVAL OF MANUAL CHECKS**

		12-Dec-24		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
946	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING		3,116.80
947	HD/008	SATELLITE TRACKING OF PEOPLE, LLC		1,189.00
1211	AV/056	J.D. POWER & ASSOC		5,320.00
1212	AV/056	MILLERS SUPPLIES AT WORK		115.85
381	AR/207	BOLAND TRANE SERVICES		220,000.00
382	AR/207	SWORDS, INC		6,519.57
1905	CO/246	BOLAND TRANE SERVICES INC		71,582.00
420	WV/269	SHERIFF OF JEFFERSON COUNTY		1,010.00
<b>TOTAL</b>				<b>308,853.22</b>

Commissioner Stolipher motioned to approve the manual checks for December 13, 2024, in the amount of \$308,853.22. The motion was approved unanimously.

		19-Dec-24		
		OTHER FUNDS		

Check #	Fund	Vendor		Amount
345	DG/003	SHERIFF OF JEFFERSON COUNTY		38.61
948	HD/008	SATELLITE TRACKING OF PEOPLE, LLC		135.30
949	HD/008	US BANK		91.42
1213	AV/056	US BANK		847.80
381	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD		176,453.00
383	AR/207	SHERIFF OF JEFFERSON COUNTY		2,819.43
1906	CO/246	R. MICHAEL SHEPP		725.00
1907	CO/246	R.E. MICHEL CO LLC		967.95
1908	CO/246	US BANK		281.95
1492	IP/249	SHERIFF OF JEFFERSON COUNTY		59.00
1493	IP/249	SHERIFF OF JEFFERSON COUNTY		5,728.41
1494	IP/249	SHERIFF OF JEFFERSON COUNTY		66,779.46
1495	IP/249	SHERIFF OF JEFFERSON COUNTY		7,026.05
1496	IP/249	SHERIFF OF JEFFERSON COUNTY		3,366.15
TOTAL				265,319.53

Commissioner Stolipher motioned to approve the manual checks for December 20, 2024, in the amount of \$265,319.53. The motion was approved unanimously.

### **PUBLIC COMMENT:**

Public comment was received by:

Kelly Browne

David Tabb

Amanda Stroud

Jacquelyn Milliron

Rebecca Phills

Christine Marshall

Elizabeth Ricketts

Lynn Welsh

### **PRESENTATIONS**

#### 1. Various Presenters

##### Commissioner Jane Tabb's retirement

Jason Adams, Jefferson County Farmland Protection Board

Liz Wheeler, former Director of the Jefferson County Farmland Protection Board

Mike Sine, Jefferson County Emergency Services Agency  
Thomas Hansen, Jefferson County Sheriff  
Jeff Polczynski, Director of Communications, Jefferson County 911  
Jennifer Myers, Jefferson County Parks and Recreation  
Emily Wells, West Virginia University Extension  
Patsy Noland, former Jefferson County Commissioner

2. Jessica James, Chief Human Resource Officer

Ratification of start date

Commissioner Stolipher motioned to approve the amendment of Mr. Bound's start date from December 2, 2024 to December 1, 2024. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Hire – Administrative Assistant – Jefferson County WVU Extension Office

Commissioner Tabb motioned to approve the hire of Morgan Blue as an Administrative Assistant for the Jefferson County WVU Extension Service Office at a Grade IV, full-time, 80-hour employee at a salary of \$44,000, effective Monday January 6, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Hire – Training Coordinator – Jefferson County Emergency Communications

Commissioner Tabb motioned to approve the lateral transfer of Kathryn King from Dispatch Supervisor to Training Coordinator for the Jefferson County Department of Emergency Communications. The Training Coordinator position is a Grade VI, full-time, 80 hour position with a salary of \$73,326, effective Monday, January 6, 2025. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Approval of Employee change in status – Full time to part time – Emergency Communications

Commissioner Stolipher motioned to approve the employee change in status from full-time to part-time for Josh Smith, ESA Technician, effective Monday, December 30, 2024. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Approval of change in FLSA exemption status for positions within the Office of the Prosecuting Attorney

Commissioner Majdi motioned to approve the salary increase for the Assistant Prosecuting Attorney position (employee no. 3329) in the amount of \$1,932.37 to meet

the FLSA exemption status salary threshold, effective Wednesday, January 1, 2025. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

#### Salary change – Jefferson County Farmland Protection Board

Commissioner Tabb motioned to approve the salary increase for Jason Adams, Director of the Jefferson County Farmland Protection Board from \$65,000 to \$75,000, effective Wednesday, January 1, 2025. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

#### 3. David Bound, Chief Financial Officer State and internal budget revisions for FY25

Commissioner Tabb motioned to approve internal budget revision #FY25-003-EMS as presented. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Commissioner Stolipher motioned to approve the internal budget revision #FY25-004-IT Data Processing as presented. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to approve the state budget revision 001-003 (General Fund) 428 EMS and 715 IT Data Processing as presented. The motion was seconded by Commissioner Tabb. The motion was approved unanimously.

#### Approval of FY26 Budget Process Calendar

Commissioner Tabb motioned to approve the Jefferson County Fiscal Year 2026 Budget Process calendar as presented. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

#### County ARPA obligations

Commissioner Stolipher motioned to approve the existing and future interest derived from deposited ARPA funds be obligated to the purchase of 393 Lawrence Street property. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned that any unused ARPA funds as of December 31, 2026, be used toward the purchase of the 393 Lawrence Street property. The motion was seconded by Commissioner Majdi. The motion was approved unanimously.

Commissioner Stolipher motioned to allow the County Administrator to sign all ARPA contracts on behalf of the county departments using ARPA funding. The motion was seconded by Commissioner Tabb. The motion was approved unanimously.

4. Jane Tabb, County Commissioner

Motion to repeal Jefferson County's Obscenity Ordinance

Commissioner Tabb motioned to repeal Jefferson County's Obscenity Ordinance. The motion was seconded by Commissioner Keys. The motion was approved 3-2 (Stolipher, Tabb, Keys- for), (Majdi, Hefestay-against).

5. County Commission

Non-residential Impact Fees

Commissioner Stolipher motioned to enter into Executive Session at 7:54 p.m. to receive legal counsel. The motion was seconded by Commissioner Tabb and approved unanimously.

Commissioner Stolipher motioned to return to Regular Session at 8:56 p.m. The motion was seconded by Commissioner Tabb and approved unanimously.

Commissioner Tabb motioned to approve the non-residential impact fees as presented. The motion was seconded by Commissioner Keys. The motion was approved 4-1 (Stolipher - against).

6. Roger Goodwin, Engineering, Planning and Zoning

Appointment of an Interim Zoning Administrator

Commissioner Hefestay motioned to approve that Mason Carter be appointed as the Acting/Interim Zoning Administrator, effective December 19, 2024 and continue until a permanent Zoning Administrator is hired and started work. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

7. Krista Hoffman, Jefferson County Development Authority

Economic Development project funding modification

Commissioner Stolipher motioned to require that the JCDA provide \$115,174.16 to refund the county ARPA JCDA project line item. The motion was seconded by Commissioner Keys. The motion was approved unanimously.



Commissioner Tabb motioned to approve the updated ARPA funding request of the JCDA as presented. The motion was seconded by Commissioner Majdi. The motion was approved unanimously.

Commissioner Tabb motioned to require that 22.58% of each invoice be deducted from the JCDA and 77.42% be deducted from the JCDA ARPA line item until all funds have been expended. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

#### Local Economic Development Grant resolution approval

Commissioner Stolipher motioned to approve the resolution certifying the Jefferson County Development Authority as the lead economic development organization in Jefferson County. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

#### 8. Jeffrey Polczynski, Director of Communications 9-1-1

##### Approve contract amendment to Motorola Solutions Connectivity Master Services Agreement

Commissioner Stolipher motioned to approve “Amendment 1” of the Motorola Solutions Connectivity Master Services Agreement as presented. The motion was seconded by Commissioner. Keys. The motion was approved unanimously.

#### 9. Sandy Hamilton and Jennie Shriner, Telamon

##### Telamon Community Board Representation

Commissioner Hefestay motioned to appoint a representative to the Telamon Community Board after posting and receiving applicants. The motion was seconded by Commissioner Majdi. The motion was approved unanimously.

#### 10. Nathan Cochran, Assistant Prosecuting Attorney

##### Report by counsel on Impact Fee cap issue

Commissioner Stolipher motioned to enter into Executive Session at 7:54 p.m. to receive legal counsel. The motion was seconded by Commissioner Tabb and approved unanimously.

Commissioner Stolipher motioned to return to Regular Session at 8:56 p.m. The motion was seconded by Commissioner Tabb and approved unanimously.

11. Edwina Benites-LM, County Administrator

2025 Holiday Schedule and 2025 Meeting Schedule

Commissioner Stolipher motioned to approve both the 2025 Holiday Schedule and the 2025 Meeting Schedule as presented. The motion was seconded by Commissioner Majdi. The motion was approved unanimously.

**Adjourn**

Having no further business, Commissioner Tabb motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 9:04 p.m.

---

Steve Stolipher, PRESIDENT

Respectfully submitted,  
Lynn Dillow  
Administrative Clerk, County Commission