

Minutes
Jefferson County Commission
Thursday, April 3, 2025

A meeting of the Jefferson County Commission was held on Thursday, April 3, 2025, during the second 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, April 3, 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 March 20, 2025, regular meeting minutes. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
92085		84 LUMBER	106.29
92086		ADKINS AUTOMOTIVE LLC	1,289.54
92087		AHA-ARTS & HUMANITIES ALLIANCE	962.94
92088		DEARBORN LIFE INSURANCE COMPANY	2,728.18
92089		DELL MARKETING LP	55,066.00
92090		ENTERPRISE FM TRUST	11,110.14
92091		ESRI	19,055.00
92092		EXECUTIVE EMERGENCY LIGHTING LLC	1,962.52
92093		FLOYD MUSGROVE JR	2.10
92094		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
92095		HIGHMARK WV	57,890.95
92096		J.D. POWER & ASSOC	1,050.00

92097		JAMES P HAYDEN	490.13
92098		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	1,425.87
92099		JEFFERSON CO CONVENTION AND VISITORS BUREAU	24,073.46
92100		JEFF CO PARKS & RECREATION COMMISSION	21,684.65
92101		JEFFREY POLCZYNSKI	194.00
92102		KEVIN F HILDEBRAND	10.00
92103		KONE BROOKLYN	687.95
92104		LUKE SEIGFRIED	5,250.00
92106		MCA, INC	1,996.45
92107		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	784.92
92108		MICHAEL MONAGHAN	500.84
92109		MID ATLANTIC ENTRY MD LLC	7,366.00
92110		MINNICKS TOWING & RECOVERY	250.00
92111		MR PRINT	4,381.26
92112		NATIONAL VISION ADMIN.	1,590.52
92113		POTOMAC EDISON	40,159.63
92114		ROBERTS OXYGEN COMPANY, INC	78.84
92115		TERRY PALMER	2,485.81
92116		THOMAS HANSEN	67.69
92117		THOMPSON GAS	371.35
92118		UNIFIRST	317.34
92119		VINCENT TIONG	3,718.35
92120		WV STATE TAX DEPARTMENT	9,989.61
92121		WV ASSOCIATION OF COUNTIES	250.00
92122		AT&T	67.02
92123		BUREAU OF CHILD SUPPORT	376.62
92124		CHANCE BOEHNING	370.00
92125		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
92126		COMPTROLLER OF MARYLAND	1,382.80
92127		DALE GOTTSCHALK	66.00
92128		EFTPS IRS TAXES	154,306.86
92129		EMPOWER RETIREMENT	7,181.56
92130		GEARCLEAN, INC	1,593.75
92131		JEFFERSON SECURITY BANK	3,933.00
92132		LANGUAGE LINE SERVICES	147.97
92133		MARNEY TREESE	1,300.00
92134		MCA, INC	2,772.13
92135		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	624.36
92136		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
92137		PA SCDU	320.00
92138		DR. ROBERT E. JONES III	1,000.00

92139		ROBERTS OXYGEN COMPANY, INC	1,907.04
92140		SEN COMMUNICATIONS LLC	325.52
92141		STANLEY RECK	408.40
92142		STATE TAX DEPARTMENT	250.00
92143		SUMMIT COMMUNITY BANK	247.47
92144		TODD TURNER	66.00
92145		VA DEPT OF TAXATION	8,112.02
92146		WITMER PUBLIC SAFETY GROUP INC	242.00
92147		WV DEPUTY SHERIFF RETIREMENT SYSTEM	25,559.12
92148		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	71,840.12
92149		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	45,379.22
92150		WV STATE TAX DEPARTMENT	41,574.36
92151	FG/009	SHERIFF OF JEFFERSON	5,926.88
92152	BS/011	SHERIFF OF JEFFERSON	9,019.60
92153	AM/053	SHERIFF OF JEFFERSON	2,378.11
TOTAL			674,291.26

Commissioner Majdi motioned to approve the accounts payable for March 27, 2025 in the amount of \$ 674,291.26. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
92154		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,896.90
92155		ANGELA L BANKS	610.94
92156		ATLANTIC EMERGENCY SOLUTIONS, INC.	4,289.04
92157		AUTOZONE	5.19
92158		AWVA-ASSOCIATION OF WV ASSESSORS	900.00
92159		BEGIN COUNSELING PLLC	639.34
92160		BEST BEST & KRIEGER LLP	2,043.00
92161		BOLAND TRANE SERVICES INC	1,341.55
92162		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	23,175.00
92163		CARRIE MCMORAN	14.40
92164		CHARLES TOWN PRESBYTERIAN CHURCH	1,200.00
92165		COLONIAL LIFE	95.68
92166		DAVID EVERETT BOOBER	1,041.20
92167		DOUGLAS H FLETCHER	1,301.20
92168		ENVELOPE SUPERSTORE	1,427.92
92169		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	25,000.00
92170		FIDELITY POWER SYSTEMS	1,055.00
92171		FIRST CITIZENS BANK & TRUST CO	2,230.47
92172		FISHER AUTO PARTS	441.47
92173		GUTTMAN OIL CO	4,965.29
92174		HIGHMARK WV	210,457.15

92175		CORPORATE RISK HOLDING INC	96.55
92176		JACOB MORRISON	1,250.00
92177		JEFF CO PARKS & RECREATION COMMISSION	146,512.25
92178		JEFFREY MUMAW	50.00
92179		JESSICA EBERSOLE	102.00
92180		MARCIA LYNN CHANDLER	346.00
92181		MAZZITTI & SULLIVAN EAP	1,422.00
92182		MCA, INC	4,863.83
92183		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	1,443.73
92184		MONROE SYSTEMS FOR BUSINESS	131.87
92185		NATIONAL VISION ADMIN.	579.35
92186		OLD CHARLES TOWN LIBRARY	26,175.00
92187		R.E. MICHEL CO. LLC	500.60
92188		RICE TIRES CO	1,019.12
92189		ROBERTS OXYGEN COMPANY, INC	329.98
92190		ROBIN MULLIKIN	102.00
92191		SANDRA KELLEY	793.10
92192		SHEPHERDSTOWN PUB LIBRARY	23,175.00
92193		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
92194		SHERIFF OF GRANT COUNTY	868.32
92195		SOUTH JEFFERSON PUBLIC LIBRARY	23,175.00
92196		SPIRIT OF JEFFERSON	1,032.76
92197		THE HARTFORD	3,635.42
92198		UNIFIRST	158.67
92199		VALLEY HEALTH EMPLOYER HEALTH	100.00
92200		WITMER PUBLIC SAFETY GROUP INC	389.94
92201		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	47,449.25
92202		ZACH HOLLER	102.00
TOTAL			571,534.48

Commissioner Majdi motioned to approve the accounts payable for April 3, 2025 in the amount of \$ 571,534.48. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		March 27, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
620	CS/002	MATTHEW HARVEY		13,800.07
1229	AV/056	COMMERCIAL PRESS, INC		2,815.50
1230	AV/056	PRINT-O-STAT		199.50
399	AR/207	SHERIFF OF JEFFERSON COUNTY		2,819.44

1918	CO/246	CONRAD LUTTRELL LLP		140,000.00
1919	CO/246	MARKL SUPPLY COMPANY		877.00
TOTAL				160,511.51

Commissioner Majdi motioned to approve the manual checks for March 27, 2025, in the amount of \$ 160,511.51. The motion was approved unanimously.

April 3, 2025				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
621	CS/002	EASTERN PANHANDLE MENTAL HEALTH CENTER		4,600.00
622	CS/002	WVCORP WV COUNTIES SELF INSURANCE RISK POOL		5,000.00
1231	AV/056	PRINT-O-STAT		820.80
400	AR/207	COMMUNITY MARKETS INC		2,000.00
401	AR/207	JEFF CO PARKS & RECREATION COMMISSION		9,768.00
1920	CO/246	ALERT FIRE INSTALLATON		2,335.00
1016	CW/059	WV STATE AUDITOR		780.00
TOTAL				25,303.80

Commissioner Majdi motioned to approve the manual checks for April 3, 2025, in the amount of \$ 25,303.80. The motion was approved unanimously.

APPROVAL OF PAYROLL

Commissioner Majdi motioned to approve the payroll for March 28, 2025, in the amount of \$ 438,023.21. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

REQUISITIONS TO BE APPROVED

April 03, 2025

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
SHERIFF - LAW ENFORCEMENT	25085	\$ 8,850.00	Rescue One Training	renewal of AED contract
	25086	\$ 38,341.60	10-42 Tactical LLC	replacement of 23 ballistics vests
IT/GIS	25084	\$ 72,250.00	Big Sky Construction	Shepherdstown Tower Building Construction
EMERGENCY COMMUNICATIONS	25087	\$ 15,058.83	Motorola Solutions	Fire & Law Interface
GRAND TOTAL		\$ 134,500.43		

Commissioner Majdi motioned to approve the requisitions for April 3, 2025, in the amount of \$ 134,500.43. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Natalie Grantham Friend

Giuliana Brogna

Linda Lewis

David Tabb

Scott Stewart

Zach Holland

Jacquelyn Milliron

Elizabeth Ricketts

Margaret Lisky

Charlotte Fremaux

Colin Stine

Rebecca Thompson

Jessie Norris

Troy Miller

Mary Gee

PRESENTATIONS

1. Lynn Dillow, Administrative Clerk Human Resources

Years of Service Awards

- Glen Kilmer, 20 years with the Jefferson County Sheriff's Department
- Douglas Pittinger, 10 years with the Jefferson County Sheriff's Dept.
- Caileigh Oliver-Miller, 5 years with Emergency Services 9-1-1
- Heather Day, 1 year of service with the Jefferson County Clerk's Office
- Michael Bradley, 1 year of service with the Engineering Department

Mission Awards

- Laura Kuhn, Exemplary Professionalism Award

- Luke Seigfried, Outstanding Constituent Relations Award

2. Jefferson County Commission

Community Recognition

The Jefferson County Commission recognized Cari Jubb of Jefferson High School who was recently named the WVSCA 2025 High School Counselor of the Year.

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

Probate-List of Estates Opened Since the Last Quarter and List of Accountings and Waivers of Final Settlement that have met all statutory requirements since the last quarter

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

Commissioner Stolipher motioned to approve the list of estates opened since the last quarter and to approve the list of Accountings and Waivers of Final Settlement that have met all statutory requirements since the last quarter. The motion was seconded by Commissioner Mood and approved unanimously.

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

4. Chief Deputy Lupis, Jefferson County Sheriff's Department

Spay/Neuter Fund Grant

Commissioner Steve motioned to accept the \$5,000 award from the West Virginia Department of Agriculture for the continuation of the spay/neuter program and authorize the president to sign all associated documents. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Part-time bailiff new hires

Commissioner Stolipher motioned to approve the hire of James Massey as a part-time bailiff beginning April 7, 2025 at a rate of \$17.50/hour. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Stolipher motioned to approve the hire of John Shoedel as a part-time bailiff beginning April 7, 2025 at a rate of \$17.50/hour. The motion was seconded by Commissioner Hefestay and approved unanimously.

5. Todd Wilt, City of Ranson

Consideration of an Order Approving and Confirming the Annexation of Approximately 10.00 Acres into the Municipal Boundary of the City of Ranson

Commissioner Stolipher motioned to approve and confirm the annexation of approximately 10.00 acres into the municipal boundary of the City of Ranson, as petitioned by Cantor Hollow, LLC, and certified by the City of Ranson, and further move that the Commission enter the corresponding Order as presented, directing the County Clerk to record and transmit a certified copy to the City of Ranson.. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

6. Edwina Benites-LM, County Administrator

Jefferson County Planning Commission appointments

Applicants nominated for interview:

- J. Ware
- Wade Louthan
- Daniel Hayes
- Natalie Grantham Friend

Commissioner Majdi motioned to open nominations.

Commissioner Stolipher motioned to nominate J. Ware.

Commissioner Hefestay motioned to nominate Wade Louthan and Natalie Grantham Friend.

Commissioner Keys motioned to nominate Daniel Hayes.

Commissioner Stolipher motioned to close nominations.

Commissioner Mood motioned to appoint J. Ware to the Jefferson County Planning Commission for a three-year term ending March 31, 2028. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Mood motioned to appoint Wade Louthan to the Jefferson County Planning Commission for a three-year term ending March 31, 2028. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Mood motioned to appoint Daniel Hayes to the Jefferson County Planning Commission for a three-year term ending March 31, 2028. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Public Defender Corporation for the 28th Judicial Circuit

Attorney, Aaron Amore gave an information presentation on the Public Defender Corporation for the 28th Judicial Circuit.

Commissioner Stolipher motioned to direct the County Administrator to accept applications for the appointment of the Public Defender Corporation for the 28th Judicial Circuit. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

7. Peggy Smith, Jefferson Arts Council

Commission requested presentation from the Jefferson Arts Council

Peggy Smith, President of the Jefferson Arts Council provided an update and informational presentation. No action was taken.

8. Pasha Majdi, President Jefferson County Commission

Resolution supporting economic development partnership with Governor Morrissey

This agenda item was removed. No action was taken.

9. Steve Stolipher and Jack Hefestay, Jefferson County Commissioners

Voting Representation on Boards and Commissions

Commissioner Hefestay motioned to send a request to local boards and organizations to which the commission has a representative to amend the bylaws to allow voting rights unless otherwise mandated by code, and requesting that CTUB approve that the liaison position be filled by a county commission representative. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

10. Jennifer Myers, Director of Jefferson County Parks and Recreation Commission; Tommy VanVliet, Recreation Coordinator

Presentation of summer programs, camps and activities

Jennifer Myers and Tommy VanVliet provided an informational presentation on the summer programs, camps and activities being offered by the Jefferson County Parks and Recreation this summer. No action was taken.

11. Krista Hoffman, Executive Director, Jefferson County Development Authority; Emily Morrow, WVU Extension Office; Jason Adams, Farmland Protection Board

Presentation of a report on Agritourism/Wineries in Jefferson County

Krista Hoffman provided an informational presentation with the WVU Extension office, and Farmland Protection Board on the possibilities of wine production in Jefferson County, West Virginia, and a report on craft beverage and agritourism in Jefferson County, West Virginia. No action was taken.

12. Roger Goodwin, Chief County Engineer; Michelle Mason, Impact Fees Program Specialist

Adoption of Impact Fee Ordinances/setting new impact fee rates

Commissioner Hefestay motioned to adopt “An Ordinance Providing For the Imposition of a Public School Impact Fee On all New Residential Development” effective June 1, 2025, as presented. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Hefestay motioned to adopt “An Ordinance Providing for the Imposition of a Public Parks and Recreation Impact Fee On All New Residential Development” effective June 1, 2025, as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Hefestay motioned to adopt “An Ordinance Providing For the Imposition of a Law Enforcement Impact Fee On all New Residential and Non-Residential Development” effective June 1, 2025, as presented. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Hefestay motioned to adopt “An Ordinance Providing For the Imposition of an Emergency Medical Services (EMS) Impact Fee On all New Residential Development and Non-Residential Development” effective June 1, 2025, as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Hefestay motioned to adopt “An Ordinance Providing For the Imposition of a County Administrative Facilities Impact Fee On all New Residential and Non-Residential Development” effective June 1, 2025, as presented. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

13. Jessica James, Chief Human Resource Officer

Approval of Hire-Custodial Positions (2)-Department of Fleet and Facilities Management

Commissioner Stolipher motioned to approve the hire of Eric Gunther and Richard Lewis as full-time, Grade II, 80-hour custodians within the Department of Fleet and Facilities Management, at a rate of \$35,664 per year, effective April 7, 2025. The motion was seconded by Commissioner Hefestay and approved unanimously.

Approval of Hire-Summer Planning Intern-Department of Engineering, Planning, and Zoning

Staff has identified a candidate for the intern position, and will return at the next scheduled commission meeting on April 17, 2025 to seek approval from the commission.

Approval of Promotion-Chief County Planner Position-Department of Engineering, Planning and Zoning

Commissioner Hefestay motioned to approve the promotion of Luke Seigfried to the Grade VII, full-time, 80-hour exempt position of Chief County Planner at a salary of \$78,000, effective April 7, 2025. The motion was seconded by Commissioner Keys and approved unanimously.

Approval of Promotions-Supervising Public Safety Dispatcher-Department of Emergency Communications

Staff has identified candidates for these positions, and will return at the next scheduled commission meeting on April 17, 2025 to seek commission approval.

Approval of Employee Increase-Department of Emergency Communications

Commissioner Stolipher motioned to approve the salary increase for John Lindstrom from \$25.79/hr. to \$26.01/hr., for his completion of training in police, fire, and EMS dispatching, effective March 16, 2025. The motion was seconded by Commissioner Mood and approved unanimously.

14. David Bound, Chief Financial Officer

FY 25 Budget Resolutions for Coal Severance and Internal Operations

Commissioner Stolipher motioned to approve FY25 budget resolutions as approved on February 20, 2025 and March 6, 2025 commission meetings. The motion was seconded by Commissioner Mood and approved unanimously.

15. Nathan Cochran, Prosecuting Attorney's Office

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

Discussion and review of Comcast Contract/Franchise Agreement with counsel

Commissioner Stolipher motioned to enter into executive session to receive legal advice at 12:43 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 1:26 p.m. The motion was seconded by Commissioner Hefestay and approved unanimously.

COUNTY ADMINISTRATOR REPORTS

16. Edwina Benites-LM, County Administrator
Legislative Priorities

Commissioner Stolipher motioned to update the Jefferson County Federal Priorities as presented by staff. The motion was seconded by Commissioner Hefestay and approved unanimously.

WV House Bill 2014

Commissioner Keys motioned to draft a letter from the county commission expressing concern about WV HB2014 and how it will impact the Jefferson County economy. The motion was seconded by Commissioner Hefestay. The motion was approved by a vote of 3 (Hefestay, Keys, Mood) -2 (Majdi, Stolipher)

Community Corrections-MOU with Berkeley County

Commissioner Stolipher motioned to approve the memorandum of understanding with Berkeley County as presented and allow President Majdi to execute the documents on behalf of the commission. The motion was seconded by Commissioner Mood and approved unanimously.

Opioid Settlement Funding Update

Ms. Benites-LM provided an informational update on opioid settlement funding. No action taken.

Lay the Levy-date approval

Commissioner Majdi motioned to hold a special public meeting to lay the levy on Tuesday, April 15, 2025 at 9:30 a.m over Zoom. The motion was seconded by Commissioner Keys and approved unanimously.

Human Resources issue involving staffing in 401 (County Commission)

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 to receive legal advice at 12:43 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 1:26 p.m. The motion was seconded by Commissioner Hefestay and 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 1:51 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Jacqueline C. Shadle
Jefferson County Clerk