

Minutes

Jefferson County Commission

Thursday, June 5, 2025

A meeting of the Jefferson County Commission was held on Thursday, June 5, 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, June 5, 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 meeting minutes for:

May 15, 2025 Regular Meeting Minutes DRAFT

The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
92509		AHA-ARTS & HUMANITIES ALLIANCE	1,552.95
92510		ALICE N PAINTER	48.00
92511		AT&T MOBILITY - CC	1,354.32
92512		AT&T BILL PAYMENT	1.33
92513		ATLANTIC OCCUPSYCH INC.	3,400.00
92514		BERKELEY GLASS INC	815.00
92515		BEST BEST & KRIEGER LLP	3,269.00
92516		CENTRAL ELEVATOR INSPECTION SERVICES LLC	850.00
92517		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
92518		DAVID EVERETT BOOBER	534.30

92519		DOING BETTER BUSINESS	900.66
92520		EMILY MORROW	114.80
92521		GUTTMAN OIL CO	5,613.91
92522		JACQUELINE SHADLE	48.00
92523		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	2,299.54
92524		JEFFERSON CO CONVENTION AND VISITORS BUREAU	38,823.85
92525		JEFF CO PARKS & RECREATION COMMISSION	34,971.36
92526		MARNEY TREESE	650.00
92527		MICHAEL CARDEN	48.00
92528		MINUTEMAN PRESS	582.20
92529		NATIONAL VISION ADMIN.	507.90
92530		PRIORITY DISPATCH	455.00
92531		DR. ROBERT E. JONES III	1,000.00
92532		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
92533		WV ASSOCIATION OF COUNTY CLERKS	650.00
TOTAL			103,490.12

Commissioner Majdi motioned to approve the accounts payable for May 29, 2025 in the amount of \$ 103,490.12. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
92535		ADVANCE AUTO PARTS	300.68
92536		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,876.68
92537		AMERIFLEX	122.40
92538		ATLANTIC EMERGENCY SOLUTIONS, INC.	222.24
92539		BRIAN RISTON	151.00
92540		BUREAU OF CHILD SUPPORT	1,068.93
92541		CASTO & HARRIS INC	2,328.74
92542		COLONIAL LIFE	95.68
92543		COMPTROLLER OF MARYLAND	1,259.72
92544		DAVID M. CARTER	168.00
92545		EFTPS IRS TAXES	169,146.74
92546		EMPOWER RETIREMENT	10,536.27
92547		FRONTIER	136.56
92548		GUTTMAN OIL CO	5,388.37
92549		HIGHMARK WV	215,172.73
92550		J.D. POWER & ASSOC	404.00
92551		JEFFERSON COUNTY DEVELOPMENT AUTHORITY	26,250.00
92552		JEFFERSON SECURITY BANK	3,953.00
92553		MARCIA LYNN CHANDLER	419.65
92554		MCA, INC	1,452.82

92555		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	6,813.50
92556		MICHAEL BRADLEY	151.00
92557		MONROE SYSTEMS FOR BUSINESS	131.87
92558		NATIONAL VISION ADMIN.	1,587.58
92559		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
92560		OBSESSION AUTOMOTIVE	734.19
92561		PA SCDU	320.00
92562		POTOMAC EDISON	33,669.28
92563		RACHEL PIERCE	70.00
92564		RETIREE HEALTH BENEFIT TRUST	16,347.00
92565		ROBERTS OXYGEN COMPANY, INC	69.29
92566		ROBIN MULLIKIN	310.00
92567		ROGER GOODWIN	168.00
92568		SPIRIT OF JEFFERSON	6,232.08
92569		STATE TAX DEPARTMENT	250.00
92570		SUMMIT COMMUNITY BANK	218.60
92571		THE HARTFORD	2,514.60
92572		THE HARTFORD	3,791.22
92573		THOMAS HANSEN	73.49
92574		TRAVIS WHEAT	310.00
92575		US POSTAL SERVICE	244.00
92576		USPS-POC	20,000.00
92577		W B MASON CO. INC	99.40
92578		WITMER PUBLIC SAFETY GROUP INC	399.00
92579		WV DEPUTY SHERIFF RETIREMENT SYSTEM	27,574.69
92580		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	46,567.08
92581		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	165.60
92582	AM/053	SHERIFF OF JEFFERSON COUNTY	1,850.23
TOTAL			612,180.91

Commissioner Majdi motioned to approve the accounts payable for June 5, 2025, in the amount of \$ 612,180.91. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

		May 29, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1243	AV/056	PRINT-O-STAT		199.50

TOTAL				199.50

Commissioner Majdi motioned to approve the manual checks for May 29, 2025, in the amount of \$ 199.50. The motion was approved unanimously.

		June 5, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
965	HD/008	SATELITTE TRACKING OF PEOPLE LLC		1828.6
1244	AV/056	PRINT-O-STAT		66.34
406	AR/207	SHERIFF OF JEFFERSON COUNTY		2,832.14
444	SF/073	CUMBERLAND CYCLES		5,600.00
1020	CW/059	WV STATE AUDITOR		505.00
1021	CW/059	WV STATE POLICE ACCT OFFICE		15.00
425	WV/369	SHERIFF OF JEFFERSON COUNTY		640.00
TOTAL				11,487.08

Commissioner Majdi motioned to approve the manual checks for June 5, 2025, in the amount of \$ 11,487.08. The motion was approved unanimously.

APPROVAL OF PAYROLL

Commissioner Majdi motioned to approve the payroll for May 23, 2025, in the amount of \$ 434,549.30. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

REQUISITIONS TO BE APPROVED**June 5, 2025**

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
JCESA	25108	\$ 14,928.30	BJ's Embroidery Co.	uniform pants
	25109	\$ 40,152.14	Stryker Medical	7 AEDs
	25113	\$ 20,720.67	Atlantic Emergency Solutions	scba mask, gas meter, therm imager
	25114	\$ 6,790.00	Top Gun Sealcoating, LLC	seal coating/line stripping/line removal
	25115	\$ 7,941.28	Bound Tree Medical	equipment bags
	25116	\$ 31,765.30	Bound Tree Medical	video laryngoscope & various sz blades
	25117	\$ 16,554.41	Motorola Solutions	radio & accessories for new truck
	25118	\$ 22,200.00	MD Fire Equipment Corp.	class A uniforms for staff
	25120	\$ 14,313.03	Pediatric Emergency Standards	Handtevy Pediatric System/License
	25122	\$ 7,900.00	Century Ford of Mt. Airy	Replacement Sensors #1106
IT/GIS	25112	\$ 83,021.00	Aviat U.S. Inc.	Shepherd Tower
COUNTY COMMISSION	25110	\$ 5,520.00	Fox & Associates	land title survey - 330 N. George
ASSESSOR	25111	\$ 12,068.32	WV State Tax Department	statewide computer network useage - 3rd qtr.
GRAND TOTAL		\$ 283,874.45		

Commissioner Majdi motioned to approve the requisitions for June 5, 2025, in the amount of \$ 283,874.45. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Stacy Chapman	David Tabb
Tamara Thompson	Ann Paonessa
Troy Miller	Giuliana Brogna
Christine Wimer	Brown Truslow
Colin Stine	

PRESENTATIONS

1. Rhonda Willingham, Chief Deputy Assessor

Signatures for the Certificate of Oaths for the land and personal property books

Commissioner Stolipher motioned to approve the signatures for the Certificate of Oaths for the land and personal property books as presented by Mrs. Banks. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

2. Lynn Dillow, Clerk of Administration, Finance and Human Resources

Years of Service Awards

Years of Service Awards were presented to:

Jennilee Hartman, 22 years, Department of Planning and Zoning
Alice Painter, 20 years, County Clerk's Office
Rhonda Greenholtz, 11 years, Department of GIS/IT
Edith Cooper, 10 years, Circuit Clerk's Office
Julie Myers, 1 year, Jefferson County Sheriff's Office
Kaylie Ganoë, 1 year, Jefferson County Sheriff's Department
Colin Graham, 1 year, Emergency Services Agency, Firefighter/Paramedic

3. Boards and Commission Appointments

Public Defender Corporation for the 28th Judicial Circuit

Commissioner Mood motioned to appoint Gail Boober as a director of the Public Defender Corporation for the 28th Judicial Circuit for a term expiring July 1, 2027. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Commissioner Keys motioned to appoint Jim Auxer as a director of the Public Defender Corporation for the 28th Judicial Circuit for a term expiring July 1, 2028. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Jefferson County Water Advisory Committee bylaws update to fix a typo regarding quorum

The agenda item was rescheduled for the next regular scheduled meeting on July 3, 2025.

Jefferson County Water Advisory Committee interviews and appointments

Commissioner Stolipher motioned to appoint Alexis Davy to the staff member seat on the Water Advisory Committee for a term ending July 1, 2028. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to appoint Will Smith to the staff member of the Jefferson County Department of Engineering, Planning and Zoning seat on the Water Advisory Committee for a term ending July 1, 2028. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Keys motioned to appoint Kristin Stolipher to the staff member of the Charles Town Utility Board seat on the Water Advisory Committee for a term ending July 1, 2028. The motion was seconded by Commissioner Mood. *Commissioner*

Stolipher recused himself from consideration and voting for this appointment. The motion was approved by a vote of (4-0).

The following candidates were interviewed for the remaining positions on the Water Advisory Committee:

- Mary Sell
- Margaret Liskey
- Nathaniel Hitt
- Daniel Hayes
- Marta Beck

Commissioner Keys motioned to appoint Nathaniel Hitt to a resident seat on the Water Advisory Committee for a term ending July 1, 2026. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to appoint Mary Sell to a resident seat on the Water Advisory Committee for a term ending July 1, 2028. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Mood motioned to appoint Margaret Liskey to a resident seat on the Water Advisory Committee for a term ending July 1, 2027. The motion was seconded by Commissioner Keys. The motion was approved (5-0).

Commissioner Hefestay motioned to appoint Mike Mood to a County Commissioner seat the Water Advisory Committee for a term ending January 1, 2027. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

4. Dawn Newell, Water Use Program Manager of Division of Water and Waste Management, West Virginia Department of Environmental Protection; Erin Brittain, Program Manager, Office of Environmental Remediation, Division of Land Restoration

Presentation

The agenda item was a presentation only. No action was taken.

5. Senator Jason Barrett and Delegate Joe Funkhouser

Presentation regarding well-monitoring legislation

The agenda item was a presentation only. No action was taken.

6. Roger Goodwin and Michelle Mason-Engineering, Planning and Zoning Department; Benjamin Griffin, Tischler-Bise

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

Commissioner Stolipher motioned to accept the amended May 20, 2025 impact fee study for Administrative Facilities. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Adoption of Administrative Facilities Impact Fee Ordinance setting new impact fee rates

Commissioner Stolipher motioned to approve the adoption of an ordinance providing for the imposition of a county administrative facilities impact fee on all new residential and non-residential development as amended on May 20, 2025, effective June 5, 2025 as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Zoning Map Amendment request-Shepherdstown District, Map 8B, Parcel 130

Commissioner Mood motioned to accept landowner petition for map amendment for Hoxton Center, LLC Parcel 130 on map 8B in the Shepherdstown District, and schedule a public hearing at the county commission meeting on July 17, 2025 and to refer the application to the Planning Commission for advice on the request's consistency with the Comprehensive Plan. The motion was seconded by Commissioner Stolipher. *Commissioner Keys recused from consideration and voting on this agenda item.* The motion was approved (4-0).

Forestar Real Estate Group, INC-Stonecrest file #22-11-SD request for bond reduction

Commissioner Stolipher motioned to approve the partial bond release for Performance Bond 4468699 with SureTec Insurance Company for Forestar Real Estate Group, INC-Stonecrest subdivision file #22-11-SD as presented. The motion was seconded by Commissioner XXX. The motion was approved unanimously.

Maine Drilling & Blasting, INC-file #21-10-SP complete bond release

Commissioner Stolipher motioned to approve the complete bond release for Performance Bond 0236167 with Berkeley Insurance Company for Main Drilling & Blasting, INC – Burr Business Park lot 17 file #21-10-SP as presented. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Fellowship Bible Church – Phase 1A file # S14-03 complete bond release

Commissioner Stolipher motioned to approve the complete bond release for Irrevocable Letter of Credit 522468 with Jefferson Security Bank for Fellowship Bible Church – Phase 1A file #S14-03 as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Wall Street Partners WV 1 LLC – Harpers Ferry Dollar General file #22-14-SP complete bond release

Commissioner Keys motioned to approve the complete bond release for Irrevocable Letter of Credit 5394051 with United Bank –Dollar General Harpers Ferry file #22-14-SP complete bond release as presented. The motion was seconded by Commissioner Mood. *Commissioner Stolipher recused himself from consideration and voting on this agenda item.* The motion was approved by a vote of (4-0)

7. Edwina Benites-LM, County Administrator; Laura Kuhn, Fleet & Facilities Director

Presentation: Overview of the purchase of 393 N. Lawrence and 330 N. George Streets

The agenda item was a presentation. No action was taken.

8. Order approving the issuance by the Jefferson County Building Commission

Consideration of and action on Order approving the issuance by the Jefferson County Building Commission of not more than \$16,000,000 in aggregate principal amount of Jefferson County Building Commission Lease Revenue Bonds (Jefferson County Government and Judicial Complex Project), Series 2025 (the “Bonds”), and the acquisition of the real estate together with the improvements thereon located at 393 North Lawrence Street and 330 North George Street, Charles Town, West Virginia (the “Property”), the proceeds of such Bonds to be used (i) to finance costs of the acquisition, design, construction, renovation, improvement, furnishing and equipping of the Property; and (ii) to pay issuance and other costs in connection therewith, and authorizing the execution of a Lease Agreement by and between the Jefferson County Building Commission (the “Building Commission”), as Lessor, and The County Commission of Jefferson County (the “County Commission”), as Lessee, a Bond Purchase Agreement by and among the Building Commission, the County Commission and Carty, Harding and Hearn, Inc., as the Underwriter for the Bonds, and other documents and the taking of other actions in connection therewith.

Commissioner Stolipher motioned to approve the order approving the issuance by the Jefferson County Building Commission as presented. The motion was seconded by Commissioner Keys. The motion passed unanimously.

9. Adam Ward, Assistant Prosecuting Attorney

Approval of Hire – Assistant Prosecuting Attorney-Prosecuting Attorney’s Office

Commissioner Stolipher motioned to approve the hiring of Timothy Helman as a full time exempt Assistant Prosecuting Attorney at a salary of \$128,000.00 to begin working on June 9, 2025. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Approval of Hire-Legal Intern-Prosecuting Attorney's Office

Commissioner Stolipher motioned to approve the hiring of Michael Hellstern as a part time legal summer intern at a rate of \$20.00 per hour with a cap of 35 hours per week to begin working on June 9, 2025. The motion was seconded by Commissioner Hefestay and approved unanimously.

10. Nikki Painter, Jefferson County Clerk's Office

Approval of Depository Bonds for Fiscal Year 2026

Commissioner Stolipher motioned to approve the Depository Bonds for fiscal year 2026 as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

11. Debbie Lowe, Jefferson County Sheriff 's Department

Approval of Hire – Part-time Bailiffs – Jefferson County Sheriff's Office

Commissioner Stolipher motioned to approve the hire of Tiffany Counselman as a part-time bailiff beginning 6/9/25 with a starting salary of \$17.50/hr. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to approve the hire of Dustin Miller as a part-time bailiff beginning 6/9/25 with a starting salary of \$17.50/hr. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

FY26 Pay Rates

Commissioner Majdi motioned to approve the FY26 pay plan as presented that will be instituted July 1, 2025, and to send letters to all elected officials regarding their budget details. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

COPS Hiring Grant

Commissioner Mood motioned to authorize the Sheriff's Office through their Grant Manager, Deborah Lowe, to digitally apply for the COPS Hiring Grant. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Commissioner Mood motioned to approve that the Sheriff's Office apply for 1 new deputy positions through the grant. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

12. Jessica James, Chief Human Resource Officer

Approval of Employee Change in Status – 70 to 80 hours – Department of Engineering, Planning and Zoning

Commissioner Keys motioned to approve the change in work hours from 70-hours per pay period to 80-hours per pay period for Mason Carter, Ryan Mose, and Madeline Stephenson within the Department of Engineering, Planning, and Zoning effective June 9, 2025. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Approval of Hire – Building Plan Reviewer/Inspector – Department of Engineering, Planning, and Zoning

Commissioner Majdi motioned to approve the hire of Stephen Pforr for the Grade V, full-time, 80-hour position of Building Plans Reviewer/Inspector within the Jefferson County Department of Engineering, Planning, and Zoning at a salary of \$57,000, effective June 16, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Hire – Office Assistant – Department of Fleet and Facilities Management

Commissioner Stolipher motioned to approve the hire of Rachel Golden for the Grade II, full-time, 80-hour position of Office Assistant within the Department of Fleet and Facilities Management, at a salary of \$40,000, effective June 23, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Hires – FF/EMTS (4-7) – Emergency Services Agency

Commissioner Stolip motioned to approve the hire of Joshua Smith as a full-time Firefighter/EMT I with the Jefferson County Emergency Services Agency, at a rate of \$20.65/hr., effective June 16, 2025, and after introductory period and completion of necessary requirements, promote to Firefighter/EMT II at a rate of \$21.17/hr. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to approve the hire of Makenzie Shanholtz as a full-time Firefighter/EMT I with the Jefferson County Emergency Services Agency, at a rate of \$20.65/hr., effective June 16, 2025, and after introductory period and completion of necessary requirements, promote to Firefighter/EMT II at a rate of \$21.17/hr. The

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

Commissioner Stolipher motioned to approve the hire of Bryce Danko as a full-time Firefighter/EMT I with the Jefferson County Emergency Services Agency, at a rate of \$20.65/hr., effective June 16, 2025, and after introductory period and completion of necessary requirements, promote to Firefighter/EMT II at a rate of \$21.17/hr. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to approve the hire of Devvin Nimmo Shanholtz as a full-time Firefighter/Paramedic I with the Jefferson County Emergency Services Agency, at a rate of \$27.25/hr., effective June 16, 2025, and after introductory period and completion of necessary requirements, promote to Firefighter/Paramedic II at a rate of \$27.93/hr. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to approve the hire of Renee McConnell as a full-time Firefighter/Paramedic I with the Jefferson County Emergency Services Agency, at a rate of \$28.29/hr., effective June 16, 2025, and after introductory period and completion of necessary requirements, promote to Firefighter/EMT II at a rate of \$29.00/hr. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Approval of Promotion – Firefighter/Advanced EMT III – Emergency Services Agency

Commissioner Stolipher motioned to approve the promotion of James West as a full-time Firefighter/Advanced EMT II to Firefighter/Advanced EMT III at a pay rate of \$25.30/hr., effective June 1, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Correction of Clerical Error – Department of Emergency Communications

Commissioner Keys motioned to approved correction of clerical error and issue a lump sum payment of 335.46 to Matthew Buchwitz for wages due for time worked between April 21, 2024 – June 30, 2024. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Temporary Assignment and Associated Increase – Department of IT and GIS

Commissioner Stolipher motioned to appoint Brian McKinney, current deputy director of the Department of IT and GIS to the position of interim Chief Technology Officer, effective May 30, 2025 and, in accordance with Jefferson County Policy 212- Compensation During Temporary Assignment-provide the temporary salary increase to \$80,179, effective June 2, 2025 with a lump sum payment of \$19.92 for hours worked on

Friday_May 30, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously

Approval of Promotion – Chief Deputy of Personal Property – Assessor’s Office

Commissioner Majdi motioned to approve the promotion of Rachel Silveous to the full-time position of Chief Deputy of Personal Property for the Jefferson County Assessor’s Office at a salary of \$62,000 effective July 1, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously

Approval of Cost of Living Adjustments (COLA) and Merit Increases for Elected Offices

Commissioner Majdi motioned to approve the cost-of-living adjustments and merit increases for the Jefferson County Offices of Assessor, Prosecuting Attorney, Sherriff, County Clerk, and Circuit Clerk, as presented, effective July 1, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously

13. Laura Kuhn, Director of Fleet and Facilities

Request for approval of the Segra Master Service Agreement for the Cisco Telephone System

Commissioner Mood motioned to approve the Master Service Agreement with Segra for the migration of the county’s telephone and fax systems to Cisco phones. The motion was seconded by Commissioner Keys. The motion was approved unanimously

14. David Bound, Chief Financial Officer, presented by Edwina Benites-LM, County Administrator

Adjust FY25 budget items for funding prior to June 13, 2025 WV SAO cutoff

Commissioner Stolipher motioned to accept the budget adjustments as presented for Departments 401, 404, 405, 406 and 711 the FY25 department expense accounts as they are budget neutral. The motion was seconded by Commissioner Mood. The motion was approved unanimously

Revisit Sheriff’s FY26 pay rates

Commissioner Mood motioned to table discussion regarding the budget adjustments for Department 700 with the Sheriff’s Department at the next commission meeting on July 3, 2025. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

15. Nathan Cochran, Assistant Prosecuting Attorney

Discussion and advice from counsel regarding ongoing Opioids Litigation and related issues

The agenda item was rescheduled to a later date to be determined due to a scheduling conflict.

16. Edwina Benites, County Administrator

WV Corp Renewal Options

Commissioner Keys motioned to approve carrying the Mortuary Endorsement as presented by staff. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to approve total county with Excess General and Public Officials Liability at a total of \$2 million. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

HR Series Classes

The agenda item was informational. No action was taken.

Planning Commission emails

Commissioner Keys motioned to approve the creation of Planning Commission emails and implement training for Planning Commission members in the fall after the software transfer. 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 at 4:46 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Mood motioned to return to regular session at 5:40 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 5:40 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Jacqueline C. Shadle
Jefferson County Clerk