

Minutes

Jefferson County Commission

Thursday, January 16, 2025

A meeting of the Jefferson County Commission was held on Thursday, January 16, 2025, during the first quarterly session at 6:00 p.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher (virtual), 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, January 16, 2025, meeting is available on the Jefferson County Commission website.

Prayer led by Father Timothy J. Grassi, Pastor of St. James The Greater Catholic Church

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

APPROVAL OF MINUTES

Commissioner Majdi motioned to approve the regular meeting minutes from January 2, 2025, and the special session meeting minutes from December 4, 2024. The motion was approved unanimously.

APPROVAL OF PAYROLL

Commissioner Majdi motioned to approve the payroll for January 17, 2025, in the amount of **\$497,455.40**. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
91652		ADKINS AUTOMOTIVE LLC	1,651.06
91653		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,930.02
91654		AMERIFLEX	122.40
91655		AT&T	155.15
91656		BEGIN COUNSELING PLLC	1,162.20
91657		BLUE RIDGE MOUNTAIN VOLUNTEER FIRE DEPARTMENT	63,750.00
91658		BOLAND TRANE SERVICES INC	1,814.00
91659		BOUND TREE MEDICAL LLC	1,729.15

91660		BUREAU OF CHILD SUPPORT	612.00
91661		C&T FORLIFT REPAIR	224.50
91662		CAPITAL ELECTRIC	3,153.28
91663		CHANCE BOEHNING	199.00
91664		CHERI VEST	5,250.00
91665		COMPTROLLER OF MARYLAND	1,988.82
91666		DOING BETTER BUSINES	370.55
91667		EFTPS IRS TAXES	186,118.36
91668		EMPOWER RETIREMENT	7,663.95
91669		F.J. HEFESTAY JR	226.46
91670		FISHER AUTO PARTS	719.99
91671		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
91672		FRONTIER	13,044.29
91673		G & TRIPLE T LLC	3,840.00
91674		GUTTMAN OIL CO	8,252.53
91675		J.C. EHRLICH	904.87
91676		JEFFERSON COUNTY SOLID WASTE AUTHORITY	242.13
91677		JEFFERSON SECURITY BANK	4,153.00
91678		KIDWELLS PLUMBING & HEATING	1,850.00
91679		KONE BROOKLYN	1,809.75
91680		MCA, INC	5,956.80
91681		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	5,803.53
91682		MICHAEL MONAGHAN	5,056.38
91683		MINNICKS TOWING & RECOVERY	200.00
91684		MURIEL RUTH OHLIN	80.33
91685		NICOLE NOBREGA	1,199.21
91686		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
91687		PA SCDU	320.00
91688		POTOMAC EDISON	827.81
91689		R.E. MICHEL CO. LLC	23.66
91690		RC TOWING LLC	320.50
91691		RETIREE HEALTH BENEFIT TRUST	6,652.00
91692		RICE TIRES CO	1,184.90
91693		RICOH USA INC	935.55
91694		ROBERTS OXYGEN COMPANY, INC	2,027.64
91695		SOFTWARE SYSTEMS INC	1,174.95
91696		STATE TAX DEPARTMENT	250.00
91697		SUMMIT COMMUNITY BANK	416.44
91698		TAMMY MOBLEY	3,762.62
91699		TEK ADVISORS LLC	7,370.23
91700		TELEFLEX LLC	3,724.00

91701		THE HARTFORD	3,753.70
91702		TYLER TECHNOLOGIES	300.00
91703		UNIFIRST	563.40
91704		WAR MEMORIAL HOSPITAL	760.66
91705		WITMER PUBLIC SAFETY GROUP INC	54.00
91706		WV DEPUTY SHERIFF RETIREMENT SYSTEM	34,612.12
91707		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	45,408.59
91708		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	66,472.61
91709	GS/004	GENERAL COUNTY FUND-J FEE	10,048.78
91710	FG/009	SHERIFF OF JEFFERSON COUNTY	5,632.33
91711	BS/011	SHERIFF OF JEFFERSON COUNTY	12,235.82
91713	AM/053	GLOBAL SCIENCE & TECHNOLOGY INC	1,800.00
91714	AM/053	SHERIFF OF JEFFERSON COUNTY	1,875.08
TOTAL			546,606.10

Commissioner Majdi motioned to approve the accounts payable for January 16, 20245 in the amount of **\$546,606.10**. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		16-Jan-25	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
346	DG/003	SHERIFF OF JEFFERSON COUNTY	54.59
950	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US INC	3,126.40
951	HD/008	SATELLITE TRACKING OF PEOPLE, LLC	1,197.20
1215	AV/056	GLOBAL SCIENCE & TECHNOLOGY	2,146.25
1216	AV/056	MONROE SYSTEM FOR BUSINESS	965.20
1217	AV/056	PRINT-O- STAT INC	190.00
10	TC/077	UNITED WAY EASTERN PANHANDLE INC (TEEN COURT)	20.00
385	AR/207	POLY COATING SOLUTIONS LLC	10,000.00
386	AR/207	SHERIFF OF JEFFERSON COUNTY	2,819.43
387	AR/207	SNYDER ENVIRONMENTAL	12,755.00
1497	IP/249	SHERIFF OF JEFFERSON COUNTY	58.00
1498	IP/249	SHERIFF OF JEFFERSON COUNTY	14,207.87
1499	IP/249	SHERIFF OF JEFFERSON COUNTY	66,014.14
1500	IP/249	SHERIFF OF JEFFERSON COUNTY	6,945.93
1501	IP/249	SHERIFF OF JEFFERSON COUNTY	3,326.22
1010	CW/059	WV STATE POLICE ACCT OFFICE	30.00
1011	CW/059	WV STATE AUDITOR	755.00
TOTAL			124,611.23

Commissioner Majdi motioned to approve the manual checks for January 17, 2025, in the amount of **\$124,611.23**. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

- Jacquelyn Milliron
- Amanda Stroud
- Christine Wimer
- David Tabb

PRESENTATIONS

1. Angie Banks- Assessor

Exoneration(s)

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Amber Lafage	PP	Shepherdstown	\$340.60	315889

Commissioner Keys motioned to approve the exoneration of ticket Number 315889 as presented by Mrs. Banks. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

2. Jefferson County Commission

Board and Commissioner Appointments

1. Brown, Kelly Jason
2. Chrisman, Bruce
3. Hagberg, Brian
4. Hayes, Daniel
5. Heck, Tammy
6. Holland, Zach
7. Kletter, Elliot
8. Morris, Charles
9. Ross, Maura
10. Tabb, David
11. Wesolek, Tim
12. Christa Edwards
13. Natalie Grantham Friend

Commissioner Majdi opened the floor to receive nominations.

Commissioner Mood nominated Bruce Chrisman and Tim Wesolek.

Commissioner Hefestay nominated Bruce Chrisman and Daniel Hayes.

Commissioner Keyes nominated Christa Edwards and Brian Hagberg.

Commissioner Stolipher motioned to close the nominations. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Mood motioned to appoint Daniel Hayes for the unexpired seat 3 on the Jefferson County Planning Commission for a term expiring March 31, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously 5-0.

Commissioner Hefestay motioned to appoint Bruce Chrisman for the unexpired seat 1 on the Jefferson County Planning Commission for a term expiring March 31, 2027. The motion was seconded by Commissioner Mood. The motion was approved unanimously 5-0.

3. Cory Roman, HOME Consortium

Request public hearing regarding HOME Consortium work in Jefferson County

Commissioner Mood motioned to hold a public hearing on the HOME Consortium at the next county commission meeting on Thursday, February 6, 2025 at 11:00 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

4. Nikki Painter, Chief Deputy Clerk, Jefferson County Clerk's Office

Quarterly Review of Accountings and Waivers of Final Settlement; and set a hearing date for the Petition to Probate the Last Will and Testament of Thelma M. Kaetzel, in Solemn Form

Commissioner Mood motioned to convene as a Fiduciary Review Board. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Keys motioned to accept the quarterly accountings and waivers of final settlement from the Probate office as presented. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Hefestay motioned to set a date of February 6, 2025 at a time to be determined to hear the Petition to Probate the Last Will and Testament of Thelma M. Kaetzel in Solemn Form. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Hefestay motioned to return to regular session. The motion was seconded by Commissioner Mood and approved unanimously.

5. Mike Sine, Jefferson County Emergency Services Agency

Conversion and reclassification of part-time positions

Commissioner Mood motioned to table the plan to RIF 34 part-time field positions within the ESA and convert the existing budgeted funding to create and hire up to 13 new permanent full-time positions until the next county commission meeting on February 6, 2025 at a time to be determined. The motion was seconded by Commissioner Hefestay and approved unanimously.

6. Nathan Cochran, Prosecuting Attorney's Office

Report by counsel on West Virginia Human Rights Commission EREP-49-21

Commissioner Mood motioned to enter into Executive Session at 9:05 p.m to receive legal advice. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Mood motioned to return to regular session at 10:27 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Keys motioned to approve the settlement of case EREP-49-21 and to direct the county administrator to take all actions necessary to effectuate the settlement and direct the clerk to issue funds to our counsel Mr. Kennedy's escrow account for that distribution. The motion was seconded by Commissioner Mood and approved unanimously.

7. Edwina Benites-LM, County Administrator

Legislative priorities roundtable-update

Ms. Benites-LM provided an update on the legislative priorities roundtable.

Matt Mullenax, Executive Director, Hagerstown –Eastern Panhandle Metropolitan Planning Organization

Letter of support – RAISE letter for Harpers Ferry

Commissioner Hefestay motioned to approve and send the letter of support as presented. The motion was seconded by Commissioner Mood and approved unanimously.

Future of fire service study – request for commissioner appointment

Commissioner Hefestay motioned to designate Commissioner Mood to work with staff in the future of the fire service study. The motion was affirmed and approved unanimously.

Ranson property acquisition request – ESA expansion

Commissioner Hefestay motioned to direct the Ms. Benites-LM and Nathan Cochran to work together to draft a letter to Ranson and the Ranson Building Commission to formally request the acquisition of the property adjoining the ESA property and allow the commission president to sign the letter. The motion was seconded by Commissioner Mood and approved unanimously.

Personnel issue: County Administrator

Commissioner Mood motioned to enter into Executive Session at 9:05 p.m to receive legal advice. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Mood motioned to return to regular session at 10:27 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

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

Commissioner Mood motioned to enter into Executive Session at 9:05 p.m to receive legal advice. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Mood motioned to return to regular session at 10:27 p.m. The motion was seconded by Commissioner Hefestay. The motion was 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 10:28 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Lynn Dillow
Jefferson County Commission Administrative Clerk