

Minutes
Jefferson County Commission
Thursday, February 20, 2025

A meeting of the Jefferson County Commission was held on Thursday, February 20, 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, 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, February 20, 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 Majdi motioned to approve the meeting minutes from:

1. February 4, 2025 BORE Meeting Minutes DRAFT
2. February 6, 2025 Regular Meeting Minutes DRAFT
3. February 6, 2025 BORE Meeting Minutes DRAFT
4. February 11, 2025 BORE Meeting Minutes DRAFT

The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
91838		ADVANCE AUTO PARTS	17.43
91839		AMERIFLEX	122.40
91840		ANGELA L BANKS	189.00
91841		AT&T	70.82
91842		AUTOZONE	16.99
91843		AUTUMN ULSH	632.92
91844		BEGIN COUNSELING PLLC	1,286.98
91845		BOLAND TRANE SERVICES INC	4,062.67

91846		BOUND TREE MEDICAL LLC	1,108.50
91847		BUREAU OF CHILD SUPPORT	376.62
91848		CITIZENS VOLUNTEER FIRE DEPARTMENT	63,750.00
91849		CLERK OF JEFFERSON COUNTY COMMISSION	147.06
91850		COMPTROLLER OF MARYLAND	1,305.50
91851		COX HOLLIDA YOUNG PLLC	6,299.46
91852		CRYSTAL GASTLEY	100.00
91853		CYNTHIA DANNER	93.04
91854		DOING BETTER BUSINES	900.66
91855		DR. TANIA GLENN & ASSOCIATES, PA	175.34
91856		EFTPS IRS TAXES	157,199.52
91857		EMILY MORROW	75.00
91858		EMPOWER RETIREMENT	6,627.38
91859		ENTERPRISE FM TRUST	23,525.89
91860		FRONTIER	9,724.85
91861		GEARCLEAN, INC	5,260.50
91862		GUTTMAN OIL CO	5,036.90
91863		J.C. EHRlich	908.07
91864		JACQUELINE SHADLE	189.00
91865		JEFFERSON SECURITY BANK	3,973.00
91866		JEFFREY POLCZYNSKI	360.00
91867		JENNIFER M BROCKMAN	5,225.71
91868		MARY ESPINOSA	3,155.88
91869		MCA, INC	2,180.57
91870		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	458.88
91871		MID ATLANTIC ENTRY MD LLC	419.70
91872		MILLER'S SUPPLIES AT WORK	2,882.25
91873		NAPA AUTO PARTS	457.92
91874		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
91875		PA SCDU	320.00
91876		POTOMAC EDISON	176.54
91877		PRINT-O-STAT INC.	1,095.00
91878		PRINT-O-STAT INC.	1,227.00
91879		PRIORITY DISPATCH	1,204.00
91880		RICE TIRES CO	1,739.80
91881		ROBERTS OXYGEN COMPANY, INC	261.81
91882		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
91883		STAPLES	74.49
91884		STATE INDUSTRIAL PRODUCTS	243.09
91885		STATE TAX DEPARTMENT	250.00
91886		SUMMIT COMMUNITY BANK	438.60

91887		TEK ADVISORS LLC	7,488.98
91888		UNIFIRST	346.93
91889		US BANK	67,275.07
91890		WINCHESTER EQUIPMENT COMPANY	41.54
91891		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,202.06
91892		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	44,921.36
91893		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	332.09
91894		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	52,256.39
91895		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	101,228.25
91896		WVPST-MARTINSBURG	50.00
91897	GS/004	GENERAL COUNTY FUND-J FEE	11,961.78
91898	FG/009	SHERIFF OF JEFFERSON COUNTY	7,544.84
91899	BS/011	SHERIFF OF JEFFERSON COUNTY	8,906.30
91900	AM/053	SHERIFF OF JEFFERSON COUNTY	1,887.78
TOTAL			648,455.11

Commissioner Majdi motioned to approve the accounts payable for February 13, 2025 in the amount of \$ 648,455.11. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
91901		BERKELEY GLASS INC	275.00
91902		BEST BEST & KRIEGER LLP	2,706.00
91903		CITY OF CHARLES TOWN	40.00
91904		DEARBORN LIFE INSURANCE COMPANY	2,343.69
91905		ENVELOPE SUPERSTORE	1,188.58
91906		GUTTMAN OIL CO	10,090.53
91907		HIGHMARK WV	49,575.48
91908		JACOB MORRISON	1,393.00
91909		JEFFREY POLCZYNSKI	208.00
91910		THE LAW OFFICE OF GREGORY E KENNEDY PLLC	43,500.00
91911		MILLENIUM INSURANCE GROUP	900.00
91912		PATRIOT FIRE AND SECURITY LLC	1,000.00
91913		PATTON BUILDING SERVICES, INC	11,999.00
91914		RICE TIRES CO	297.20
91915		ROBERTS OXYGEN COMPANY, INC	1,531.55
91916		SEN COMMUNICATIONS LLC	172.63
91917		THOMPSON GAS	877.78
91918		UNIFIRST	158.67
91919		VALLEY HEALTH EMPLOYER HEALTH	250.00
91920		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	868.32

91921	FG/009	SHERIFF OF JEFFERSON COUNTY	52,023.31
Total			181,398.74

Commissioner Majdi motioned to approve the accounts payable for February 20, 2025, in the amount of \$ 181,398.74. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		13-Feb-25		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
953	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US INC		3,148.80
954	HD/008	SATELLITE TRACKING OF PEOPLE, LLC		1,016.80
955	HD/008	US BANK		91.42
1222	AV/056	MILLERS SUPPLIES AT WORK		161.85
1223	AV/056	US BANK		859.06
391	AR/207	SHERIFF OF JEFFERSON COUNTY		2,832.14
392	AR/207	US BANK		2,232.05
1502	IP/249	SHERIFF OF JEFFERSON COUNTY		123.00
1503	IP/249	SHERIFF OF JEFFERSON COUNTY		11,459.63
1504	IP/249	SHERIFF OF JEFFERSON COUNTY		139,247.55
1505	IP/249	SHERIFF OF JEFFERSON COUNTY		14,650.29
1506	IP/249	SHERIFF OF JEFFERSON COUNTY		7,017.64
TOTAL				182,840.23

Commissioner Majdi motioned to approve the manual checks for February 14, 2025, in the amount of \$ 182,840.23. The motion was approved unanimously.

		20-Feb-25		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
383	FP/057	JEFFERSON COUNTY FARMLAND PROTECTION BOARD		137,838.92
393	AR/207	MINGHINI'S		147,150.00
1912	CO/246	ALERT FIRE INSTALLATION		4,670.00
1913	CO/246	G & TRIPLE T LLC		8,000.00
421	WV/369	SHERIFF OF JEFFERSON COUNTY		865.00
TOTAL				298,523.92

Commissioner Majdi motioned to approve the manual checks for February 21, 2025, in the amount of \$ 298,523.92. The motion was approved unanimously.

APPROVAL OF PAYROLL

Commissioner Majdi motioned to approve the payroll for February 14, 2025, in the amount of \$ 443,112.15. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Commissioner Majdi motioned to approve the requisition for February 20, 2025, in the amount of \$ 124,860.35. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Rich Gee

Rich Gee for Rosalind Welsh

Jacquelyn Milliron

Greg Heflebower

Denise Nick

David Tabb

Amanda Stroud

Jessie Norris for Stacey Chapman

Don Rebmman

Nicholas Prezzi

Ross L. Morgan

Theresa Ghiorzi

PRESENTATIONS

1. Cara Keys, Commissioner

Girl Scouts: An essential part of Jefferson County's youth program

Commissioner Keys motioned to designate that once a year in March the Jefferson County Commission will celebrate the Girl Scouts' birthday and honor Girl Scout student leaders and their service contributions with a pin and recognition ceremony. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

2. Delegate Daniel Linville, Chairman West Virginia House Environment, Infrastructure and Technology Committee; Mary Gee; Robin Huyett Thomas and Keryn Newman (private citizens)

Potomac-Appalachian Transmission Highline (PATH)

Commissioner Hefestay motioned the Jefferson County Commission to write a letter of opposition to the PJM Board of Managers. Commissioner Majdi requested that the letter also contain mention of the effect on electricity and electric bills, content on the Comprehensive Plan and the effect on our tourism industry. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

3. David Tabb, private citizen

Removal of sanctions – David Tabb

Mr. Tabb's request for the removal of sanctions was refused. No further action was taken.

4. David Bound, Chief Financial Officer

Request for budget adjustments to response spending outside of approved spending limits

Commissioner Stolipher motioned to approve the payment of the invoices as presented and motion to approve the transfer of \$43,289.98 from Coal Severance. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Majdi motioned to seek an ethics opinion on whether section V of our contract with the West Virginia Communities Risk Pool complies with West Virginia State code section 6.6.7 regarding reimbursement as applied to future actions. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to bill Jennifer Krouse and Trisha Jackson for the amount of \$43,289.98. The motion was seconded by Commissioner Keys. The motion was approved by a vote of 4-1 (Hefestay).

Commissioner Stolipher motioned to clarify the July 20, 2023 expenditure approval to state that \$900,000 is approved for the emergency communications tower project in the area of Shepherdstown Fire Department with funds to be allocated out of Capital Outlay – Equipment 246994-445900. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

5. Steve Allen, Director of Jefferson County Office of Homeland Security and Emergency Management

2023 Emergency Management Performance Grant (EMPG) application and request for payment

Commissioner Mood motioned to approve the application for the 2023 Emergency Management Performance Grant and associated request for payment. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Dissolution of the Homeland Security Emergency Management Steering Committee and the creation of the Emergency Services Council

Commissioner Keys motioned to dissolve the HSEM Steering Committee and create the Jefferson County Emergency Services Council per WV State Code 15-5-8. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Request for repayment from the State of West Virginia for additional invoice from the 2023 Hazard Mitigation Plan Grant

Commissioner Stolipher motioned to approve the request for payment and submit the document to the state of WV for \$4560 under the 2023 Hazard Mitigation Grant. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

6. Jennifer Myers, Director of the Jefferson County Parks and Recreation Commission

Presentation of the Jefferson County Parks and Recreation Commission 2024 Annual Report

The agenda item was for informational purposes only and no action was taken.

7. Jessica James, Chief Human Resource Officer/Assistant Deputy Administrator

Approval of Hire – GIS Analyst- Jefferson County Department of IT/GIS and Addressing Office

Commissioner Stolipher motioned to approve the hire of Rachel Pierce as a full-time GIS Technician to a Grade V, 80-hour GIS Analyst with the Jefferson County Department of IT/GIS and Addressing Office at a salary of \$52,636.30, effective Monday, February 24, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Hire – Zoning Administrator – Jefferson County Department of Engineering, Planning and Zoning

Commissioner Keys motioned to approve the hire of Andy Beall as a Grade VII, full-time, 80-hour Zoning Administrator with a salary of \$84,994, and an accrual rate of 12 hours per month, effective Monday March 10, 2015. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of salary adjustment – Jefferson County Department of Fleet and Facilities

Commissioner Stolipher motioned to approve the minor salary adjustment for Lucas Cannady, full-time custodial team member position within the Department of Fleet & Facilities management at a Grade 2 with a salary of \$35,664, effective April 1, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval to reallocate funding from other departments to fund a Deputy Director of Information Technology – Jefferson County Department of Information Technology

Commissioner Stolipher motioned to approve the reallocation of funding for the position of Deputy Director within the Jefferson County Department of Information Technology. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval to solicit for a Deputy Director of Information Technology – Jefferson County Department of Information Technology

Commissioner Stolipher motioned to approve the solicitation of the position of Deputy Director for the Jefferson County Department of Information Technology as presented. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

8. Cara Keys, County Commissioner

Update of water study and funding options

Commissioner Stolipher motioned to send a letter to the state to seek clarification on what funding is available to help with a water study for the county. The motion was seconded by Commissioner. Mood. The motion was approved unanimously.

9. Laura Kuhn, Fleet & Facilities Management

Underground Injection Control Permit – Approval of President’s Signature on Certification Document

Commissioner Stolipher motioned to approve the President’s signature on the UIC Permit Certification Document for the West Virginia Department of Environmental Protection. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

10. Mike Mood, county Commissioner

Update on the status of a letter of support/authorizing volunteer fire companies to bill for service

Commissioner Mood motioned to advise that the Jefferson County Commission supports and approves the Volunteer Fire Companies/Departments located in Jefferson County, WV to bill insurance providers for approved services. The motion was seconded by Commissioner. Stolipher. The motion was approved unanimously.

11. Nathan Cochran, Prosecuting Attorney's Office

Report by counsel on CC-19-2021-C-33

Review and discussion of Intergovernmental Agreement between the Jefferson County Commission , the Jefferson County Sheriff's Department and the Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services.

Commissioner Stolipher motioned to enter into executive session at 10:30 p.m. to receive legal advice. The motion was seconded by Commissioner. Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 11:15 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

12. 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 10:30 p.m. to receive legal advice. The motion was seconded by Commissioner. Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 11:15 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to amend the purchase and sale agreement to extend the contingency date from March 7, 2025 to May 6, 2025 as described in the first amendment to the purchase and sale agreement signed by the commission president today, February 20, 2025. The motion was seconded by Commissioner Keys and approved unanimously.

Old Business

13. Status review of presentation of options regarding the obscenity ordinance by legal counsel.

The commission was in agreement to closely monitor upcoming legislative changes concerning and related to obscenity laws and to revisit the issue at a later time.

Adjourn

Having no further business, Commissioner Stolipher motioned to adjourn the meeting. The motion was seconded by Commissioner Mood and unanimously approved. The Commission adjourned at 11:16 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Lynn Dillow
Jefferson County Commission Administrative Clerk