

# Minutes

## Jefferson County Commission

Thursday, February 6, 2025

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A meeting of the Jefferson County Commission was held on Thursday, February 6, 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 (virtual), 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, February 6, 2025, meeting is available on the Jefferson County Commission website.

### **Prayer – Pastor Porky Jones of Shannondale Springs Chapel**

### **Pledge of Allegiance**

### **Pledge of allegiance to the West Virginia flag**

### **APPROVAL OF MINUTES**

Commissioner Majdi motioned to approve the:

1. January 14, 2025 Special Session meeting minutes DRAFT
2. January 16, 2025 Regular meeting minutes DRAFT
3. January 30, 2025 BORE meeting minutes DRAFT

The motion was approved unanimously.

### **APPROVAL OF PAYROLL**

Commissioner Majdi motioned to approve the payroll for January 31, 2025, in the amount of \$ 473,397.07. The motion was approved unanimously.

### **APPROVAL OF REQUISITIONS**

Commissioner Majdi motioned to approve the requisition for February 6, 2025, in the amount of \$ 23,000.00. The motion was approved unanimously.

### **APPROVAL OF ACCOUNTS PAYABLE**

CHECK NUMBER		VENDOR NAME	UNCLEARED
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91715		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	23,175.00
91716		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	25,000.00
91717		GUTTMAN OIL CO	4,054.26
91718		JASON MICKEY	1,186.06
91719		JEFFERSON CO CONVENTION AND VISITORS BUREAU	8,907.43
91720		JEFF CO PARKS & RECREATION COMMISSION	146,512.25
91721		JEFFERSON DAY REPORT CENTER	38,750.00
91722		KATHRYN KING	1,872.96
91723		KAYLIE GANOE	80.00
91724		OLD CHARLES TOWN LIBRARY	23,175.00
91725		RICE TIRES CO	145.66
91726		SHANNON BURLETT	2,271.50
91727		SHEPHERDSTOWN PUB LIBRARY	23,175.00
91728		SOUTH JEFFERSON PUBLIC LIBRARY	23,175.00
91729		THOMPSON GAS	543.64
91730		TOWN OF BOLIVAR	8,907.43
91731		UNIFIRST	150.39
91732		US BANK	96,128.43
91733		WRAP TECHNOLOGIES	14,131.50
91734		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	6,011.47
			447,352.98
91735	FG/009	ASTROPHYSICS, INC	20,825.00
91736	FG/009	BERKELEY CO SHERIFF'S OFFICE	1,647.37
91737	FG/009	CORPORATION OF SHEPHERDSTOWN	316.32
91738	FG/009	MARTINSBURG POLICE DEPARTMENT	171.24
91739	FG/009	RANSON POLICE DEPT	1,270.74
91740	AM/053	PAYMENTUS CORP	10.95
<b>TOTAL</b>			<b>471,594.60</b>

Commissioner Majdi motioned to approve the accounts payable for January 23, 2025 in the amount of \$ 471,594.60. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
91742		ABOUT TIME RESTORATONS LLC	350.00
91743		ADKINS AUTOMOTIVE LLC	16,244.32
91744		AHA-ARTS & HUMANITIES ALLIANCE	1,044.95
91745		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,895.03
91746		AT&T	5,201.55
91747		AT&T BILL PAYMENT	1.33
91748		BOLAND TRANE SERVICES INC	125.00

91749		BUREAU OF CHILD SUPPORT	376.62
91750		CAPITAL ELECTRIC	570.11
91751		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
91752		COLONIAL LIFE	143.52
91753		COMPTROLLER OF MARYLAND	1,460.88
91754		COX HOLLIDA YOUNG PLLC	8,357.50
91755		DEARBORN LIFE INSURANCE COMPANY	2,852.57
91756		DEBBIE LOWE	1,192.10
91757		DIGITAL DOCUMENT SOLUTIONS INC	953.21
91758		DONALD DUNN	44.75
91759		DOUGLAS H FLETCHER	236.00
91760		DR. TANIA GLENN & ASSOCIATES, PA	5,704.17
91761		EFTPS IRS TAXES	167,120.68
91762		EMPOWER RETIREMENT	6,847.31
91763		ESO SOLUTIONS INC.	4,602.55
91764		EXECUTIVE EMERGENCY LIGHTING LLC	357.50
91765		FEDEX	209.83
91766		FELLOWSHIP BIBLE CHURCH	200.00
91767		FIDELITY POWER SYSTEMS	5,735.00
91768		FIRST CITIZENS BANK & TRUST CO	2,230.47
91769		FISHER AUTO PARTS	82.45
91770		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
91771		GUTTMAN OIL CO	10,305.59
91772		HIGHMARK WV	56,499.31
91773		HIGHMARK WV	211,952.31
91774		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
91775		IRON MOUNTAIN	197.15
91776		JAMES P HAYDEN	340.53
91777		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	1,547.32
91778		JEFFERSON CO CONVENTION AND VISITORS BUREAU	26,123.85
91779		JEFF CO PARKS & RECREATION COMMISSION	23,531.59
91780		JEFFERSON SECURITY BANK	4,023.00
91781		LANGUAGE LINE SERVICES	265.20
91782		MARNEY TREESE	650.00
91783		MCA, INC	4,439.67
91784		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	5,375.47
91785		MILLENNIUM INSURANCE GROUP	900.00
91786		MINNICKS TOWING & RECOVERY	125.00
91787		NATIONAL VISION ADMIN.	586.46
91788		NATIONAL VISION ADMIN.	1,614.12
91789		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00

91790		OLD CHARLES TOWN LIBRARY	3,000.00
91791		EMS TECHNOLOGY SOLUTIONS, LLC	1,300.00
91792		PA SCDU	320.00
91793		PATRIOT FIRE AND SECURITY LLC	6,910.00
91794		PATTON BUILDING SERVICES, INC	11,999.00
91795		POTOMAC EDISON	43,181.12
91796		PPC LUBRICANTS LLC	275.95
91797		R.E. MICHEL CO. LLC	568.20
91798		RHONDA GREENHOLTZ	4,806.68
91799		RICE TIRES CO	1,001.59
91800		DR. ROBERT E. JONES III	1,000.00
91801		ROBERTS OXYGEN COMPANY, INC	105.25
91802		STATE TAX DEPARTMENT	250.00
91803		SUMMIT COMMUNITY BANK	348.79
91804		UNIFIRST	150.39
91805		W B MASON CO. INC	215.76
91806		WV ASSOCIATION OF CIRCUIT CLERK	300.00
91807		WV DEPUTY SHERIFF RETIREMENT SYSTEM	27,038.75
91808		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	125,950.44
91809		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	45,734.40
91810		WV STATE TAX DEPARTMENT	72,149.88
91811		WVPST-MARTINSBURG	951.00
91812		WVU WEST VIRGINIA UNIVERSITY	5,007.70
			944,845.87
91813	FG/009	SHERIFF OF JEFFERSON COUNTY	5,213.50
91814	BS/011	SHERIFF OF JEFFERSON COUNTY	8,592.44
91815	AM/053	SHERIFF OF JEFFERSON COUNTY	792.48
91816	AM/053	SHERIFF OF JEFFERSON COUNTY	1,861.73
<b>TOTAL</b>			<b>961,306.02</b>

Commissioner Majdi motioned to approve the accounts payable for January 30, 2025, in the amount of \$ 961,306.02. The motion was approved unanimously.

**APPROVAL OF MANUAL CHECKS**

			23-Jan-25		
		OTHER FUNDS			
Check #	Fund	Vendor			Amount
952	HD/008	US BANK			91.42
1218	AV/056	US BANK			1,037.80

382	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD		184,956.84
1910	CO/246	ALERT FIRE INSTALLATION		2,335.00
<b>TOTAL</b>				<b>188,421.06</b>

Commissioner Majdi motioned to approve the manual checks for January 23, 2025, in the amount of \$ 188,421.06. The motion was approved unanimously.

		30-Jan-25		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1219	AV/056	MILLER'S SUPPLIES AT WORK		9.82
1220	AV/056	MONROE SYSTEMS FOR BUSINESS		126.14
1221	AV/056	PRINT-O-STAT		199.50
388	AR/207	MOTOROLA SOLUTIONS		238,927.50
389	AR/207	SHERIFF OF JEFFERSON COUNTY		2,819.43
<b>TOTAL</b>				<b>242,082.39</b>

Commissioner Majdi motioned to approve the manual checks for January 30, 2025, in the amount of \$ 242,082.39. The motion was approved unanimously.

**PUBLIC COMMENT:**

Public comment was received by:

Christine Marshall

Jacquelyn Milliron

David Tabb

Alden Roth

Vickie O'Hara

**PRESENTATIONS**

1. Angie Banks- Assessor

Exoneration(s)

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Kenneth M. Fox	PP	Charles Town	104.65	301614
Kenneth M. Fox	PP	Charles Town	141.21	301572

Kenneth M. Fox	PP	Charles Town	114.39	301641
Kenneth M. Fox	PP	Charles Town	116.60	301654
William R. Wolfe	PP	Charles Town	231.08	304552
William R. Wolfe	PP	Charles Town	246.68	304366
William R. Wolfe	PP	Charles Town	247.86	304542

Commissioner Stolipher motioned to approve the exonerations as presented by Mrs. Banks. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

2. Lynn Dillow, Administrative Clerk - Human Resources

Years of Service Awards

- Elizabeth Maloney – 20 years
- Gregory Jones – 20 years
- Edward Hannon – 5 years
- Bessie Nelson – 5 years
- Catherine Baker – 1 year
- Staci Lentz – 1 year
- James West – 1 year

Outstanding Constituent Relations Award

- Nikki Painter, County Clerk’s Office

Exemplary Professionalism Award

- Tommy Van Vliet, Parks and Recreation Commission

3. Cory D.M. Roman, Jennifer Verdugo, Bob Anderson, Eastern Panhandle HOME Consortium Council

FY 2025 Home Investment Partnership Program public hearing and FY 2025 Resolution Adoption

Commissioner Stolipher motioned to approve a resolution of the Jefferson County commission authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 1, 2025 to June 30, 2026. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

4. Commissioner Majdi, County Commission

Consideration of sportsplex and/or convention center

Panel 1: Krista Hoffman, Executive Director of the Jefferson County Development Authority; Jennifer Myers, Director of the Jefferson County Parks and Recreation; Andy Lang, Mayor of Bridgeport, WV

Panel 2: Isabella Jacot, student at Jefferson High School; Bryan Sutherland, President of the Jefferson County Little League, Kevin Corey, Director and Board Member of the Jefferson County Little League

Commissioner Stolipher motioned to approve the change of use of the \$20K grant match allocated to the JCDA in May of 2024. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to allocate an additional \$17,500 from the Coal Severance fund to be used for the sports complex study. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to require the results of the complex/center be presented to the commission in 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

5. Jeffrey Polczynski, Director of Emergency Communications; Sam Bard, Motorola Solutions; Tom Reilly, IT Consultant

Update on the Jefferson County Next Generation 9-1-1 Elnet and Motorola NextGenCore Services project slated for go-live on February 12, 2025

The county commission was provided with an informational update on the Next Generation 9-1-1 Elnet and Motorola NextGenCore services that are scheduled to go-live on February 12, 2025.

Explain the newly created high school program titled “Emergency Communications or EmComm that will begin its inaugural instruction to seniors for Jefferson county schools in the 2025-2026 school year.

The county commission was provided with information regarding the newly created high school program that will be offered to high school seniors in Jefferson county schools next school year.

*At approximately 1:15 p.m., Commissioner Stolipher motioned to recess and reconvene at 2:00 p.m. The motion was seconded by Commissioner Mood and approved unanimously.*

*Commissioner Majdi called the meeting to order back into regular session at 2:00 p.m.*

6. Nikki Painter, Chief Deputy Clerk, County Clerk's Office

Petition to probate the Last Will and Testament of Thelma M. Kaetzel, in Solemn Form; in attendance were Telitha Jean Hanson, Susan Kay Waters and Stephen Dale Carper

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

Commissioner Stolipher motioned to admit the copy of the will into record. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

7. Pasha Majdi, County Commission; Mark Kozar and Doug Moyer, United States Geological Survey; Mary Sell, Jefferson County Water Advisory Committee

Groundwater Study

The county commission was provided with data and statistics regarding a proposed water study from Mark Kozar and Doug Moyer from the United States Geological Survey.

Water Advisory Committee

Commissioner Stolipher motioned to reconstitute membership of a Water Advisory Committee to include (5) members as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

8. Brant Lowe, private citizen

Request to vacate a section of unimproved right-of-way

Mr. Lowe presented information regarding his petition to vacate a section of unimproved right-of-way. No action was taken on this agenda item.

9. Jennifer Myers, Director, Jefferson County Parks & Recreation Commission

Presentation of draft concept plan for Moulton Park

Ms. Myers presented the county commission with a detailed plan for Moulton Park. No action was taken on this agenda item.

10. Roger Goodwin, Deputy County Administrator; Michelle Mason, Impact Fee Analyst

Annual Impact Fee Report

Commissioner Mood motioned to accept the calendar year 2024 Impact Fees Annual report for the Office of Impact Fees as presented, and to stay the annual inflationary adjustments to the impact fees. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

11. Thomas Hansen, Jefferson County Sheriff and Treasurer, Jesse Jones, Chief Bailiff

Court bailiff update

Sheriff Hansen and Chief Bailiff Jesse Jones provided the commission with a current update on the bailiff staffing issues.

Part-time bailiff hire

Commissioner Stolipher motioned to approve the hire of Michael Mahony as a part-time bailiff beginning February 10, 2025 at a rate of \$17.50 per hour. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

12. Jessica James, Chief Human Resources Officer

Approval of Hire – Firefighter/EMTI; Firefighter/Paramedic I; Firefighter/EMT II – ESA

Commissioner Stolipher motioned to approve the hire of Bobbi Keller for the position of full-time Firefighter/EMT I with the Jefferson County Emergency Services Agency at an hourly rate of \$20.65, effective February 10, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to approve the hire of Amy Masser for the position of full-time Firefighter/Paramedic I with the Jefferson County Emergency Services Agency at an hourly rate of \$29.93 effective February 10, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to approve the hire of Jesse Rupenthal for the position of Firefighter/EMT II with the Jefferson County Emergency Services Agency at an hourly rate of \$22.82 effective February 10, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Hire – GIS Analyst – Jefferson County

Commissioner Stolipher motioned to approve the transfer of Rhonda Greenholtz from full-time GIS Technician to a Grade V, full-time, 80-hour GIS Analyst with the Jefferson County Department of IT/GIS and Addressing Office, at a salary of \$54,000, effective February 7, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Discontinuation of current cleaning contract; approval to solicit three full-time, in-house custodial employees; approval of promotion to Deputy Director – Jefferson County Department of Fleet and Facilities Management

Commissioner Stolipher motioned to give notice and discontinue the current county cleaning contract, effective April 1, 2025 and transfer \$38,148 from contracted services to salary lines in 001424 to cover in-house custodial staff salaries for the remainder of FY25. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to approve the request to advertise for three (3) full-time custodial team member positions within the Department of Fleet & Facilities at a Grade 2 with a salary of \$35,664 each effective April 1, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to approve the promotion of Leonard Thomas from the position of Maintenance Carpenter to the position of Deputy Director/Construction at a Grade 7 (full-time, 80-hour) with a salary of \$74,000, effective April 1, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

13. Commissioner Majdi, County Commission

Task force on Agri-Tourism Development

Commissioner Mood motioned to create a task force on agri-tourism development that would include two (2) representatives from the Agri-tourism sector, one from West Virginia Legislative Representative, one member of the Jefferson County Development Authority, and one citizen representative to be convened by the county administrator. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

14. Edwina Benites-LM, County Administrator

Follow up: Legislative priorities roundtable  
Calendar Year 2025 Commission Priorities  
Calendar Year 2025 Commission Priorities for the WV Legislature  
Calendar Year 2025 Commission Priorities for the US Congress

Commissioner Mood motioned to approve the commission priorities as presented by

staff. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

15. David Bound, Chief Financial Officer

State and internal budget revision

Commissioner Stolipher motioned to approve the external and internal budget revisions as presented by staff. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

16. Edwina Benites-LM, County Administrator

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 at 5:20 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 5:48 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

17. Old Business

Mike Sine, Jefferson County Emergency Services Agency

Conversion and reclassification of part-time-positions

At the January 16, 2025 regular commission meeting, Commissioner Mood motioned to table the agenda item until the next commission meeting to be held on February 6, 2026. The motion was seconded and passed unanimously.

During the commission meeting on February 6, 2026, Commissioner Mood motioned to remove the agenda item from a tabled status and reintroduce it to the floor. The motion was seconded by Commissioner Stolipher and approved unanimously.

Commissioner Stolipher motioned to approve the plan to RIF 34 part-time field positions within the ESA and convert the existing budgeted funding to create and hire up to 12 new permanent full-time positions. The motion was seconded by Commissioner Mood and approved unanimously.

## **Adjourn**

Having no further business, Commissioner Stolipher motioned to adjourn the meeting. The Commission adjourned at 5:48 p.m.

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Pasha Majdi, PRESIDENT

Respectfully submitted  
Lynn Dillow  
Jefferson County Commission Administrative Clerk