

**Minutes**  
**Special Session**  
**Jefferson County Commission**  
**Tuesday, July 8, 2025**

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A meeting of the Jefferson County Commission was held on Tuesday, July 8, 2025, during the third 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 Tuesday, July 8, 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:

- June 18, 2025 Special Meeting Minutes DRAFT
- June 24, 2025 Special Meeting Minutes DRAFT

. The motion was approved without objection.

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK NUMBER		VENDOR NAME	UNCLEARED
92661		AHA-ARTS & HUMANITIES ALLIANCE	1,227.29
92662		ATLANTIC OCCUPSYCH INC.	425.00
92663		DEARBORN LIFE INSURANCE COMPANY	2,605.04
92664		GUTTMAN OIL CO	12,271.69
92665		HIGHMARK WV	52,759.59
92666		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	1,817.30
92667		JEFFERSON CO CONVENTION AND VISITORS BUREAU	30,682.19
92668		JEFF CO PARKS & RECREATION COMMISSION	27,637.60

92669		PROMOS 911 INC.	419.25
92670		DR. ROBERT E. JONES III	1,000.00
92671		SHERIFF OF JEFFERSON COUNTY	141.10
92672		STAPLES	2,188.13
92673		TERESA HENDRICKS	330.00
92674		TINT WIZARD	125.00
92675		UNIFIRST	843.73
92676		WV CONSOLIDATED PUBLIC RETIREMENT BD	4,463.40
92677		WV DIVISION OF LABOR	360.00
<b>TOTAL</b>			<b>139,296.31</b>

Commissioner Majdi motioned to approve the accounts payable for June 26, 2025 in the amount of \$ 139,296.31. The motion was approved without objection.

CHECK NUMBER		VENDOR NAME	UNCLEARED
92679		ADKINS AUTOMOTIVE LLC	3,546.87
92680		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,876.68
92681		AT&T BILL PAYMENT	1.33
92682		BEGIN COUNSELING PLLC	1,266.22
92683		BJ'S EMBROIDERY CO INC	243.96
92684		BOUND TREE MEDICAL LLC	5,953.33
92685		BUREAU OF CHILD SUPPORT	1,245.47
92686		CARDINAL HEALTH 110, LLC	6,293.36
92687		CENTURY FORD OF MT AIRY INC	3,716.28
92688		COLONIAL LIFE	95.68
92689		COMPTROLLER OF MARYLAND	1,199.58
92690		DAVID SWAN	43.75
92691		EFTPS IRS TAXES	184,978.03
92692		EMPOWER RETIREMENT	12,176.33
92693		FEDEX	37.80
92694		HIPLINK SOFTWARE	3,322.00
92695		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	63,750.00
92696		JEFFERSON SECURITY BANK	3,903.00
92697		LANGUAGE LINE SERVICES	119.46
92698		LORI BROWN	19.17
92699		MCA, INC	4,977.42
92700		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	11,575.21
92701		MICHAEL JOSEPH BERNA	2,250.00
92702		NATIONAL VISION ADMIN.	1,788.89
92703		NATIONAL VISION ADMIN.	547.19
92704		NORFOLK SOUTHERN CORP	12.00
92705		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00

92706		PA SCDU	320.00
92707		PPC LUBRICANTS LLC	367.25
92708		QUADIENT INC	704.20
92709		RC TOWING LLC	399.40
92710		ROBERTS OXYGEN COMPANY, INC	86.15
92711		RONALD DANTZIC	28.63
92712		SEATWORKS LLC	2,840.54
92713		SHERIFF OF JEFFERSON COUNTY	25.53
92714		SHERIFF OF JEFFERSON COUNTY	115.57
92715		SOFTWARE SYSTEMS INC	8,170.63
92716		SPIRIT OF JEFFERSON	133.98
92717		STATE TAX DEPARTMENT	250.00
92718		STRYKER MEDICAL	39,314.59
92719		TOP GUN SEALCOATING LLC	7,990.00
92720		WV DEPUTY SHERIFF RETIREMENT SYSTEM	31,419.57
92721		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	46,285.97
92722		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	165.60
92723		WV STATE POLICE	200.00
92724		WV ASSOCIATION OF COUNTIES	6,500.00
92725	AM/053	SHERIFF OF JEFFERSON COUNTY	2,158.35
<b>TOTAL</b>			<b>463,479.97</b>

Commissioner Majdi motioned to approve the accounts payable for July 3, 2025, in the amount of \$ 463,479.97. The motion was approved without objection.

### **APPROVAL OF MANUAL CHECKS**

		OTHER FUNDS	6/26/2025	
Check #	Fund	Vendor		Amount
1250	AV/056	PRINT-O-STAT INC		\$199.50
2	EF/061	ESS ELECTION SYSTEMS & SOFTWARE		\$38,684.13
1933	CO/246	CONRAD LUTTRELL LLP		\$7,533,903.92
426	WV/369	SHERIFF OF JEFFERSON COUNTY		\$1,110.00
<b>TOTAL</b>				<b>\$7,573,897.55</b>

Commissioner Majdi motioned to approve the manual checks for June 26, 2025, in the amount of \$ 7,573,897.55. The motion was approved without objection.

		JULY 3RD, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount

351	DG/003	SHERIFF OF JEFFERSON COUNTY		28.35
1251	AV/056	WV OFFICE OF TAX APPEALS- STATE OF WV		71.25
1934	CO/246	BAILEY & WYANT, PLLC		5,592.10
1935	CO/246	FOX & ASSOCIATES LLC		300.00
<b>TOTAL</b>				<b>5,991.70</b>

Commissioner Majdi motioned to approve the manual checks for July 3, 2025, in the amount of \$ 5,991.70. The motion was approved without objection.

### **APPROVAL OF PAYROLL**

Commissioner Majdi motioned to approve the payroll for June 19, 2025, in the amount of \$ 464,553.74. The motion was approved without objection.

### **APPROVAL OF REQUISITIONS**

#### **REQUISITIONS TO BE APPROVED**

**July 3, 2025**

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
COUNTY COMMISSION	26006	\$ 85,000.00	Citizens VFD	annual allocation
	26007	\$ 85,000.00	Shepherdstown VFD	annual allocation
	26008	\$ 85,000.00	Independent VFD	annual allocation
	26009	\$ 85,000.00	Blue Ridge Mountain VFD	annual allocation
	26010	\$ 85,000.00	Middleway VFD	annual allocation
	26011	\$ 85,000.00	Bakerton VFD	annual allocation
	26012	\$ 586,049.00	Jefferson County Parks and Recreation	annual allocation - salaries
	26013	\$ 92,700.00	Bolivar/HF Public Library	annual allocation
	26014	\$ 92,700.00	Old Charles Town Library	annual allocation
	26015	\$ 92,700.00	Shepherdstown Library	annual allocation
	26016	\$ 92,700.00	South Jefferson Public Library	annual allocation
JCESA	26020	\$ 125,000.00	McKesson	medical supplies for ambulances
	26019	\$ 27,000.00	Robert's Oxygen Company	oxygen and tank rental
	26018	\$ 50,000.00	Begin Counseling	employee PTSD therapy
	26017	\$ 140,000.00	MCA, Inc.	ambulance transport billing svc.
IT/GIS	25125	\$ 9,974.84	Motorola Solutions	ArcGIS Pro Migration ECC

<b>GRAND TOTAL</b>		<b>\$ 1,818,823.84</b>		
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Commissioner Majdi motioned to approve the requisitions for July 3, 2025, in the amount of \$ 1,818,823.84. The motion was approved without objection.

## **PUBLIC COMMENT:**

Public comment was received by:

Jacqueline Milliron

David Tabb

Amanda Stroud

Elizabeth Ricketts

## **PRESENTATIONS**

1. Angie Banks- Assessor

### Approval of Hire – Clerk – Assessor's Office

Commissioner Stolipher motioned to approve the hire of Madison Hammock at \$18.00 per hour beginning July 7, 2025. 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

The following employees were recognized for their years of service to the Jefferson County Commission:

- Mike Sine, 20 years with Emergency Services Agency
- Ben Napier, 10 years with Emergency Services Agency
- Rufus Sine, 10 years with Emergency Services Agency
- William Poe, 5 years with Emergency Services Agency
- Johanna Cluff, 5 years with Emergency Services Agency
- Caitlyn Ralston, 5 years with Emergency Services Agency
- David Wampler, 5 years with the Sheriff's Office
- Talon Morris, 1 year with the Sheriff's Department
- Jason Adams, 1 year with the Farmland Protection Board

3. Public Hearing

Zoning Map Amendment (rezoning) for the Ghazwa's Forest property designated as Tax District: Charles Town (02), Map: 3, Parcel: 9.4

Public comment was opened. No one came forward to make comment. Commissioner Stolipher motioned to close public comment. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously. Commissioner Stolipher motioned to approve the zoning amendment as presented based on the commitments offered by the applicant to record a deed restriction not allowing any townhomes or apartment dwellings on the property and no more than 2.6 units per acre. The motion was seconded by Commissioner Hefestay. The motion was approved by a vote of 4-1 (Keys).

4. Kanette Petry, Conrad and Luttrell

Overview of Jefferson County Government and Judicial Center

The agenda item was informational only. No action was taken.

5. Jim Auxer, Gail Boober, Greg Jones and Patsy Noland

Presentation on the needs to retrofit 330 N George Street into the new Jefferson County Judicial Center

The agenda item was informational only. No action was taken.

6. Charles Town Utility Board; Pasha Majdi, County Commissioner

Presentation of Case No. 25—0263-W-C, City of Charles Town v. West Virginia-American Water Company

Commissioner Mood motioned to write a letter to the Public Service Commission before the hearing on July 30, 2025, representing the views of Jefferson county rate payers. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to enter into executive session to receive legal advice at 5:01 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Mood motioned to reconvene in regular session at 5:40 p.m. The motion was seconded by Commissioner Stolipher and approved unanimously.

Commissioner Keys motioned to join CTUB as an intervener on the case that was proposed earlier. The motion was seconded by Commissioner Mood and approved unanimously.

7. Nikki Painter, County Clerk's Office

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

Petition to remove Executrix Carolyn Jean Carper from the estate of Carol V. Naylor

Commissioner Stolipher motioned to accept the recommendation from Fiduciary Commissioner D. Frank Hill, III and grant the petition to remove Executrix Carolyn Jean Carper from the estate of Carol V. Naylor and award the relief as requested. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Quarterly Review of new estates, accountings and waivers of final settlement

Commissioner Stolipher motioned to approve the list of new estates, accountings and waivers of final settlement as presented. 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 Mood and approved unanimously.

8. Cara Keys, County Commissioner

Letter of support for the Jacob Folk House's proposed designation on the National Register of Historic Places

Commissioner Stolipher motioned to approve the recommended letter of support as presented. The motion was seconded by Commissioner. Mood. The motion was amended by Commissioner Stolipher to include all the commissioners' signatures. The amended motion was seconded by Commissioner Mood. The motion was approved unanimously.

9. Rebecca Hall, Prosecuting Attorney's Office

Victims of Crime Act (VOCA) grant application approval and signature

Commissioner Mood motioned to approve and sign the 2025-2026 VOCA Grant application. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

10. Tom Hansen, Jefferson County Sheriff and Treasurer

Approval of Hire – Tax Deputy – Jefferson County Sheriff's Office

Commissioner Stolipher motioned to approve the hire of Garima Lodwal as an 80 hour tax deputy beginning July 9, 2025 with a starting salary of \$37,080. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

### Approval of Hire – Animal Control Officer – Jefferson County Sheriff's Office

Commissioner Stolipher motioned to approve the hire of Sherri Farmer as an 80 hour Animal Control Officer beginning July 14, 2025 with a starting salary of \$43,940. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

### Auction Approval

Commissioner Mood motioned to approve the list of county property to be sold via online auction. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

### 11. Jennifer Myers, Director of Jefferson County Parks and Recreation Commission

#### Overview and update on parks, programs and fireworks event

The agenda item was informational only. No action was taken

### 12. Consider the appointments, membership, and make-up of the following boards:

#### Jefferson County Board of Health

##### Applicants nominated for interview:

- Kathleen Stratton (D) (confirmed resident) Shepherdstown
- Louis Athey (R) (confirmed resident) Kabletown

Commissioner Hefestay motioned to table appointments to the Jefferson County Board of Health until the next scheduled commission meeting. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

#### Jefferson County Parks and Recreation Commission

##### Applicants nominated for interview:

- Vicky Fields (registered to vote/owns property)
- Carlos Fonseca (not registered to vote/owns property)
- Meredith Marshall (registered to vote/owns property-misspelled on deed)
- Heather McIntyre (registered to vote/owns property-under maiden name)
- Brandon Miller (registered to vote/no record of a property deed)

Commissioner Hefestay motioned to appoint Vicky Fields to the Jefferson County Parks and Recreation Commission for a three-year term ending June 30, 2028. The motion was seconded by Commissioner Keys. The motion was approved unanimously.



Commissioner Hefestay motioned to appoint Meredith Marshall to the Jefferson County Parks and Recreation Commission for a three-year term ending June 30, 2028. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Hefestay motioned to appoint Heather McIntyre to the Jefferson County Parks and Recreation Commission for a three-year term ending June 30, 2028. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

#### Jefferson County Development Authority

##### Applicants nominated for interview:

- Philip Baker-Shenk
- Kelly Brown
- Raymond Goodrich
- Heather McIntyre
- Roberta Meade Curry
- Nick Russo
- Tyler Tymmo
- Todd Wilt

Commissioner Mood motioned to vacate all Jefferson County Development Authority board seats effective immediately and reconstitute the board with 9 members of which 1 is a county commission representative with no category requirements. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Commissioner Stolipher motioned to continue to accept applications for the Jefferson County Development Authority board seats and hold interviews on August 7, 2025 at the regularly scheduled commission meeting. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

#### 13. Jack Hefestay, County Commissioner Revise Water Advisory Committee Bylaws

Commissioner Hefestay motioned to revise the Water Advisory Committee Bylaws to: from three (3) resident members of Jefferson county to five (5) resident members and change the quorum requirements to 50% of the committee plus 1. The motion was seconded by Commissioner Keys. The motion was defeated 2 (Hefestay, Keys)-3 (Mood, Stolipher, Majdi).

Commissioner Majdi motioned to revise the Water Advisory Committee Bylaws to: from (3) resident members of Jefferson county to four (4) resident members and change quorum requirements to the majority of the committee plus 1) The motion was seconded by Commissioner Mood. The motion approved unanimously.

14. John Lyons, Deputy Director of Jefferson County Emergency Services Agency; Bessie Nelson, Deputy Budget Director Emergency Services Agency

Middleway Volunteer Fire Company Ambulance space lease

Commissioner Stolipher motioned to approve the Ambulance Space Lease Agreement with Middleway Volunteer Fire Company and approve the application of a building permit to construct a storage container pad site on existing ESA property. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Ambulance Fee update and FY26 billing

Commissioner Mood motioned to enter into executive session at 4:12 p.m. to receive legal advice. The motion was seconded by Commissioner Hefestay and approved unanimously.

Commissioner Hefestay motioned to reconvene in regular session at 4:35 p.m. The motion was seconded by Commissioner Stolipher and approved unanimously.

No action was taken on this agenda item.

15. Jessica James, Chief Human Resource Officer

Approval of Promotion – Lead Permit Technician-Department of Engineering, Planning and Zoning

Commissioner Majdi motioned to approve the promotion of Madeline Stephenson to the Grade 4, full-time, 80-hour position of Lead Permit Technician for the Jefferson County Department of Engineering, Planning, and Zoning with a salary \$50,490.60, effective July 7, 2025. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

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

Commissioner Keys motioned to approve the hire of Ashley Hafley for the Grade 2, full-time, 80-hour position of Office Assistant within the Department of Fleet and Facilities Management, at a salary of \$40,000, effective July 9, 2025. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Approval of Promotion – Firefighter/Advanced EMT II-Emergency Services Agency

Commissioner Majdi motioned to approve the promotion of Emily Pultz from Firefighter/EMT II to Firefighter/Advanced EMT II for the Jefferson County Emergency

Services Agency at a rate of \$ 22.90 per hour effective June 15, 2025 and a lump sum payout of \$226.50 for time worked between June 15, 2025 and today. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

#### Approval of COLA/Merit Increases for the Jefferson County Clerk's Office

Commissioner Majdi motioned to approve the cost-of-living adjustments and merit increases for the Office of the Jefferson County Clerk, as presented, effective July 1, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Keys motioned to approve the hire for the Grade 9, full time 80 hour position of Chief Technology Officer, Gabriel Areigaza at \$95,197 effective date July 9, 2025. The motion was seconded by commissioner Hefestay. The motion was approved unanimously.

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

##### External budget transfer approval – merit and cost-of-living adjustment (COLA)

Commissioner Majdi motioned to approve the state budget transfers for COLA funds amounting to \$576,502 to the County departments' and elected offices' FY26 budgets as presented and to transfer merit funds amounting of \$272,198 to the elected departments' FY26 budgets as presented.. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

#### 17. Nathan Cochran, Assistant Prosecuting Attorney

##### Discussion and advice from counsel and possible action on courthouse annex

Commissioner Stolipher motioned to enter into executive session to receive legal advice at 5:01 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Mood motioned to reconvene in regular session at 5:40 p.m. The motion was seconded by Commissioner Stolipher and approved unanimously.

Commissioner Stolipher motioned to accept the orders as presented by counsel. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

### **COUNTY ADMINISTRATOR REPORTS**

#### 18. Certificate of Insurance

Informational only

Next Steps on the building-build out

Informational only.

Community Discussion on Washington Street Properties update

Informational only.

Federal Appropriations Update

Informational only.

Pay to two decimals instead of four

Commissioner Keys motioned to change the pay method to two decimals from four decimals. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Day Report INC.

Commissioner Majdi motioned to approve payment of \$100,336.02 from contingency funds to Berkeley county Day Report for services rendered in FY 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Majdi motioned to invoice Jefferson County Day Report for \$22,836.02 reimbursement of funds awarded. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Review of Priorities – Quarter 3 and 4

Informational only.

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 at 5:01 p.m. to receive legal advice. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Mood motioned to reconvene in regular session at 5:40 p.m. The motion was seconded by Commissioner Stolipher and approved unanimously.

## **Adjourn**

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and approved without objection. The Commission adjourned at 5:45 p.m.

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Pasha Majdi, PRESIDENT

Respectfully submitted  
Jacqueline C. Shadle  
Jefferson County Clerk