

**Minutes**  
**Jefferson County Commission**  
**Thursday, May 15, 2025**

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A meeting of the Jefferson County Commission was held on Thursday, May 15, 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; and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, May 15, 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:

April 15, 2025 Special Session Meeting Minutes DRAFT

May 1, 2025 Regular Meeting Minutes DRAFT

May 7, 2025 Special Session Meeting Minutes DRAFT

The motion was approved unanimously.

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK NUMBER		VENDOR NAME	UNCLEARED
92370		10-42 TACTICAL LLC	677.99
92371		ADKINS AUTOMOTIVE LLC	601.41
92372		ALICE N PAINTER	3,186.62
92373		AMANDA JACKSON	42.00
92374		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,896.90
92375		ANGELA L BANKS	1,546.24
92376		ATLANTIC EMERGENCY SOLUTIONS, INC.	1,380.13
92377		AUTOZONE	75.77
92378		BEGIN COUNSELING PLLC	10,000.00

92379		BJ'S EMBROIDERY CO INC	27.00
92380		BOLAND TRANE SERVICES INC	2,123.00
92381		BUREAU OF CHILD SUPPORT	1,013.73
92382		BUREAU FOR PUBLIC HEALTH	1,000.00
92383		C&T FORLIFT REPAIR	1,128.93
92384		CASTO & HARRIS INC	440.00
92385		COMPTROLLER OF MARYLAND	1,188.73
92386		COX HOLLIDA YOUNG PLLC	6,500.00
92387		DAVID EVERETT BOOBER	657.60
92388		DIGITAL DOCUMENT SOLUTIONS INC	1,163.86
92389		DOING BETTER BUSINES	200.36
92390		EFTPS IRS TAXES	155,682.42
92391		EMILY MORROW	116.83
92392		EMPOWER RETIREMENT	7,568.37
92393		FIDELITY POWER SYSTEMS	2,479.70
92394		FRONTIER	3,310.06
92395		GUTTMAN OIL CO	5,348.84
92396		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
92397		JAMIN BRANCH	7,671.36
92398		JEFFERSON CO EMERGENCY SERVICES AGENCY	593.49
92399		JEFF CO PARKS & RECREATION COMMISSION	10,000.00
92400		JEFFERSON SECURITY BANK	3,973.00
92401		MARCIA LYNN CHANDLER	118.00
92402		MARNEY TREESE	650.00
92403		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	735.62
92404		NAPA AUTO PARTS	395.43
92405		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
92406		PA SCDU	320.00
92407		POTOMAC EDISON	3,257.06
92408		RICE TIRES CO	407.67
92409		ROBERTS OXYGEN COMPANY, INC	225.85
92410		ROBIN MULLIKIN	310.00
92411		SHADE EQUIPMENT COMPANY INC	195.95
92412		STAPLES	2,222.52
92413		STATE TAX DEPARTMENT	250.00
92414		SUMMIT COMMUNITY BANK	396.11
92415		TERESA HENDRICKS	70.00
92416		THE HARTFORD	3,635.90
92417		THOMAS DUNCAN	6,194.33
92418		THOMAS HANSEN	394.00
92419		UNIFIRST	180.52

92420		WV DEPUTY SHERIFF RETIREMENT SYSTEM	25,797.19
92421		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	46,029.79
92422		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	165.60
92423		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	60,128.76
92424		WV STATE AUDITOR	2,400.00
92425		WVU WEST VIRGINIA UNIVERSITY	3,700.00
92426	GS/004	GENERAL COUNTY FUND- J FEE	17,511.22
<b>TOTAL</b>			<b>410,750.86</b>

Commissioner Majdi motioned to approve the accounts payable for May 8, 2025 in the amount of \$ 410,750.86. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
92427		AMERIFLEX	122.40
92428		AT&T	116.59
92429		ATLANTIC EMERGENCY SOLUTIONS, INC.	55.56
92430		BOLAND TRANE SERVICES INC	804.93
92431		CYNTHIA DANNER	1,160.08
92432		DEBBIE LOWE	2,321.93
92433		DOUGLAS H FLETCHER	598.48
92434		FISHER AUTO PARTS	441.47
92435		FRONTIER	10,565.88
92436		GUTTMAN OIL CO	5,749.38
92437		CORPORATE RISK HOLDING INC	245.80
92438		J.C. EHRLICH	908.07
92439		JASON MICKEY	852.76
92440		MARGARET GAINEY	333.70
92441		MCA, INC	3,340.63
92442		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	729.08
92443		MILLER'S SUPPLIES AT WORK	613.50
92444		POTOMAC EDISON	35,844.59
92445		SOFTWARE SYSTEMS INC	1,174.95
92446		TEK ADVISORS LLC	8,965.67
92447		TONY GAINEY	5,250.00
92448		UNIFIRST	161.04
92449		VALLEY HEALTH EMPLOYER HEALTH	200.00
92450	FG/009	SHERIFF OF JEFFERSON COUNTY	1,419.60
<b>TOTAL</b>			<b>81,976.09</b>

Commissioner Majdi motioned to approve the accounts payable for May 15, 2025, in the amount of \$ 81,976.09. The motion was approved unanimously.

### **APPROVAL OF MANUAL CHECKS**

		May 8, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
623	CS/002	WV CORP WV COUNTIES SELF INSURANCE RISK		43000.54
350	DG/003	SHERIFF OF JEFFERSON COUNTY		21.35
15	PF/041	BAKERTON VOLUNTEER FIRE DEPARTMENT		16792.74
16	PF/041	BLUE RIDGE MOUNTAIN VOLUNTEER FIRE DEPARTMENT		16792.74
17	PF/041	CITIZENS VOLUNTEER FIRE DEPARTMENT		16792.74
18	PF/041	FRIENDSHIP VOLUNTEER FIRE DEPARTMENT		16792.74
19	PF/041	INDEPENDENT VOLUNTEER FIRE DEPARTMENT		16792.74
20	PF/041	MIDDLEWAY VOLUNTEER FIRE DEPARTMENT		16792.74
21	PF/041	SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT		16792.74
1239	AV/056	ANGELA BANKS		150.00
1240	AV/056	RHONDA WILLINGHAM		150.00
1241	AV/056	VANDA JOHNSON		150.00
404	AR/207	SHERIFF OF JEFFERSON COUNTY		2,832.13
1924	CO/246	84 LUMBER		312.85
1517	IP/249	SHERIFF OF JEFFERSON COUNTY SCHOOL		133.00
1518	IP/249	SHERIFF OF JEFFERSON COUNTY LAW ENFORCEMENT		11,463.70
1519	IP/249	SHERIFF OF JEFFERSON COUNTY PARKS/REC		148,009.92
1520	IP/249	SHERIFF OF JEFFERSON COUNTY EMS		15,573.55
1521	IP/249	SHERIFF OF JEFFERSON COUNTY ADMIN		7,457.46
<b>TOTAL</b>				<b>346,803.68</b>

Commissioner Majdi motioned to approve the manual checks for May 8, 2025, in the amount of \$ 346,803.68. The motion was approved unanimously.

		May 15, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
624	CS/002	FITCH & ASSOCIATES LLC		11,248.75
962	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US INC		3,440.00
963	HD/008	SATELLITE TRACKING OF PEOPLE LLC		1,545.70
1925	CO/246	JAMES TROUT		612.00

<b>TOTAL</b>				<b>16,846.45</b>
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Commissioner Majdi motioned to approve the manual checks for May 15, 2025, in the amount of \$ 16,846.45. The motion was approved unanimously.

### **APPROVAL OF PAYROLL**

Commissioner Majdi motioned to approve the payroll for May 9, 2025, in the amount of \$ 437,944.32. The motion was approved unanimously.

### **APPROVAL OF REQUISITIONS**

Commissioner Majdi motioned to approve the requisitions for May 15, 2025, in the amount of \$ 197,467.90. The motion was approved unanimously.

### **PUBLIC COMMENT:**

Public comment was received by:

Jacquelyn Milliron	Angela Kable Johnson
Tess Burns	Richard Cooper
Mary Gee	Anne Paonessa
Amanda Stroud	Julie Phillabaum
Liz Cook	Emily Gallagher
Amanda Updike	Michael George
David Tabb	Danny Lutz
Giuliana Brogna	Jess Derr
Christine Wimer	Jessy Printz
Matt Printz	Stark Harbor

### **PRESENTATIONS**

1. Angie Banks- Assessor

#### **Exoneration(s)**

<b>NAME</b>	<b>TYPE</b>	<b>DISTRICT</b>	<b>AMOUNT</b>	<b>TICKET NO.</b>
Benedict, Franco R.	PP	CTD	\$232.48	300605

Commissioner Stolipher motioned to approve the exoneration of ticket Number 300605 as presented by Mrs. Banks. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

2. Roger Goodwin and Michelle Mason, Engineering, Planning, and Zoning Department

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

*This item was removed from the agenda to be scheduled at a later date, to be determined.*

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

*This item was removed from the agenda to be scheduled at a later date, to be determined.*

Zoning Map Amendment Request-Charles Town District 2, Map 3, Parcel 9.4

Commissioner Stolipher motioned to move to accept the Landowner Petition and Request for Zoning Map Amendment for Golden Eagle Group, Inc. regarding the land here forth known as Ghazwa's Forest, identified as Charles Town District 1, Map 3, Parcel 9.4, and to schedule a public hearing with the county commission on July 3<sup>rd</sup>, 2025, and to refer the application to the Planning Commission to advise the county commission on the request's consistency with the Comprehensive Plan. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously

3. Steve Holtz, Jefferson County Sheriff's Department  
Deputy New Hire

Commissioner Mood motioned to approve the hire of Tyler Jenkins as a certified probationary deputy beginning June 2, 2025 with a starting salary of \$55,125. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

FY 26 Pay Rates

Commissioner Stolipher motioned to table the FY26 pay plan as presented until the next regularly scheduled commission meeting. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Animal Control New Hire

Commissioner Stolipher motioned to approve the hire of Charlie Schneider as an 80-hour employee beginning May 26, 2025 with a starting salary of \$42,660. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

4. Nikki Painter, Jefferson County Clerk's Office

Set hearing date to hear the petition to remove Executrix Carolyn Jean Carper from the estate of Carol V. Naylor

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

Commissioner Stolipher motioned to refer the petition filed by Leah Chappell Esq on behalf of her client, Gregory A. Naylor, beneficiary, to remove Executrix Carolyn Jean Carper from the Estate of Carol V. Naylor to the next available fiduciary commissioner. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

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

5. Heidi Parker, County Representative to the Charles Town Utility Board

Update on Charles Town Utility Board Activities

*This item was removed from the agenda.*

6. Laura Kuhn, Director of Fleet and Facilities Management ; Brandon Rhodes, Director, Jefferson County Health Department

Requesting approval for the Jefferson County Health Department to expand its office operations into the former Red Cross space currently occupied by the WVU Extension Office

Commissioner Hefestay motioned to approve reallocating the former Red Cross space, currently occupied by the WVU Extension Office, to the Jefferson County Health Department, effective when the WVU Extension Office vacates the offices beginning June 1<sup>st</sup>, with the expectation that the Extension Office will fully vacated by October 1<sup>st</sup>. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

7. Edwina Benites-LM; David Bound; and Jessica James, Administration; Laurie Bracelin and Tom Bracelin, Millenium Group Insurance Company

FY 2026 Employee Health Care Options

Commissioner Majdi motioned to approve the 16.19% increase Proposed Plan #2. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Commissioner Stolipher motioned to approve an increase of the employee contributions for health insurance by 5% per month which amounts to an increase of \$5 per month for employee only coverage; \$20 per month for employee + one; and \$28 per month for family coverage. The motion was seconded by Commissioner Mood. The motion was approved 4-1 (Majdi).

Commissioner Stolipher motioned to transfer dental coverage and life insurance coverage to Sun Life insurance. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

8. Jessica James, Chief Human Resource Officer

Approval of Hire/Promotion – County Planner – Department of Engineering, Planning and Zoning

The agenda item will be brought before the commission at a later time to be determined.

Approval of Hire/Promotion – Facilities Mechanic-Department of Fleet and Facilities Management

Commissioner Keys motioned to approve the hire of Aaron Andrews got the Grade V, full-time, 80-hour position of Facilities Mechanic within the Department of Fleet and Facilities Management, at a salary of \$57,500, effective June 2, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

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

Commissioner Stolipher motioned to approve the hires of Ashley Lally and Taylor Francesconi as Grade V, full-time, Public Safety Dispatch trainees for the Jefferson County Department of Emergency Communications, each at a rate of \$24.57/hour effective May 19, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Hire – Part-Time Quality Assurance Evaluator – Department of Emergency Communications

Commissioner Stolipher motioned to approve the hire of Barry Williams as a part-time Quality Assurance Evaluator for the Department of Emergency Communications at a rate of 24.61/hr, effective June 16, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Promotion – Lieutenant – Emergency Services Agency

Commissioner Stolipher motioned to approve the promotion of Gary Viands from a full-time Firefighter/Paramedic IV to the full-time position of Lieutenant at a rate of



\$33.21/hour, effective Sunday, June 1, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

#### Approval of Hire – Administrative Assistant – Emergency Services Agency

Commissioner Majdi motioned to approve the hire of Natalie Banks-Perkins as a Grade II, full-time, 80-hour Administrative Assistant for the Jefferson County Emergency Services Agency, at a salary of \$45,000, effective May 19, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

#### 9. David Bound, Chief Financial Officer

##### FY26 Budget adjustments

Commissioner Stolipher motioned to approve the budget adjustments as presented:

- motion to approve the following FY26 Budget requests:
- motion to approve \$73,512 for Commission wages and taxes
- motion to approve \$5,131 for County Clerk part time help
- motion to approve \$19 for Circuit Clerk wages
- motion to approve \$57,654 for Tax Deputy wages and taxes
- motion to approve \$16,899 for Assessor wages and taxes
- motion to approve \$52,396 for Assessor Valuation insurance
- motion to approve \$3,325 for State Wide Computer network increase
- motion to approve \$87,176 for Fleets and Maintenance building maintenance
- motion to approve \$61,825 for Information Technology wages and taxes
- motion to approve \$45,853 for Regional Development invoice
- motion to approve \$164,803 for Sheriff full time bailiffs overtime wages taxes retirement
- motion to approve \$485 for Sheriff Service of Process uniforms
- motion to approve (\$43,160) for JC Development Authority wages and taxes
- motion to approve (\$29,162) for JC Ministries wages and taxes
- motion to approve (\$496,756) for Contingency Funding

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

##### JCESA FY25 budget adjustment

Commissioner Stolipher motioned to approve the internal budget transfers as presented. The motion was seconded by Commissioner. Mood. The motion was approved unanimously.

External budget transfers-Funds 009 and 011 and Department 700 Wages

Commissioner Stolipher motioned to table the external budget transfer until the next regularly scheduled commission meeting. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

10. Nathan Cochran, Assistant Prosecuting Attorney

Discussion and review of Comcast Contract/Franchise Agreement with counsel

Commissioner Stolipher motioned to enter into executive session to receive legal advice at 8:43 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 9:37 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously

Discussion of Jefferson County Circuit Court Case No. CC-19-2024-C-92

Commissioner Stolipher motioned to enter into executive session to receive legal advice at 8:43 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 9:37 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously

**COUNTY ADMINISTRATOR REPORTS**

11. Edwina Benites-LM, County Administrator

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 8:43 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 9:37 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously

Commissioner Stolipher motioned to hold a public hearing to discuss the future disposition of the buildings on the 100 block of East Washington Street at the next night meeting on July 17, 2025. 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 9:40 p.m.

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Pasha Majdi, PRESIDENT

Respectfully submitted  
Jacqueline C. Shadle  
Jefferson County Clerk