

Minutes
Jefferson County Commission
Thursday, March 20, 2025

A meeting of the Jefferson County Commission was held on Thursday, March 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, March 20, 2025, meeting is available on the Jefferson County Commission website.

Prayer: Pastor Mark Compton

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

APPROVAL OF MINUTES

Commissioner Majdi motioned to approve the:

- a. March 6, 2025 Regular Meeting Minutes DRAFT
- b. March 11, 2025 Special Session Budget Hearing Day 1 DRAFT
- c. March 13, 2025 Special Session Budget Hearing Day 2 DRAFT
- d. March 14, 2025 Special Session Budget Hearing Day 3 DRAFT

The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
92011		ALBERT HOCKMAN	5,250.00
92012		AMERIFLEX	122.40
92013		BOLAND TRANE SERVICES INC	1,648.00
92014		BUREAU OF CHILD SUPPORT	376.62
92015		CARRIE ORR	1,548.82
92016		COMPTROLLER OF MARYLAND	1,318.02
92017		EFTPS IRS TAXES	153,085.19
92018		ELIZABETH MALONEY	448.73

92019		EMPOWER RETIREMENT	6,938.42
92020		FIRST CITIZENS BANK & TRUST CO	2,230.47
92021		FRONTIER	13,118.92
92022		GUTTMAN OIL CO	5,404.23
92023		INFORMER SYSTEMS LLC	5,304.00
92024		J.C. EHRLICH	908.07
92025		JEFFERSON SECURITY BANK	3,933.00
92026		JEFFREY POLCZYNSKI	559.48
92027		MARSHALL UNIVERSITY RESEARCH CORP	160.00
92028		MICHAEL MONAGHAN	350.62
92029		MOTOROLA SOLUTIONS INC	39,338.75
92030		NAPA AUTO PARTS	1,139.67
92031		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
92032		PA SCDU	320.00
92033		PATTON BUILDING SERVICES, INC	11,999.00
92034		R.E. MICHEL CO. LLC	1,146.47
92035		RETIREE HEALTH BENEFIT TRUST	8,240.00
92036		RICE TIRES CO	542.95
92038		SHERIFF OF JEFFERSON COUNTY	25.53
92039		STATE TAX DEPARTMENT	250.00
92040		SUMMIT COMMUNITY BANK	317.22
92041		TARA VANN	194.00
92042		THE JOURNAL	98.80
92043		THOMAS DUNCAN	603.42
92044		TINT WIZARD	700.00
92045		USPS-POC	20,000.00
92046		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,150.57
92047		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	44,234.79
92048		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	332.09
92049		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	50,314.16
92050	FG/009	SHERIFF OF JEFFERSON COUNTY	5,645.03
92051	SG/010	JEFFERSON DAY REPORT CENTER	38,750.00
92052	BS/011	SHERIFF OF JEFFERSON COUNTY	8,861.84
92053	AM/053	SHERIFF OF JEFFERSON COUNTY	2,333.89
Total			465,308.17

Commissioner Majdi motioned to approve the accounts payable for March 13, 2025 in the amount of \$ 465,308.17. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
92054		84 LUMBER	15.36
92055		AT&T	5,201.55
92056		ATLANTIC EMERGENCY SOLUTIONS, INC.	86.00
92057		BEGIN COUNSELING PLLC	1,082.82
92058		CARDINAL HEALTH 110, LLC	633.00
92059		ENTERPRISE FM TRUST	665.99
92060		FIDELITY POWER SYSTEMS	3,351.00
92061		GUTTMAN OIL CO	10,410.70
92062		HIRERIGHT	119.40
92063		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
92064		JEFFERSON COUNTY DEVELOPMENT AUTHORITY	26,250.00
92065		JOSEPH FORMAN	41.55
92066		MID ATLANTIC ENTRY MD LLC	832.50
92067		MILLENIUM INSURANCE GROUP	900.00
92068		QUADIENT INC	704.20
92069		R.E. MICHEL CO. LLC	315.01
92070		RICE TIRES CO	1,184.90
92071		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	3,200.00
92072		SOFTWARE SYSTEMS INC	2,349.90
92073		SPIRIT OF JEFFERSON	89.52
92074		STEVEN HOLZ	40.93
92075		TEK ADVISORS LLC	7,467.43
92076		THOMPSON GAS	363.06
92077		UNIFIRST	317.34
92078		US BANK	77,056.31
92079		VITAL SIGNS	142.50
92080	GS/004	GENERAL COUNTY FUND J FEE	15,689.62
92081	FG/009	BERKELEY COUNTY SHERIFFS OFFICE	1,212.36
92082	FG/009	SHEPHERDSTOWN POLICE DEPT	143.80
92083	FG/009	RANSON POLICE DEPT	1,344.61
Total			163,611.36

Commissioner Majdi motioned to approve the accounts payable for March 20, 2025, in the amount of \$ 163,611.36. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		March 13, 2025		
		OTHER FUNDS		

Check #	Fund	Vendor	Amount
348	DG/003	SHERIFF OF JEFFERSON COUNTY	28.35
956	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING	3,369.60
957	HD/008	SATELLITE TRACKING OF PEOPLE	918.40
1227	AV/056	KNIGHT CONSULTING SERVICE	300.00
398	AR/207	SHERIFF OF JEFFERSON COUNTY	2,832.13
1915	CO/246	SIRNA APPRAISAL AND NATURAL RESOURCES	3,000.00
175	PI/249	MINGHINI'S	36,884.32
423	WV/369	SHERIFF OF JEFFERSON COUNTY	865.00
TOTAL			48,197.80

Commissioner Majdi motioned to approve the manual checks for March 13, 2025, in the amount of \$ 48,197.80. The motion was approved unanimously.

		March 20, 2025	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
958	HD/008	US BANK	91.42
1228	AV/056	US BANK	787.80
384	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD	129,309.57
1916	CO/246	84 LUMBER	601.13
1917	CO/246	US BANK	1,765.75
TOTAL			132,555.67

Commissioner Majdi motioned to approve the manual checks for March 20, 2025, in the amount of \$ 132,555.67. The motion was approved unanimously.

APPROVAL OF PAYROLL

Commissioner Majdi motioned to approve the payroll for March 14, 2025 in the amount of \$ 473,397.07. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
IT/GIS	25064	\$ 19,055.00	ESRI	annual renewal
GRAND TOTAL		\$ 19,055.00		

Commissioner Majdi motioned to approve the requisition for March 20, 2025, in the amount of \$ 19,055.00. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Colin Stine

Natalie Grantham-Friend

Bob Tabb

Christine Wimer

Rebecca Thompson

David Tabb

Philip Baker-Shenk

PRESENTATIONS

1. Angie Banks- Assessor

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
John M. Hill, Jr.	PP	Middleway	\$636.00	312405
Angela J. Hill	PP	Middleway	\$417.78	312485

Tax ticket apportionments

Commissioner Stolipher motioned to approve the tax ticket apportionment, ticket number 312405 in the amount of \$ 1053.78 as presented by Mrs. Banks. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

2. Cara Keys, Jefferson County Commissioner

Girl Scout Youth Leadership Awards

Commissioner Keys presented Youth Leadership Awards to the following Girl Scout Troops:

- Troop 15104
- Troop 15099
- Troop 15125
- Troop 15120
- Troop 15006
- Troop 15096
- Troop 15143
- Troop 15130

3. Jefferson County Commission

Public Hearing FY-26 Draft Budget

Commissioner Stolipher motioned to close the public hearing. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

4. Sheriff Thomas Hansen, Jefferson County Sheriff and Treasurer

PRO Grant Award

Commissioner Stolipher motioned to accept the \$15,000 award for the PRO Grant and authorize the President to sign all related documents. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Duncan FTO Retro Pay

Commissioner Stolipher motioned to approve the payment of retro pay to Thomas Duncan in the amount of \$1,334.85. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Funds for FY25 Lease Vehicle Equipment Costs

There was no action taken on this agenda item.

5. Daniel Lutz, Eastern Panhandle Conservation District; Erin Kreiger, Field Operations Manager of the West Virginia Conservation Agency

Discussion of West Virginia Code Section 7-1-3u

Commissioner Stolipher motioned to table the agenda item and to have staff look into the agreement when time permits. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

6. Jefferson County Boards and Commissions

Jefferson County Board of Zoning Appeals Appointments

The commission received nominations to interview:

- Elliot Kletter
- Kelly Browne
- Mikala Shremshock
- Bryan Derrickson
- Keith Selmer

Elliot Kletter was nominated by Commissioner Hefestay and Commissioner Stolipher. Mikala Shremshock was nominated by Commissioner Mood and Commissioner Keys.

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

Commissioner Keys motioned to appoint Mikala Shremshock to the Board of Zoning Appeals for an unexpired term ending January 1, 2028. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Elliot Kletter was nominated by Commissioner Stolipher, Commissioner Mood, and Commissioner Hefestay.

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

Commissioner Mood motioned to appoint Elliot Kletter as an alternate on the Board of Zoning Appeals for an unexpired term ending January 1, 2028. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Keith Selmer was nominated by Commissioner Stolipher and Commissioner Mood. Bryan Derrickson was nominated by Commissioner Hefestay. Kelly Browne was nominated by Commissioner Keys.

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

Commissioner Mood motioned to appoint Keith Selmer as an alternate on the Board of Zoning Appeals for an unexpired term ending January 1, 2027. The motion was seconded by Commissioner Stolipher

Jefferson County Historic Landmarks Commission Appointments

The commission received nominations to interview:

- Leigh Koonce
- Lyle Rush
- John Henry Dale
- David Gignilliat

Leigh Koonce was nominated by Commissioner Hefestay and Commissioner Mood.

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

Commissioner Hefestay motioned to appoint Leigh Koonce to the Historic Landmarks commission for 3-year term ending March 31, 2028. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Lyle Rush was nominated by Commissioner Hefestay and Commissioner Keys.

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

Commissioner Mood motioned to appoint Lyle Rush to the Historic Landmarks commission for 3-year term ending March 31, 2028. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

John Henry Dale was nominated by Commissioner XXX.

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

Commissioner Stolipher motioned to appoint John Henry Dale to the Historic Landmarks commission for 3-year unexpired term ending March 31, 2027. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

HOME Consortium of the Eastern Panhandle Appointment

The commission received nominations to interview:

- Charles Morris

Commissioner Stolipher motioned to appoint Charles Morris to be a Jefferson County representative on the HOME Consortium with a 3-year term March 20, 2028. The

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

7. David Bound, Chief Financial Officer

Budget Approval-Operating Expenses

Commissioner Stolipher motioned to approve FY26 budget as presented on page 31, Administrative Priority Requests, Required Funding with a transfer from Region 9 to the grant writer position at \$73,300, \$116,000 for health insurance increase, and to fund \$29,112.50 to include benefits towards the Social Services Coordinator. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Budget Approval – Capital Outlay

Commissioner Stolipher motioned to approve FY26 budgeted Capital Outlay as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Budget Approval – Coal Severance

Commissioner Stolipher motioned to approve FY26 budgeted Coal Severance as presented. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

8. Jessica James, Chief Human Resource Officer

Approval to Hire-Building Permit Technician-Jefferson County Department of Engineering, Planning and Zoning

Commissioner Stolipher motioned to approve the hire of Leslie Grimmell as a full-time, 80-hour, Grade 4 Building Permit Technician with the Jefferson County Department of Engineering, Planning and Zoning, at a salary of \$46,500, effective April 7, 2025. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Approval of Compensation during Temporary Assignment Jefferson County Department of Emergency Communications

Commissioner Stolipher motioned to approve the temporary placement of Public Safety Dispatcher, Caileigh Oliver-Miller, from a Grade 5 to a Grade 6 during her assignment as acting Supervising Public Safety Dispatcher, with an hourly wage of \$27.64, effective March 9, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to approve the temporary placement of Public Safety Dispatcher, Mallory Soderlund, from a Grade 5 to a Grade 6 during her assignment as acting Supervising Public Safety Dispatcher, with an hourly wage of \$27.64, effective March 16, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Review of Amendment to Policy 208-Absence With Time With Pay-Section re: Bereavement Leave

Commissioner Stolipher motioned to approve the amendment to Policy 208-Absence Time with Pay, section re: Bereavement to include up to three hours of paid administrative leave for attendance of an employee funeral or memorial service, as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Merit Policy Update

Commissioner Stolipher motioned to approve the merit policy update as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Solicitation-Grants Administrator-Jefferson County Administration

No action was taken on this agenda item.

9. Edwina Benites-LM, County Administrator

Congressionally Directed Spending Update

County Administrator Benites-LM gave an update on the congressional directed spending requests. No action was taken on this agenda item.

Boards and Commissions Policy Update

Commissioner Stolipher motioned to adopt the updated policy 901 as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Community Corrections

Commissioner Mood motioned to approve the community corrections plan as presented by staff. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Commissioner Stolipher motioned to authorize Commissioner Majdi sign the letter of support on behalf of the Jefferson County Commission to express our full support for the Berkeley County's application of the FY 26 West Virginia Community Corrections Grant on our behalf. The motion was seconded by Commissioner Mood and 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 8:01p.m. to receive legal advice involving or affecting the construction planning, purchase, sale or lease of property for county office space and/or courthouse space. The motion was seconded by Commissioner Hefestay and approved unanimously.

Commissioner Stolipher motioned to return to regular session at 8:58 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Keys motioned to:

1. Accept the purchase and sale agreement for 330 N. George Street, Charles Town, WV, dated March 20, 2025, in the amount of \$6,952,000.
2. Direct an earnest money deposit in the amount of \$140,000 to be deposited with the escrow agent, Conrad and Luttrell, within five days of today's date.
3. Direct all environmental, survey, and title work for the purchase to be completed, along with all other necessary pre-closing acts, and all necessary related expenditures, direct the County Administrator to coordinate these acts and expenditures, authorize the Commission President to supervise these acts and expenditures, and execute all necessary documents related thereto.
4. Authorize the Building Commission to proceed with all necessary financial arrangements for the purchase and present the necessary documents to the Commission for review, approval and execution.
5. Expand and authorize the usage of the \$13 million of previously encumbered funds from the capital outlay account for the purchase of 393 N. Lawrence St., Charles Town, WV to include the purchase of 330 North George St., Charles Town, West Virginia.
6. Amend the Capital Improvement Plan to include the purchase of 330 N. George St., Charles Town, WV.
7. Amend the Impact Fee Study to include the purchase of 330 N. George St., Charles Town, WV.
8. Authorize the Commission President to sign the purchase and sale agreement dated March 20, 2025, and all other documents necessary to bring the purchase and sale agreement to closing.

The motion was seconded by Commissioner Mood and approved unanimously.

10. OLD BUSINESS

Jefferson County Development Authority bylaws

No action was taken on this agenda item.

Water Advisory Committee bylaws

This agenda item was tabled for updates and amendments to be brought before the commission at a later date.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 10:50 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Jacqueline C. Shadle
Jefferson County Clerk