

Minutes
Jefferson County Commission
Thursday, July 17, 2025

A meeting of the Jefferson County Commission was held on Thursday, July 17, 2025, during the third quarterly session at 393 N. Lawrence Street, Charles Town, WV 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, July 17, 2025, meeting is available on the Jefferson County Commission website.

**JEFFERSON COUNTY COMMISSION COMMUNITY DISCUSSION ON THE
COMMISSION-OWNED WASHINGTON STREET PROPERTIES**

Opening – President Majdi

Washington Street Properties Presentations

OVERVIEW OF THE PROPERTIES AND PROCESS:

1. Nathan Cochran, Assistant Prosecuting Attorney
Legal Options Regarding the Sale of Commission-owned Properties in West Virginia – Informational. No action taken
2. Laura Kuhn, Director of Fleet and Facilities Management
Properties Overview – Informational. No action taken.
3. Patsy Noland, Former County Commissioner
History of Washington Street Properties and Potential Uses – Informational. No action taken.
4. Angie Banks, Jefferson County Assessor
Assessment Overview – Informational. No action taken.
5. Kanette Petry, Conrad and Lutrell
Jefferson County Courthouse Use Restrictions – Informational. No action taken.
6. Meredith Dreistadt, Acting Deputy West Virginia State Historic Preservation Office
Informational Presentation. No action taken.

PRESENTATION BY BUSINESS GROUPS-Informational Only-No action taken

1. Charles Town Now
2. Strong Towns of Jefferson County

PRESENTATION BY SOME POTENTIAL PURCHASERS-Informational Only-No action taken

1. Lori Wysong, Director of the Jefferson County Museum
2. Mike George, Mayor of the City of Charles Town
3. Scott Sudduth, Jefferson County Building Commission
4. Josh Cook, Program Manager of the Jefferson County Development Authority

PUBLIC COMMENT

Public comment was received by:

- Amanda Stroud
- David Tabb
- Christine Wimer
- Emily Galleher
- Summer Wilkes

JEFFERSON COUNTY COMMISSION MEETING AGENDA

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

APPROVAL OF MINUTES

Commissioner Majdi motioned to approve:

- July 8, 2025 Special Meeting Minutes DRAFT
 - Meeting minute updates: inclusion of additional attachments from June 5, 2025
- The motion was approved without objection.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
92726		AT&T	66.80
92727		BENJAMIN S WILLIAMS	282.00

92728		BIEDLERS ELEC MOTOR REP	20.88
92729		CAPITAL ELECTRIC	720.70
92730		CASTO & HARRIS INC	2,204.00
92731		CITY OF CHARLES TOWN	20.00
92732		CMA CHRYSLER DODGE JEEP	295.10
92733		GUTTMAN OIL CO	12,626.70
92734		JOHN DEERE FINANCIAL	622.39
92735		KONE BROOKLYN	1,172.32
92736		MILLENIUM INSURANCE GROUP	250.00
92737		NAPA AUTO PARTS	571.28
92738		R.E. MICHEL CO. LLC	435.57
92739		STAPLES	466.94
92740		UNIFIRST	169.65
92741		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	341,568.50
92742	AM/053	PAYMENTUS CORP	10.95
TOTAL			361,503.78

Commissioner Majdi motioned to approve the accounts payable for July 10, 2025 in the amount of \$ 361,503.78. The motion was approved without objection.

CHECK NUMBER		VENDOR NAME	UNCLEARED
92744		ABENEO ZUNIGA	288.00
92745		ALEXIS MASTERS	134.40
92746		AMERIFLEX	122.40
92747		APRIL BLAKER	643.92
92748		ATLANTIC EMERGENCY SOLUTIONS, INC.	697.02
92749		BJ'S EMBROIDERY CO INC	503.00
92750		BOLAND TRANE SERVICES INC	2,123.00
92751		BUREAU OF CHILD SUPPORT	921.49
92752		CARRIE ORR	1,628.09
92753		COMPTROLLER OF MARYLAND	1,352.86
92754		CYNTHIA DANNER	293.57
92755		DARYLL WIMER	5.70
92756		DAVID EVERETT BOOBER	959.00
92757		DOUGLAS H FLETCHER	1,019.01
92758		EFTPS IRS TAXES	193,585.01
92759		EMILY MORROW	269.50
92760		EMPOWER RETIREMENT	12,125.17
92761		ENTERPRISE FM TRUST	52,975.04
92762		EXECUTIVE EMERGENCY LIGHTING LLC	135.00

92763		FBINAA WV	125.00
92764		FRONTIER	13,861.56
92765		HIGHMARK WV	261,406.42
92766		JEFFERSON SECURITY BANK	3,678.00
92767		JEFFERSON COUNTY CHAMBER OF COMMERCE	600.00
92768		KONE BROOKLYN	1,809.75
92769		LORI BROWN	397.39
92770		MARYLAND FIRE EQUIPMENT CORPORATION	15,480.60
92771		MCA, INC	3,271.74
92772		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	249.62
92773		MORGAN BLUE	5,200.40
92774		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
92775		OBSESSION AUTOMOTIVE	3,118.86
92776		PA SCU	320.00
92777		POTOMAC EDISON	31,756.11
92778		PPC LUBRICANTS LLC	367.25
92779		QUADIENT INC	1,286.00
92780		R.E. MICHEL CO. LLC	244.24
92781		RICOH USA INC	375.51
92782		ROBERTS OXYGEN COMPANY, INC	112.56
92783		RONALD DANTZIC	7.49
92784		SANDRA KELLEY	373.45
92785		SPIRIT OF JEFFERSON	501.21
92786		STATE TAX DEPARTMENT	254.67
92787		TINT WIZARD	480.00
92788		UNIFIRST	221.66
92789		VALLEY HEALTH EMPLOYER HEALTH	225.00
92790		VICTORIA MYERS	1,049.65
92791		WV DEPUTY SHERIFF RETIREMENT SYSTEM	35,073.98
92792		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	97,627.27
92793		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	48,774.05
92794		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	66,874.85
92795		WV STATE BAR	2,450.00
92796		WV STATE TAX DEPARTMENT	49,954.99
92797	GS/004	GENERAL COUNTY FUND - J FEE	13,047.23
92798	FG/009	SHERIFF OF JEFFERSON COUNTY	5,891.15
92799	AM/053	SHERIFF OF JEFFERSON COUNTY	3,761.39
TOTAL			941,075.23

Commissioner Majdi motioned to approve the accounts payable for July 17, 2025, in the amount of \$ 941,075.23. The motion was approved without objection.

APPROVAL OF MANUAL CHECKS

		JULY 10TH, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1936	CO/246	84 LUMBER		838.68
1022	CW/059	WV STATE AUDITOR		905.00
TOTAL				\$ 1,743.68

Commissioner Majdi motioned to approve the manual checks for July 10, 2025, in the amount of \$ 1,743.68. The motion was approved without objection.

		July 17, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
352	DG/003	SHERIFF OF JEFFERSON COUNTY		\$30,784.43
351	MG/005	SHERIFF OF JEFFERSON COUNTY		\$30,379.24
968	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING		\$3,283.20
969	HD/008	SATELLITE TRACKING OF PEOPLE		\$1,541.60
224	VR/063	SECRETARY OF STATE'S OFFICE		\$303.52
1252	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC		\$3,928.82
1253	AV/056	MILLER'S SUPPLIES AT WORK		\$447.75
1254	AV/056	MONROE SYSTEMS FOR BUSINESS		\$943.26
1527	IP/249	SHERIFF OF JEFFERSON COUNTY SCHOOL		\$274,965.70
1528	IP/249	SHERIFF OF JEFFERSON COUNTY LAW ENFORCEMENT		\$16,829.42
1529	IP/249	SHERIFF OF JEFFERSON COUNTY PARKS/REC		\$101,097.18
1530	IP/249	SHERIFF OF JEFFERSON COUNTY EMS		\$26,242.13
1531	IP/249	SHERIFF OF JEFFERSON COUNTY ADMIN		\$29,762.14
1023	CW/059	WVRC MEDIA		\$3,550.96
1024	CW/059	SHERIFF OF JEFFERSON COUNTY		\$2,000.00
TOTAL				\$526,059.35

Commissioner Majdi motioned to approve the manual checks for July 17, 2025, in the amount of \$ 526,059.35. The motion was approved without objection.

APPROVAL OF PAYROLL

Commissioner Majdi motioned to approve payroll for July 18, 2025, in the amount of \$ 527,022.58. The motion was approved without objection.

APPROVAL OF REQUISITIONS

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
SHERIFF - LAW	26021	\$ 5,791.53	10-42 Tactical LLC	vests
FLEET AND FACILITIES - OTHER BLDGS	26022	\$ 9,620.00	Fidelity Power Systems	generator maintenance service program
	26023	\$ 200,000.00	Enterprise FM Trust	FY26 vehicle lease
	26024	\$ 37,059.00	ARC Document Solutions	ARC facilities annual subscrip/quickstart
COUNTY COMMISSION	26027	\$ 100,336.02	Berkeley County Council	Berkley Co. Day Report Reimbursement
IT	26026	\$ 34,490.32	TEK Advisors LLC	IT Buildout - 393 Lawrence
GRAND TOTAL		\$ 387,296.87		

Commissioner Majdi motioned to approve the requisitions for July 17, 2025, in the amount of \$ 387,296.87. The motion was approved without objection.

PUBLIC COMMENT:

Public comment was received by:

Amanda Stroud

David Tabb

Elizabeth Ricketts

Christine Wimer

William Kenny

Ross Morgan

PRESENTATIONS

1. Public Hearing: Zoning Map Amendment Petition for Hoxton Center (Commercial Growth) (File# 25-2-Z)

Public Comment:

Commissioner Stolipher motioned to open public comment. The motion was seconded by Commissioner Mood and approved unanimously.

No one offered public comment for this agenda item.

Commissioner Stolipher motioned to close public comment. The motion was seconded by Commissioner Mood and approved unanimously.

Zoning Map Amendment Petition for Hoxton Center (Commercial Growth) (File #25-2-Z)

Commissioner Keys recused herself from voting on this agenda item. Commissioner Stolipher motioned to approve the rezoning request as submitted. The motion was seconded by Commissioner Mood. The motion was approved by a vote of 4-0.

2. Roger Goodwin, Director of Engineering, Planning and Zoning; Will Smith, Land Development Specialist; Luke Seigfried, County Planner

Beallair Homes, LLC-Beallair Phase 1 File #02-36 request for bond release

Commissioner Stolipher motioned to approve a complete bond release for Performance Bond GM226705 with Great Midwest Insurance Company for Beallair Homes, LLC-Beallair Phase 1 file no. 02-36. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Beallair Homes, LLC-Beallair Phase 4A File #19-16-SD request for bond release

Commissioner Mood motioned to approve the complete bond release for Performance Bond GM225305 with Great Midwest Insurance Company for Beallair Homes, LLC-Beallair Phase 4A file no. 19-16-SD. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Rezoning request for Cochran Properties

Commissioner Stolipher motioned to forward the Rezoning Request of the Cochran Properties (Tax Map 5 Parcels 10.3, 10.4, 10.7, 12.14 and 12.15) to the Planning Commission agenda for August 21st at a time to be determined for review and recommendation. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

3. Pasha Majdi, Jefferson County Commission President – Jefferson County Development Authority Next Steps and Interview

Resolution: Vision for the Jefferson County Development Authority

Commissioner Mood motioned to approve the resolution with the amendment to section 3 adding the phrase “as appropriate”. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Resolution: Jefferson County Development Authority Partnership with the State

Commissioner Stolipher motioned to approve the resolution with the change in wording from “including” to “primarily”. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

4. Tom Hansen, Jefferson County Sheriff and Treasurer

Governor’s Highway Safety Program (GHAP) grant

Commissioner Stolipher motioned to approve the application for the Governor’s Highway Safety Grant and authorize the president to sign the associated documents. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Potential legal issue regarding former employee

Commissioner Stolipher motioned to enter into executive session to receive legal advice on a personnel and contractual matters at 9:23 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Hefestay motioned to reconvene in regular session at 10:13 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Revisit Home Confinement

Commissioner Hefestay motioned to approve the proposed revision to the Home Confinement program. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

5. Mike Mood, Jefferson County Commission Vice-President

Resolution: West Virginia Goes Purple

Commissioner Mood motioned to approve the resolution for West Virginia Goes Purple for the month of September with an amendment for all commissioners to sign the

resolution. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

6. Jessica James, Chief Human Resource Officer

Approval of Promotion: Facilities Mechanic-Department of Fleet and Facilities Management

Commissioner Mood motioned to approve the promotion of Michael Lee for 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. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Employee Changes in Title-Part Time Instructors-Emergency Services Agency

Commissioner Mood motioned to approve the changes in title for employees Monte Conner and David Swain, from part-time FF/EMTs to part-time instructors for the Jefferson County Emergency Services Agency, effective July 1, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

7. David Bound, Chief Financial Officer

Internal Budget adjustments

Commissioner Stolipher motioned to accept the internal budget adjustments as presented with FY25-013. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Ambulance Fee bill adjustments/exonerations

Commissioner Stolipher motioned to approve the ambulance fee bill adjustments and exonerations as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

8. Nathan Cochran, Assistant Prosecuting Attorney

Discussion, advice and possible action from counsel regarding ongoing opioid litigation and related issues

Commissioner Stolipher motioned to enter into executive session to receive legal advice on a personnel and contractual matters at 9:23 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Hefestay motioned to reconvene in regular session at 10:13 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned that the commission is in favor of the Purdue Bankruptcy Settlement Plan. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Discussion of Charles Town Utility Board v. West Virginia American Water Company (25-0263-PWD-C)

Commissioner Stolipher motioned to enter into executive session to receive legal advice on a personnel and contractual matters at 9:23 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Hefestay motioned to reconvene in regular session at 10:13 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Discussion regarding Jefferson County Circuit Court Case No. CC-19-2025-C-162.

Commissioner Stolipher motioned to enter into executive session to receive legal advice on a personnel and contractual matters at 9:23 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Hefestay motioned to reconvene in regular session at 10:13 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

COUNTY ADMINISTRATOR REPORTS

9. Edwina Benites-LM, County Administrator

393 and 330 Building Update

Agenda item was informational only. No action was taken.

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 on a personnel and contractual matters at 9:23 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Hefestay motioned to reconvene in regular session at 10:13 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 10:30 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Jacqueline C. Shadle
Jefferson County Clerk