

Minutes
Jefferson County Commission
Thursday, May 1, 2025

A meeting of the Jefferson County Commission was held on Thursday, May 1, 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; and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, May 1, 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 17, 2025, regular meeting minutes. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
92279		ADKINS AUTOMOTIVE LLC	3,749.41
92280		AHA-ARTS & HUMANITIES ALLIANCE	2,758.02
92281		AT&T	3,665.65
92282		ATLANTIC EMERGENCY SOLUTIONS, INC.	533.56
92283		BRIAN RISTON	5,250.00
92284		BUREAU OF CHILD SUPPORT	376.62
92285		CAPITAL ELECTRIC	1,104.79
92286		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
92287		COMPTROLLER OF MARYLAND	1,302.75
92288		EFTPS IRS TAXES	154,302.07
92289		EMPOWER RETIREMENT	7,394.45
92290		ESO SOLUTIONS INC.	115.50
92291		EXECUTIVE EMERGENCY LIGHTING LLC	297.00

92292		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
92293		GUTTMAN OIL CO	5,610.90
92294		HIGHMARK WV	48,756.48
92295		HIGHMARK WV	2,335.95
92296		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	4,083.94
92297		JEFFERSON COUNTY SOLID WASTE AUTHORITY	148.69
92298		JEFFERSON CO CONVENTION AND VISITORS BUREAU	68,950.48
92299		JEFF CO PARKS & RECREATION COMMISSION	62,108.52
92300		JEFFERSON SECURITY BANK	3,933.00
92301		LANGUAGE LINE SERVICES	35.75
92302		LORI BROWN	3,108.19
92303		MCA, INC	2,103.97
92304		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	41.82
92305		MILLENIUM INSURANCE GROUP	900.00
92306		MOTOROLA SOLUTIONS INC	15,058.83
92307		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
92308		OLD CHARLES TOWN LIBRARY	1,500.00
92309		EMS TECHNOLOGY SOLUTIONS, LLC	651.00
92310		PA SCDU	314.50
92311		R.E. MICHEL CO. LLC	148.83
92312		RICE TIRES CO	146.74
92313		DR. ROBERT E. JONES III	1,000.00
92314		ROBIN MULLIKIN	310.00
92315		RUSSELL BURGESS	61.25
92316		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
92317		SOFTWARE SYSTEMS INC	30,494.41
92318		STATE TAX DEPARTMENT	250.00
92319		SUMMIT COMMUNITY BANK	343.92
92320		TEK ADVISORS LLC	4,200.00
92321		THOMAS HANSEN	56.00
92322		TINA RENNER	148.00
92323		UNIFIRST	159.05
92324		US BANK	78,930.29
92325		WITMER PUBLIC SAFETY GROUP INC	150.00
92326		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,157.70
92327		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	70,598.48
92328		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	45,808.62
92329		WV STATE TAX DEPARTMENT	41,360.64
92330		ZACH HOLLER	310.00
92331	FG/009	SHERIFF OF JEFFERSON COUNTY	5,985.79
92332	BS/011	SHERIFF OF JEFFERSON COUNTY	8,642.43

TOTAL		723,618.99
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Commissioner Majdi motioned to approve the accounts payable for April 24, 2025 in the amount of \$ 723,618.99. The motion was approved unanimously.

CHECK NUMBER	VENDOR NAME	UNCLEARED
92333	10-42 TACTICAL LLC	37,660.71
92334	AT&T MOBILITY - CC	1,992.77
92335	AT&T BILL PAYMENT	1.33
92336	ATLANTIC EMERGENCY SOLUTIONS, INC.	29.77
92337	AUTOZONE	106.89
92338	BEGIN COUNSELING PLLC	2,247.77
92339	BESSIE NELSON	1,032.92
92340	BJ'S EMBROIDERY CO INC	2,200.50
92341	BOUND TREE MEDICAL LLC	4,835.56
92342	C&T FORLIFT REPAIR	185.00
92343	CAPITAL ELECTRIC	282.62
92344	CARDINAL HEALTH 110, LLC	532.00
92345	CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
92346	COLONIAL LIFE	95.68
92347	DEARBORN LIFE INSURANCE COMPANY	2,401.46
92348	FISHER AUTO PARTS	484.47
92349	GEARCLEAN, INC	3,030.90
92350	GUTTMAN OIL CO	5,480.90
92351	HIGHMARK WV	212,395.78
92352	IRON MOUNTAIN	249.38
92353	JEFFERSON COUNTY SOLID WASTE AUTHORITY	44.69
92354	JEFFERSON CO EMERGENCY SERVICES AGENCY	159,207.28
92355	MCA, INC	6,353.27
92356	MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	4,645.46
92357	MINNICKS TOWING & RECOVERY	450.00
92358	NATIONAL VISION ADMIN.	1,604.40
92359	OBSESSION AUTOMOTIVE	734.19
92360	R.E. MICHEL CO. LLC	300.38
92361	RESCUE ONE TRAINING FOR LINE INC.	8,850.00
92362	RICE TIRES CO	111.42
92363	ROBERTS OXYGEN COMPANY, INC	253.38
92364	SHERIFF OF JEFFERSON COUNTY	3,400.00
92365	STATE INDUSTRIAL PRODUCTS	2,299.92
92366	THE HARTFORD	2,362.20
92367	UNIFIRST	257.97

92368		WITMER PUBLIC SAFETY GROUP INC	4,813.00
TOTAL			474,333.97

Commissioner Majdi motioned to approve the accounts payable for May 1, 2025, in the amount of \$ 474,333.97. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		April 24, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
961	HD/008	US BANK		91.42
1235	AV/056	US BANK		2,225.25
385	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD		135,935.26
11	TC/077	UNITED WAY - EASTERN PANHANDLE INC (TEEN COURT)		20.00
403	AR/207	SHERIFF OF JEFFERSON COUNTY		2,819.44
1923	CO/246	US BANK		3,447.74
1017	CW/059	TOTAL ID SOLUTIONS		584.00
TOTAL				145,123.11

Commissioner Majdi motioned to approve the manual checks for April 24, 2025, in the amount of \$ 145,123.11. The motion was approved unanimously.

		May 1, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1236	AV/056	COMMERCIAL PRESS INC		1,032.00
1237	AV/056	MARSHALL & SWIFT BOECKH, LLC		3,935.05
1238	AV/056	MONROE SYSTEMS FOR BUSINESS		1,866.82
1	EF/061	ESS ELECTION SYSTEMS & SOFTWARE		85,412.50
176	PI/249	MINGHINI'S		37,285.35
1018	CW/1018	WV STATE AUDITOR		630.00
TOTAL				130,161.72

Commissioner Majdi motioned to approve the manual checks for May 1, 2025, in the amount of \$ 130,161.72. The motion was approved unanimously.

APPROVAL OF PAYROLL

Commissioner Majdi motioned to approve the payroll for April 25, 2025, in the amount of \$ 438,983.54. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

REQUISITIONS TO BE APPROVED

May 1, 2025

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
JCESA	250098	\$ 10,000.00	Begin Counseling	Annual Individual Wellness Training Visits x50
GRAND TOTAL		\$ 10,000.00		

Commissioner Majdi motioned to approve the requisition for May 1, 2025, in the amount of \$ 10,000.00. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron

David Tabb

Amanda Stroud

Christine Wimer

Colin Stine

PRESENTATIONS

1. Angie Banks- Assessor

Exoneration(s)

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Kenneth & Faith Shade	PP	Charles Town	\$325.54	303777

Commissioner Stolipher motioned to approve the exoneration of ticket Number 303777 as presented by Mrs. Banks. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

2025-2026 Budget Concerns

The agenda item was informational. No action was taken.

Personnel Issues/County Growth

The agenda item was informational. No action was taken.

Transfer request from 406-407

Commissioner Stolipher motioned to approve the budget transfer request from 406 - 407. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Advertise position for the General Fund (start 7/1/2025 for new hire)

Commissioner Stolipher motioned to approve the advertisement for the general fund new hire. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

2. Lynn Dillow, Administrative Clerk Human Resources

Years of Service Award

- Romulo Quezada – 20 years with the Sheriff's Office
- Victoria Myers – 20 years with the Assessor's Office
- Conor O'Shea – 10 years with the Sheriff's Department
- George Wilson – 10 years with Emergency Services Agency
- Travis Nupp – 1 year with the Prosecuting Attorney's Office

3. Tom Hansen, Jefferson County Sheriff and Treasurer

Deputy New Hires

Commissioner Stolipher motioned to approve the hire of Aaron Hutcherson, Arlyn Black and Travis Wheat as certified probationary deputies beginning on or after May 19, 2025 with a starting salary of \$55,125 each. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

New Deputy Position

Commissioner Mood motioned to approve the creation of two new deputy positions. The motion was seconded by Commissioner Keys motion was approved unanimously.

4. Stephanie Hoover, Mountainheart Community Services

Proclamation for Provider Appreciation Day in Jefferson County, May 9, 2025 (Majdi)

Commissioner Hefestay motioned to proclaim May 9, 2025 as Provider Appreciation Day in Jefferson County and urge all citizens to recognize Child Care Providers for their important work, and how valuable they are to our communities. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

5. Will Smith, Land Development Inspector; and Michelle Mason, Impact Fee Program Specialist

Townhomes Rental, LLC-Rocky Ridge Phase 1, Lots 1-6, 61-132, Commercial Lot A & Residue File #19-7-SD complete bond release as bond is being re-secured with new Performance Bond

Commissioner Stolipher motioned to approve Rocky Ridge Phase 1, Lots 1-6, 61-132, Commercial Lot A & Residue File #19-7-SD complete bond release. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Townhomes Rental, LLC-Rocky Ridge Phase 2, file#23-31-SD complete bond release as bond is being re-secured with new Performance Bond

Commissioner Mood motioned to approve Rocky Ridge Phase 2, file# 23-31-SD complete bond release. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Sheetz, INC-Charles Town Sheetz Rebuild file #22-8-SP complete bond release

Commissioner Hefestay motioned to approve the complete bond release for file# 22-8-SP. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Sheetz, INC-Sheetz Truck Terminal file #20-6-SP complete bond release

Commissioner Stolipher motioned to approve the complete bond release for Sheetz INC-Sheetz Truck Terminal file #20-6-SP. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Request approval to amend Law Enforcement Impact Fees-FY 2025 Capital Improvement Plan

Commissioner Stolipher motioned to approve to amend the Law Enforcement Impact Fees-FY 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Impact Fees 2024 Recalculation Study-Possible Adoption of Revised Administrative Facilities Impact Fees

The agenda item was postponed to a later date to be determined.

6. Mike Sine, Director Emergency Services Agency

Contract approval with Atlantic Emergency Solutions for ambulance purchases

Commissioner Stolipher motioned to approve the contract with Atlantic Emergency Solutions for ambulance purchases. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

7. David Bound, Chief Financial Officer

Increase Professional Services Fund – Accounting overages

Commissioner Stolipher motioned to approve a budget transfer from the Contingency fund to the Commission's Professional Services fund to pay invoices. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Internal Budget Adjustments-Office of Engineering, Planning, and Zoning

Commissioner Stolipher motioned to approve the internal budget adjustment to increase Engineering's Overtime budget item by \$5,000 by reducing Wages by \$5,000; also increase the Travel budget by \$2,000 by reducing supplies by \$2,000. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

FY26 Health Insurance premiums preview

The agenda item was informational. No action was taken.

8. Jessica James, Chief Human Resource Officer

Approval of Hire-Custodial Position-Department of Fleet and Facilities Management

Commissioner Stolipher motioned to approve the hire of Todd Finney as a Grade II, full-time, 80-hour custodian with the Jefferson County Department of Fleet and Facilities

Management, at a salary of \$35,664, effective May 5, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Hire-CAD Administrator Position-Department of Emergency Communication

Commissioner Keys motioned to approve the hire of Luis Alvarez as a Grade 7, full-time, 80-hour CAD Administrator for the Jefferson County Department of Emergency Communications, at a salary of \$71,020 effective May 19, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Hires-Dispatch Academy Trainees-Department of Emergency Communications

Commissioner Majdi motioned to approve the hires of Kevin Buchheit at a rate of \$26.7373/hr, Elizabeth Johnston at a rate of \$24.56/hr, Juanita Hough at a rate of \$24.56/hr., Tammy Getts at a rate of \$24.56/hr, and Hannah Gregory at a rate of \$25.06/hr., as Grade V, full-time, public safety dispatch trainees for the Jefferson County Department of Emergency Communications effective May 19, 2025. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Approval of Hires-Chief Technology Officer and Deputy Director-Department of IT & GIS

Commissioner Keys motioned to approve the hire of Brian McKinney as a Grade VII, full-time, 80-hour Deputy Director-Department for the Department of IT and GIS, at a salary of \$75,000, effective May 15, 2025. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Commissioner Keys motioned to amend the effective date to May 5, 2025 or a date later to be determined. The motion was seconded by Commissioner Stolipher and unanimously approved.

Commissioner Stolipher motioned to approve the hire of John Morris as a Grade VIII, full-time, 80-hour Chief Technology Officer for the Department of IT and GIS, at a salary of \$80,179, effective date to be May 5, 2025 or a date later to be determined. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Employee Changes in Status (2) – PT to FT-Emergency Services Agency

Commissioner Stolipher motioned to accept the change of employment status of Angel Lovo-Lasure from part-time Firefighter/AEMT I to full-time Firefighter/AEMT I, Step 1 at a rate of \$22.72/hr., effective May 18, 2025. Furthermore upon successful completion of his probationary period, the employee will be eligible for a promotion to

Firefighter/AEMT II at a rate of \$23.34/hr. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Majdi motioned to accept the change of employment status of Adam Hess from part-time Firefighter/Paramedic III to full-time Firefighter/Paramedic III, Step 10 at a rate of \$33.26/hr. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Approval of Job Description – Social services and grant coordinator-County Commission

Commissioner Majdi motioned to approve the job description as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

9. Review and possible approval of Request for Proposals (RFP) responses for financing of the Jefferson County Government and Judicial Complex

Commissioner Stolipher motioned to enter into executive session to receive legal advice and to discuss contracts and matters of liability at 11:27 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 1:40 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

10. Commissioner training with WVCorp regarding litigation and liability of current and past cases

Commissioner Stolipher motioned to enter into executive session to receive legal advice and to discuss contracts and matters of liability at 11:27 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 1:40 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

11. Nathan Cochran, Assistant Prosecuting Attorney

Report by counsel on Jefferson County Circuit Court Case CC-19-2025-C-93

Commissioner Stolipher motioned to enter into executive session to receive legal advice and to discuss contracts and matters of liability at 11:27 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 1:40 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Discussion and review of Comcast Contract/Franchise Agreement with counsel

Commissioner Stolipher motioned to enter into executive session to receive legal advice and to discuss contracts and matters of liability at 11:27 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 1:40 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

COUNTY ADMINISTRATOR REPORTS

12. Letter of support-Partner Community Capital

Commissioner Stolipher motioned to approve a letter of support to Partner Community Capital. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Letter of support policy

Commissioner Mood motioned to approve a letter of support policy as presented. The motion was seconded by Commissioner Stolipher. 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 to receive legal advice and to discuss contracts and matters of liability at 11:27 a.m. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 1:40 p.m. The motion was seconded by Commissioner Mood. 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 1:47 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Jacqueline C. Shadle
Jefferson County Clerk