

## **Minutes**

### **Jefferson County Commission**

**Thursday, March 6, 2025**

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A meeting of the Jefferson County Commission was held on Thursday, March 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, 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, March 6, 2025, 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 Majdi motioned to approve the meeting minutes from:

1. February 13, 2025 BORE Meeting Minutes DRAFT
2. February 18, 2025, BORE Meeting Minutes DRAFT
3. February 20, 2025, Regular Meeting Minutes DRAFT

The motion was approved unanimously.

#### **APPROVAL OF PAYROLL**

Commissioner Majdi motioned to approve the payroll for February 28, 2025, in the amount of \$ 448,273.10. The motion was approved unanimously.

#### **APPROVAL OF REQUISITIONS**

Commissioner Majdi motioned to approve the requisitions for March 6, 2025, in the amount of \$ 7,366.00. The motion was approved unanimously.

#### **APPROVAL OF ACCOUNTS PAYABLE**

Commissioner Majdi motioned to approve the accounts payable for February 27, 2025 in the amount of \$ 795,466.48. The motion was approved unanimously.

Commissioner Majdi motioned to approve the accounts payable for March 6, 2025, in the amount of \$ 44,507.21. The motion was approved unanimously.

### **APPROVAL OF MANUAL CHECKS**

Commissioner Majdi motioned to approve the manual checks for February 28, 2025, in the amount of \$ 4,410.41. The motion was approved unanimously.

Commissioner Majdi motioned to approve the manual checks for March 6, 2025, in the amount of \$ 297,873.66. The motion was approved unanimously.

### **PUBLIC COMMENT:**

Public comment was received by:

Jacquelyn Milliron

Keryn Newman

Colin Stine

David Tabb

### **PRESENTATIONS**

1. Lynn Dillow, Administrative Clerk, County Commission

#### Years of Service Awards

Jack Jensen – 5 years of service

Nathan Cochran – 10 years of service

Meredith “Rusty” Blackford – 10 years of service

Douglas Fletcher – 15 years of service

2. Pasha Majdi , Jefferson County Commission

#### Jefferson County First Resolution

Commissioner Hefestay motioned to approve the Jefferson County First Resolution with the recommendation that all the commissioner signatures be included. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Government Efficiency Procedure

This agenda item was informational. No action was taken.

3. Kelly Franklin, Executive Director, Jefferson County Day Report Center, Inc.

FY 2026 West Virginia Community Corrections grant

Commissioner Keys motioned to table the agenda item until budget discussion. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

4. John Nissel, City Manager Charles Town; Bob Trainor, Mayor City of Charles Town; Sara Higgins, Community Ministries; Keith Lowery, Community Ministries

Homeless Liaison Position

No action was taken on this agenda item until after budget discussion.

5. Mike Sine, Chief and Director of the Jefferson County Emergency Services Agency, Matthew Locke, President IAFF Local 5351

Reconsideration of purchase of SFD A3-1

The commission declined this purchase of SFD.

Rebranding Project

Commissioner Stolipher motioned to allow the ESA leadership to move forward with creating a plan to rebrand the department. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval to install vending machine by non-county entity

Commissioner Stolipher motioned to table approval to install a vending machine at the ESA building until more information can be attained and a policy implemented. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

6. Thomas Hansen, Jefferson County Sheriff and Treasurer

Administrative Assistant New Hire

Commissioner Stolipher motioned to approve the hire of Shaun Pacetti as an 80-hour Administrative Assistant beginning March 1, 2025 with a starting salary of \$40,000 with an increase to \$42,000 upon demonstration of competency within 90 days. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Tax Deputy New Hire

Commissioner Keys motioned to approve the hire of Robin Coulter as an 80-hour Tax Deputy beginning March 10, 2025 with a starting salary of \$36,000. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Funding Request – portable fingerprint scanners

Commissioner Keys motioned to approve the use of \$4,750.02 in remaining Capital Outlay funds to be used towards the purchase of fingerprint scanners. The motion was seconded by Commissioner Mood. The motion failed by a vote of 3 (Keys, Hefestay, Mood – 2 (Majdi, Stolipher) as a unanimous vote is required for Capital Outlay expenditures.

Animal Control re-hire

Commissioner Stolipher motioned to enter into executive session at 11:35 a.m. to discuss personnel matters. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to return to regular session at 11:58 a.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to approve the hire of Robin Mullikin as an 80-hour Animal Control Officer beginning March 10, 2025 with a starting salary of \$42,660 and. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

7. Roger Goodwin, Chief County Engineer, Department of Engineering, Planning and Zoning; Will Smith, Land Development Inspector; Michelle Mason, Impact Fees Program Specialist

Complete construction bond release for Lot 41, Burr Business Park at 272 James Burr Blvd, Kearneysville, WV 25430 (JCPC file #19-5-S)

Commissioner Stolipher motioned to approve a complete release of \$165,161.00 from the construction bond for Lot 41 Burr Business Park, (File# 19-5-S). The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Request approval to amend Parks and Recreation Impact Fees-FY2025 Capital Improvement Plan

Commissioner Stolipher motioned to approve the Parks and Recreation – FY 2025 Capital Improvement Plan – Parks and Recreation Amendment No. 2 as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Presentation on the FY 2026 Capital Improvement Plan for the Office of Impact Fees

Commissioner Stolipher motioned to approve the FY 2026 Capital Improvement Plan for the Office of Impact Fees as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

8. Karen Olden, Jefferson County Probate Office

Set hearing date to hear the Petition to Remove Executrix Margaret Simmons from the estate of Francis X. Campanella

Commissioner Stolipher motioned to convene as a Fiduciary Review Board to hear probate matters. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to refer the probate matter to Fiduciary Commissioner, Bradley Snowden to review and provide a report to the commission. The motion was seconded by Commissioner Keys approved unanimously.

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

9. Josh Mongold, Greater Shenandoah Valley Chapter of American Red Cross

Red Cross Month Proclamation

Commissioner Stolipher motioned to approve that the commission designate March as Red Cross Month. The motion was seconded by Commissioner. Keys. The motion was approved unanimously.

**THE COMMISSION RECESSED FOR LUNCH UNTIL 2:00 P.M.**

10. Annette Gavin Bates, Jefferson County Convention and Visitors Bureau

Presentation of the Jefferson County Convention and Visitors Bureau Annual Report

Ms. Bates provided an informational presentation of the Jefferson County Convention and Visitors Bureau annual report. No action was necessary.

11. David Bound, Chief Financial Officer Jefferson County Commission

Bill payment request - \$13,481.07

Commissioner Keys motioned to approve the payment of the invoices as presented and motion to approve the transfer of \$13,481.07 from Coal Severance. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Reinvestment of opioid settlement funds

Commissioner Stolipher motioned to approve the 26 week CDAR with Bank of Charles Town. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Budget timeline

Commissioner Mood motioned to approve the presented timeline with specific audiences. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Levy Rate

This agenda item was informational. No action was necessary.

12. Jessica James, Chief Human Resource Officer Jefferson County Commission

Approval of Employee promotions – FF/EMT to FF/AEMT-Jefferson County ESA

Commissioner Keys motioned to approve the promotion of Melissa Goodwin and Savannah Shockey from FF/EMT to FF/AEMT with an hourly rate increase from \$21.16/hour to \$22.90/hour for both employees effective 2/23/2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of hires-2 full time FF/EMT's – Jefferson County ESA

Commissioner Hefestay motioned to approve the hiring of Carson Mongold to the position of full-time FF/EMT I, Step 3, at a starting rate of \$21.85/hr. pending the satisfactory completion of a required background check and drug screening, effective March 24, 2025. Upon successful completion of his introductory period, Mr. Mongold will be promoted to the rank of FF/EMT II, Step 3 at a rate of \$22.39/hr. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Hefestay motioned to approve the hiring of Harrison Mariano to the position of full-time FF/EMT I, Step 0 at a starting rate of \$20.65/hr. pending the satisfactory completion of a required background check and drug screening, effective March 24, 2025. Upon successful completion of his introductory period, Mr. Harrison will be promoted to the rank of FF/EMT II, Step 0 at a rate of \$21.17/hr.

Approval of Employee promotions – Circuit Clerk’s Office

This agenda item was removed. No action was taken.

Current vacancies

This item was informational. No action was necessary.

13. Nathan Cochran, Prosecuting Attorney’s Office

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

Commissioner Stolipher motioned to enter into executive session at 3:14 p.m. to receive legal and contractual advice from counsel. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to return to regular session at 4:14 p.m. The motion was seconded by Commissioner XXX and approved unanimously.

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 approve the Intergovernmental Agreement as presented by staff. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Report by counsel on WV Human Rights Commission EDR-194-25

Commissioner Stolipher motioned to enter into executive session at 3:14 p.m. to receive legal and contractual advice from counsel. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to return to regular session at 4:14 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

#### 14. Edwina Benites-LM, County Administrator

##### Agenda policy

Commissioner Stolipher motioned to accept the agenda policy as presented. The motion was seconded by Commissioner Majdi. The motion was approved unanimously.

##### Boards and Commissions policy

Commissioner Stolipher motioned to approve the boards and commissions policy. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

##### Update: Planning Commission finished consideration of the Comprehensive Plan

This agenda item was informational. No action was necessary.

##### JCDA board member request for removal

Commissioner Keys motioned to approve the Jefferson County Development Authority's request and remove Donald Haines, the Ranson representative from the board. The motion was seconded by Commissioner Mood. 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 Stolipher motioned to enter into executive session at 3:14 p.m. to receive legal and contractual advice from counsel. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to return to regular session at 4:14 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

**OLD BUSINESS**

15. Status Review of the Jefferson County Development Authority bylaws

Commissioner Stolipher motioned to amend the Development Authority bylaws to:

- Change membership from 15 members to 13 members;
- Change committee meetings from monthly to quarterly;
- Limit standing committees to business development and marketing, government and legislative affairs; and
- Change board membership to comport with 7-12-1 et seq.

The motion continued that the bylaws as amended be relayed to the Development Authority for review and approval. The motion was seconded by Commissioner Keys. 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 4:47 p.m.

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Pasha Majdi, PRESIDENT

Respectfully submitted  
Lynn Dillow  
Jefferson County Commission Administrative Clerk