

Minutes

Jefferson County Commission

Thursday, April 17, 2025

A meeting of the Jefferson County Commission was held on Thursday, April 17, 2025, during the second 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; David Bound, Chief Financial Officer, and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, April 17, 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 April 3, 2025, regular meeting minutes. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

| CHECK NUMBER | | VENDOR NAME | UNCLEARED |
|--------------|--|---------------------------|------------|
| 92204 | | AMERIFLEX | 122.40 |
| 92205 | | AT&T | 201.71 |
| 92206 | | AT&T BILL PAYMENT | 1.33 |
| 92207 | | BOLAND TRANE SERVICES INC | 2,123.00 |
| 92208 | | BUREAU OF CHILD SUPPORT | 376.62 |
| 92209 | | CASTO & HARRIS INC | 1,079.75 |
| 92210 | | CITY OF CHARLES TOWN | 40.00 |
| 92211 | | COMPTROLLER OF MARYLAND | 1,476.29 |
| 92212 | | EFTPS IRS TAXES | 153,139.70 |
| 92213 | | EMPOWER RETIREMENT | 7,262.42 |
| 92214 | | ENTERPRISE FM TRUST | 29,016.15 |
| 92215 | | FILE & SERVEXPRESS | 15.90 |

| | | | |
|--------------|--------|---|-------------------|
| 92216 | | FIRE SAFETY EQUIP | 108.00 |
| 92217 | | FRONTIER | 3,406.96 |
| 92218 | | GUTTMAN OIL CO | 5,847.59 |
| 92219 | | HIRERIGHT | 93.70 |
| 92220 | | J.C. EHRLICH | 908.07 |
| 92221 | | JEFFERSON CO CONVENTION AND VISITORS BUREAU | 6,515.85 |
| 92222 | | JEFFERSON SECURITY BANK | 3,933.00 |
| 92223 | | JEFFREY POLCZYNSKI | 296.00 |
| 92224 | | KONE BROOKLYN | 1,809.75 |
| 92225 | | LAURA POPE | 456.00 |
| 92226 | | MILLER'S SUPPLIES AT WORK | 1,075.50 |
| 92227 | | NAPA AUTO PARTS | 138.95 |
| 92228 | | NORVAC LOCK TECHNOLOGY | 28.00 |
| 92229 | | NATIONWIDE RETIREMENT SOLUTIONS | 1,065.00 |
| 92230 | | PA SCDU | 325.50 |
| 92231 | | POTOMAC EDISON | 4,478.15 |
| 92232 | | R.E. MICHEL CO. LLC | 731.62 |
| 92233 | | STACI HOVERMALE | 456.00 |
| 92234 | | STAPLES | 2,708.72 |
| 92235 | | STATE TAX DEPARTMENT | 250.00 |
| 92236 | | SUMMIT COMMUNITY BANK | 441.47 |
| 92237 | | TEK ADVISORS LLC | 12,748.07 |
| 92238 | | THE HARTFORD | 2,349.50 |
| 92239 | | THOMPSON GAS | 1,595.22 |
| 92240 | | TOWN OF BOLIVAR | 6,515.85 |
| 92241 | | UNIFIRST | 158.67 |
| 92242 | | WV ASSOCIATION OF CIRCUIT CLERK | 225.00 |
| 92243 | | WV DEPUTY SHERIFF RETIREMENT SYSTEM | 25,877.49 |
| 92244 | | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM | 45,347.98 |
| 92245 | | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM | 165.60 |
| 92246 | | WV REGIONAL JAIL & CORRECTION FACILITY AUTH | 53,934.30 |
| 92247 | | WVCORP WV COUNTIES SELF INSURANCE RISK POOL | 53,779.00 |
| 92248 | GS/004 | GENERAL COUNTY FUND-J FEE | 18,076.07 |
| 92249 | FG/009 | SHERIFF OF JEFFERSON COUNTY | 2,606.89 |
| 92250 | FG/009 | SHERIFF OF JEFFERSON COUNTY | 6,882.11 |
| 92251 | BS/011 | SHERIFF OF JEFFERSON COUNTY | 8,667.84 |
| 92252 | AM/053 | SHERIFF OF JEFFERSON COUNTY | 3,872.31 |
| TOTAL | | | 472,731.00 |

Commissioner Majdi motioned to approve the accounts payable for April 10, 2025 in the amount of \$ **472,731.00**. The motion was approved unanimously.

| CHECK NUMBER | | VENDOR NAME | UNCLEARED |
|--------------|--------|--|------------------|
| 92253 | | ATLANTIC EMERGENCY SOLUTIONS, INC. | 159.75 |
| 92254 | | BEST BEST & KRIEGER LLP | 1,161.00 |
| 92255 | | BOLAND TRANE SERVICES INC | 291.00 |
| 92256 | | ENTERPRISE FM TRUST | 20,075.72 |
| 92257 | | FRONTIER | 10,471.77 |
| 92258 | | GUTTMAN OIL CO | 5,539.51 |
| 92259 | | JASON MICKEY | 992.55 |
| 92260 | | MCA, INC | 4,182.52 |
| 92261 | | MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC | 5,415.51 |
| 92262 | | MILLERS SUPPLIES AT WORK | 151.50 |
| 92263 | | NAPA AUTO PARTS | 16.61 |
| 92264 | | OBSESSION AUTOMOTIVE | 734.19 |
| 92265 | | PATTON BUILDING SERVICES, INC | 11,999.00 |
| 92266 | | RETIREE HEALTH BENEFIT TRUST | 8,240.00 |
| 92267 | | RICOH USA INC | 503.46 |
| 92268 | | ROBERTS OXYGEN COMPANY, INC | 1,926.14 |
| 92269 | | SHANNON BURLETT | 1,466.00 |
| 92270 | | SPIRIT OF JEFFERSON | 538.86 |
| 92271 | | THOMPSON GAS | 1,600.79 |
| 92272 | | UNIFIRST | 167.17 |
| 92273 | | VALLEY HEALTH EMPLOYER HEALTH | 100.00 |
| 92274 | | WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV. | 5,354.91 |
| 92275 | FG/009 | MARTINSBURG POLICE DEPARTMENT | 961.27 |
| 92276 | FG/009 | RANSON POLICE DEPARTMENT | 1,713.62 |
| 92277 | FG/009 | SHERIFF OF GRANT COUNTY | 288.50 |
| TOTAL | | | 84,051.35 |

Commissioner Majdi motioned to approve the accounts payable for April 17, 2025, in the amount of \$ **\$84,051.35**. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

| April 10, 2025 | | | | |
|----------------|--------|---|--|----------|
| OTHER FUNDS | | | | |
| Check # | Fund | Vendor | | Amount |
| 349 | DG/003 | SHERIFF OF JEFFERSON COUNTY | | 47.95 |
| 959 | HD/008 | ALLIED UNIVERSAL ELECTRONIC MONITORING US INC | | 3,552.00 |
| 960 | HD/008 | SATELLITE TRACKING OF PEOPLE LLC | | 1,303.80 |
| 1232 | AV/056 | CROWLEY MICROGRAPHIC | | 2,248.00 |

| | | | | |
|--------------|--------|---|--|---------------------|
| 1233 | AV/056 | NATIONAL BAND & TAG CO | | 3,040.00 |
| 1234 | AV/056 | PRINTER CONNECTION, INC | | 5,500.00 |
| 402 | AR/207 | SHERIFF OF JEFFERSON COUNTY | | 2,832.12 |
| 142 | SI/249 | JEFFERSON COUNTY BOARD OF EDUCATION | | 1,910,688.00 |
| 1512 | IP/249 | SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT | | 119.00 |
| 1513 | IP/249 | SHERIFF OF JEFFERSON COUNTY- LAW ENF IMPACT | | 14,007.29 |
| 1514 | IP/249 | SHERIFF OF JEFFERSON COUNTY- PARKS/REC IMPACT | | 134,739.98 |
| 1515 | IP/249 | SHERIFF OF JEFFERSON COUNTY- EMS IMPACT | | 14,176.29 |
| 1516 | IP/249 | SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT | | 6,792.56 |
| 424 | WV/369 | SHERIFF OF JEFFERSON COUNTY | | 995.00 |
| | | | | |
| TOTAL | | | | 2,100,041.99 |

Commissioner Majdi motioned to approve the manual checks for April 10, 2025, in the amount of \$ **2,100,041.99**. The motion was approved unanimously.

| | | | | |
|--------------|--------|----------------------|--|------------------|
| | | April 17, 2025 | | |
| | | OTHER FUNDS | | |
| Check # | Fund | Vendor | | Amount |
| 1921 | CO/246 | BIG SKY CONSTRUCTION | | 35,000.00 |
| 1922 | CO/246 | MARKL SUPPLY COMPANY | | 3,850.00 |
| | | | | |
| | | | | |
| TOTAL | | | | 38,850.00 |

Commissioner Majdi motioned to approve the manual checks for April 17, 2025, in the amount of \$ **38,850.00**. The motion was approved unanimously.

APPROVAL OF PAYROLL

Commissioner Majdi motioned to approve the payroll for April 11, 2025, in the amount of \$ **431,631.94**. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Commissioner Majdi motioned to approve the requisition for April 17, 2025, in the amount of \$ **73,517.42**. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron
John Christiansen
Amanda Stroud
David Tabb
Colin Stine
Rich Gee
Tamara Liskey
Natalie Grantham Friend
Margaret Liskey
Christine Wimer

PRESENTATIONS

1. Sheriff Thomas Hansen, Jefferson County Sheriff's Department

Court Security Grant

Commissioner Stolipher motioned to approve the Court Security Grant application and authorize the president to sign all associated documents. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Vehicle Equipment Costs

There was discussion on this agenda item. No action was taken.

2. Adam Ward, Assistant Prosecuting Attorney

Approval of Hire-Legal Assistant/Receptionist-Prosecuting Attorney's Office

Commissioner Stolipher motioned to approve the hire of Dixie Sturm as a Legal Assistant/Receptionist at a rate of \$35,664 annually with a 35 hour week to begin working April 21, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

3. Nikki Painter, County Clerk's Office

Appoint Attorney Michael A. Bush as a Fiduciary Commissioner

Commissioner Stolipher motioned to approve the appointment of Michael A. Bush as a Jefferson County Fiduciary Commissioner effective April 17, 2025. The motion was seconded by Commissioner Mood and approved unanimously.

4. Russell Burgess, Information Technology

Purchase Mobile Data Units

Commissioner Stolipher motioned to approve the order/purchase of 15 mobile data units at a cost of \$3,000 each for a total cost of \$45,000 to be funded by the coal severance fund. The motion was seconded by Commissioner Keys. The motion was approved 4 – 1 (Majdi).

5. Laura Kuhn, Director of Fleet and Facilities Management

Request to migrate to Cisco Cloud-based phone system

Commissioner Stolipher motioned to approve the migration from the current Mitel phone system to the Cisco cloud-based phone system provided through Segra, and authorize the associated budget revisions as follows:

- Transfer \$30,000 from the capital budget (264960 445900) to the operating budget telephone line (001424 421100) for FY 26 to cover transitional expenses during deployment
- Transfer the annual Mitel support agreement cost of \$17,100 from contracted services (001424 423000) to the operating budget telephone line (001424 421100).

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

6. Jessica James, Chief Human Resource Officer

Approval of Promotions-Supervising Public Safety Dispatchers (2) – Department of Emergency Communications

Commissioner Keys motioned to approve the promotions of Caileigh Oliver-Miller and Mallory Soderlund to the Grade VI position of full-time supervising public safety dispatcher, each at a rate of \$29.02/hr., effective the first pay period after April 17, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Change in Employee Status – Part-time to Full-time- Department of Emergency Communications

Commissioner Keys motioned to approve the employee status change for Rendell Ford from part-time public safety dispatcher to full-time public safety dispatcher, at a rate of \$29.60/hr., effective April 27, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Employee Change in Status – Full-time to Part-time – Department of Emergency Communications

Commissioner Keys motioned to approve the employee status change for Amanda Arrington from full-time public safety dispatcher to part-time public safety dispatcher, at a rate of \$23.89/hr., effective April 8, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Employee Increase – Department of Emergency Communications

Commissioner Keys motioned to approve the salary increase for full-time public safety dispatcher Michael Buchwitz to \$26.06/hr. for successful completion of training in all dispatch disciplines, effective July 1, 2024. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Keys motioned to approve the lump sum payment of \$1,152.38 to Michael Buchwitz for the clerical error in compensation for time worked between 6/30/24 to the current pay period. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

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

Commissioner Keys motioned to approve the hire of Charles Cain for temporary, part-time position of summer planning intern for the Office of Planning and Zoning at a rate of \$17/hr., effective May 19, 2025 to August 15, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Hire – Building Plans Reviewer – Department of Engineering, Planning and Zoning

No action was taken on this agenda item.

Approval of Hire – Program Manager – Jefferson County Development Authority

Commissioner Hefestay motioned to approve the hire of Joshua Cook for the Grade IV, full-time, 80 hr. position of Program Manager for the Jefferson County Development

Authority at a salary of \$56,436, effective mid to late May 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Promotion – Jefferson County Emergency Services Agency

Commissioner Hefestay motioned to approve the promotion of Chase Osman in accordance with JCESA Administrative Policy 1192 from Firefighter/EMT I to Firefighter/EMT II at an hourly rate of \$21.17/hr., effective April 20, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

7. David Bound, Chief Financial Officer

State Fire Protection Funding to County Fire Departments

Commissioner Keys motioned to equally allocate FY25 Fire Protection Funds to the seven volunteer fire departments within Jefferson County amounting to \$16,792.74 each. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Internal Budget Transfer – Social Services Liaison Funding

Commissioner Stolipher motioned to approve an internal budget transfer of \$2,832.13 in Department 401 from County Commission Travel Funds to Salary, Wages, Taxes and Retirement to cover the cost of the Social Services Liaison position for the duration of FY25. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

External Budget Transfer – Legal Fees

Commissioner Majdi motioned to approve an external budget transfer from the stability fund to the Commission's Professional Services fund to pay a legal expenditure in the amount of \$26,707.50. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

8. Pasha Majdi, President Jefferson County Commission

Discussion with counsel regarding planning and development funding

Commissioner Stolipher motioned to enter into executive session to receive legal advice at 8:14 p.m. The motion was seconded by Commissioner. Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 9:40 p.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Grant Staffing

Commissioner Stolipher motioned to task the county administrator to figure out the funding and staffing for a grant writer and come back at a later date with more information about the position title and salary and update the FY 26 budget for the grant writer and Region 9. The motion was seconded by Commissioner Majdi. The motion was approved unanimously.

9. Nathan Cochran, Prosecuting Attorney's Office

Discussion of potential lease of real property to the Jefferson County Solid Waste Authority.

Commissioner Stolipher motioned to proceed with drafting a lease to be presented to the county commission at a later date and to allow the Solid Waste Authority to survey the land over this crop season and prior to any surveying of the 11+/- acres, they must notify the farmer prior to entering the property and after the lease is drafted the acreage will be deducted from the farmers lease. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Jefferson County Circuit Court Case Number: CC-19-2025-C-93

Commissioner Stolipher motioned to enter into executive session to receive legal advice at 8:14 p.m. The motion was seconded by Commissioner. Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 9:40 p.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

COUNTY ADMINISTRATOR REPORTS

10. Edwina Benites-LM, County Administrator

Consideration of hiring an abstractor regarding the Historic Courthouse

Commissioner Stolipher motioned to hire an abstractor regarding the historic courthouse. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Assign staff to review request for proposals (RFP) responses for building financing

There was discussion but no action taken on this agenda item.

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 8:14 p.m. The motion was seconded by Commissioner. Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 9:40 p.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously

OLD BUSINESS

11. Water Advisory Committee bylaws

Commissioner Stolipher motioned to approve the reconstituted Water Advisory Committee bylaws as presented with the exception of #8 to include 3 members of the public be residents of Jefferson county. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Keys motioned to amend sub point #8 that three members of the public living in Jefferson County and ideally qualifications to include experience in the areas of natural resources, hydrology and or grant writing. The motion was seconded by Commissioner Hefestay. The motion was approved 3 – 2 (Majdi, Mood)

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting at 10:18 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Jacqueline C. Shadle
Jefferson County Clerk