

Minutes

Jefferson County Commission

Thursday, January 2, 2025

A meeting of the Jefferson County Commission was held on Thursday, January 2, 2025, during the first quarterly session at 9:30 a.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator, Nathan Cochran, Assistant Prosecuting Attorney, and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, January 2, 2025, 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 MINUTES

Commissioner Stolipher motioned to approve the December 19, 2024, regular meeting minutes with one correction. The motion was approved unanimously.

APPROVAL OF PAYROLL

Commissioner Stolipher motioned to approve the payroll for January 3, 2025 in the amount of \$470,725.79. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
91038		ASSESSOR OF JEFFERSON COUNTY	251.77
91039		AT&T BILL PAYMENT	1.33
91040		BOLAND TRANE SERVICES INC	1,217.52
91041		BOUND TREE MEDICAL LLC	1,652.97
91042		CERVIS TECHNOLOGIES INC	1,500.00
91043		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
91044		CITY OF CHARLES TOWN	40.00
91045		COLIN WAKEHAM	21.20

91046		DEARBORN LIFE INSURANCE COMPANY	2,942.17
91047		ESS ELECTION SYSTEMS & SOFTWARE	2,523.12
91048		FEDEX	43.39
91049		G & TRIPLE T LLC	735.00
91050		GUTTMAN OIL CO	5,456.63
91051		NAPA AUTO PARTS	90.14
91052		NATIONAL VISION ADMIN.	592.32
91053		PATRIOT FIRE AND SECURITY LLC	13,136.47
91054		POTOMAC EDISON	33,452.51
91055		RICE TIRES CO	594.40
91056		T-MOBILE USA INC.	50.00
91057	FG/009	BERKELEY CO SHERIFF OFFICE	466.48
91058	FG/009	SHERPHERDSTOWN POLICE DEPT	1,657.47
91059	FG/009	MARTINSBURG POLICE DEPARTMENT	743.97
91060	FG/009	RANSON POLICE DEPT	2,935.56
TOTAL			73,504.42

Commissioner Stolipher motioned to approve the accounts payable for December 26, 2024 in the amount of \$73,504.42. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

			26-Dec-24	
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1909	CO/246	MARKL SUPPLY COMPANY		28,673.26
TOTAL				28,673.26

Commissioner Stolipher motioned to approve the manual checks for December 27, 2024, in the amount of \$28,673.26. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Elizabeth Wheeler

Dr. Manual Gomez

Brian Hagberg

PRESENTATIONS

1. Jessica James, Chief Human Resource Officer

Years of Service Award

James Eddy, 15 years of service

Kathleen O’Connor, 1 year of service

Cheyenne Edwards, 1 year of service

Ronald Poe, 1 year of service

Kelly Campbell, 1 year of service

Joseph Burwell, 1 year of service

2. County Commission

Election of Officers

Commissioner Stolipher nominated Pasha Majdi as president. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher nominated Commissioner Mood as vice-president. The motion was seconded by Commissioner Majdi. The motion was approved unanimously.

3. County Commission

Commissioner Appointments to Boards and Commissions

Organization	2025
Approval of financial bills	Mood, alternate Hefestay
Board of Health – BOH	Hefestay
Building Repair & Security Courthouse Committee	Stolipher
Charles Town Utility Board Liaison - CTUB	Majdi

Community Corrections Committee – Day Report Center	Stolipher
Development Authority – JCDA	Majdi, alternate Mood
E911 Council	Mood
Extension Service	Stolipher
Farmland Protection Board – JCFPB	Stolipher
Jefferson County Convention & Visitors Bureau - JCCVB	Keys
Jefferson County Fire & Rescue Association - JCFRA	Keys
Historic Landmarks Commission – JCHLC	Hefestay
Homeland Security/LEPC	Hefestay
Legislative Liaison	Co. Administrator
Jefferson County Parks and Recreation Commission	Hefestay
Jefferson County Planning Commission	Keys
Region 9	Majdi
Solid Waste Authority	Majdi
Hagerstown-Eastern Panhandle Metropolitan Planning Org. (HEPMPO)	Keys
Eastern Panhandle Transit Authority (EPTA)	Mood
Workforce Investment Act Liaison	Majdi

4. David Bound, Chief Financial Officer

Budget charge

Commissioner Stolipher motioned to accept and distribute the FY26 Budget Charge to the Jefferson County department heads for their FY 26 budget planning. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

5. Lt. Sell on behalf of Tom Hansen, Sheriff's Department

Hire: Animal Control Kennel Technician

Commissioner Stolipher motioned to approve the hire of Emma Lore as an 80-hour Kennel Tech effective 1/13/2025 with a starting salary of \$35,664.00. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

6. Leigh Koonce, Charles Town Library

Designation of February 1, 2025 as "Take Your Child to the Library Day"

Commissioner Stolipher motioned that the Jefferson County Commission designate Saturday, February 1, 2025 as "Take Your Child to the Library Day" in Jefferson County and that we adopt the presented resolution declaring the same. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

7. Steve Stolipher, County Commissioner

Legislative support for changes to Farmland Protection to increase protection incentives

Commissioner Stolipher motioned to approve the legislative support for changes to Farmland Protection to increase protection incentives. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

8. Jack Hefestay, Commissioner

Consider instructing legal counsel to draft a new obscenity ordinance that complies with state code

Mr. Stolipher motioned to instruct legal counsel to provide options regarding any deficiencies with the current state code on this matter. The motion was seconded by Commissioner. Mood. The motion was approved unanimously.

9. Edwina Benites-LM, County Administrator

Congressionally Directed Spending update

Ms. Benites-LM provided an update on the agenda item. No action was taken.

Legislative Priorities Roundtable

Comprehensive Plan Special Session date Selection

Commissioner Stolipher motioned to set the meeting date for the two meetings for January 7, 2025 at 9:30 a.m. with a snow date of January 14, 2025 at 9:30 a.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Bylaws approval: Building Commission

Commissioner Stolipher motioned to accept the bylaws for the Building Commission as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Personnel issue

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

Commissioner Stolipher motioned to enter into executive session to discuss legal matters and receive legal counsel for the two agenda items listed above at 11:14 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to enter into regular session at 12:14 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 12:14 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Lynn Dillow
Jefferson County Commission Administrative Clerk