

Minutes

Jefferson County Commission

Thursday, August 21, 2025

A meeting of the Jefferson County Commission was held on Thursday, August 21, 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, August 21, 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:

- August 7, 2025 Regular Meeting Minutes DRAFT

The motion was approved without objection.

APPROVAL OF ACCOUNTS PAYABLE

| CHECK NUMBER | VENDOR NAME | UNCLEARED |
|--------------|-----------------------------|-----------|
| 92916 | AMERIFLEX | 122.40 |
| 92917 | AT&T | 59.62 |
| 92918 | BEGIN COUNSELING PLLC | 90.74 |
| 92919 | BOUND TREE MEDICAL LLC | 1,730.00 |
| 92920 | BUREAU OF CHILD SUPPORT | 650.89 |
| 92921 | CENTURY FORD OF MT AIRY INC | 2,020.28 |
| 92922 | COMPTROLLER OF MARYLAND | 1,365.76 |

| | | | |
|-------|--------|--|------------|
| 92923 | | CPI-COMPUTER PROJECTS OF ILLINOIS | 1,980.00 |
| 92924 | | EFTPS IRS TAXES | 184,981.32 |
| 92925 | | EMPOWER RETIREMENT | 12,021.35 |
| 92926 | | EXECUTIVE EMERGENCY LIGHTING LLC | 1,714.00 |
| 92927 | | FRIENDSHIP VOLUNTEER FIRE DEPARTMENT | 1,800.00 |
| 92928 | | FRONTIER | 14,032.01 |
| 92929 | | FUTURITY IT INC | 1,000.00 |
| 92930 | | GARY VIANDS | 55.98 |
| 92931 | | GEARCLEAN, INC | 1,418.52 |
| 92932 | | GUTTMAN OIL CO | 6,640.72 |
| 92933 | | J.C. EHRlich | 967.48 |
| 92934 | | JEFFERSON SECURITY BANK | 3,608.00 |
| 92935 | | JEFFREY POLCZYNSKI | 37.00 |
| 92936 | | KATHRYN KING | 54.57 |
| 92937 | | MCA, INC | 3,816.03 |
| 92938 | | MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC | 16,516.91 |
| 92939 | | NAPA AUTO PARTS | 104.17 |
| 92940 | | NATIONWIDE RETIREMENT SOLUTIONS | 1,065.00 |
| 92941 | | PA SCDU | 320.00 |
| 92942 | | PERRY & ASSOCIATES CPA'S | 30,000.00 |
| 92943 | | POTOMAC EDISON | 46,048.52 |
| 92944 | | RC TOWING LLC | 456.20 |
| 92945 | | RETIREE HEALTH BENEFIT TRUST | 9,467.00 |
| 92946 | | RICE TIRES CO | 864.30 |
| 92947 | | ROBERTS OXYGEN COMPANY, INC | 1,778.44 |
| 92948 | | SHERIFF OF JEFFERSON COUNTY | 25.53 |
| 92949 | | SOFTWARE SYSTEMS INC | 1,068.25 |
| 92950 | | SPIRIT OF JEFFERSON | 161.66 |
| 92951 | | STATE TAX DEPARTMENT | 250.00 |
| 92952 | | TERESA HENDRICKS | 70.00 |
| 92953 | | TINT WIZARD | 770.00 |
| 92954 | | WV DEPUTY SHERIFF RETIREMENT SYSTEM | 31,240.55 |
| 92955 | | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM | 49,762.36 |
| 92956 | | WV REGIONAL JAIL & CORRECTION FACILITY AUTH | 80,218.70 |
| 92957 | GS/004 | GENERAL COUNTY FUND-J FEE | 16,630.11 |
| 92958 | AM/053 | SHERIFF OF JEFFERSON COUNTY | 2,151.03 |
| | | | 529,135.40 |

Commissioner Majdi motioned to approve the accounts payable for August 14, 2025 in the amount of \$ 529,135.40. The motion was approved without objection.

| CHECK NUMBER | | VENDOR NAME | UNCLEARED |
|--------------|--|-------------|-----------|
|--------------|--|-------------|-----------|

| | | | |
|-------|--------|---|------------|
| 92959 | | ADKINS AUTOMOTIVE LLC | 4,194.70 |
| 92960 | | ALBERT HOCKMAN | 231.48 |
| 92961 | | ALEXIS MASTERS | 114.10 |
| 92962 | | AT&T | 2,223.26 |
| 92963 | | ATLANTIC EMERGENCY SOLUTIONS, INC. | 935.60 |
| 92964 | | CARRIE ORR | 120.14 |
| 92965 | | CENTURY FORD OF MT AIRY INC | 10,411.43 |
| 92966 | | DAVID EVERETT BOOBER | 1,849.50 |
| 92967 | | DEARBORN LIFE INSURANCE COMPANY | 3,275.64 |
| 92968 | | DEVON THOMPSON | 209.30 |
| 92969 | | DIGITAL DOCUMENT SOLUTIONS INC | 953.05 |
| 92970 | | DODSON SEPTIC SERVICE LLC | 285.00 |
| 92971 | | DOING BETTER BUSINES | 989.07 |
| 92972 | | EASTERN PANHANDLE REGIONAL PLANNING & DEVELOPMENT | 17,500.00 |
| 92973 | | ELIZABETH MALONEY | 5,122.75 |
| 92974 | | EMILY MORROW | 397.60 |
| 92975 | | ENTERPRISE FM TRUST | 19,562.78 |
| 92976 | | GLEN KILMER | 1,136.95 |
| 92977 | | HIGHMARK WV | 59,649.36 |
| 92978 | | JASON MICKEY | 849.53 |
| 92979 | | JEFF CO PARKS & RECREATION COMMISSION | 95,881.71 |
| 92980 | | MARNEY TREESE | 1,300.00 |
| 92981 | | MCA, INC | 2,757.00 |
| 92982 | | MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC | 2,911.53 |
| 92983 | | MILLENIUM INSURANCE GROUP | 900.00 |
| 92984 | | MONICA ANDERSON | 2,554.02 |
| 92985 | | NATIONAL VISION ADMIN. | 608.11 |
| 92986 | | OBSESSION AUTOMOTIVE | 221.85 |
| 92988 | | ROBERTS OXYGEN COMPANY, INC | 391.23 |
| 92989 | | SANDRA L RUSH | 858.55 |
| 92990 | | SOFTWARE SYSTEMS INC | 2,953.69 |
| 92991 | | SPIRIT OF JEFFERSON | 278.00 |
| 92992 | | THOMAS HANSEN | 170.00 |
| 92993 | | TRAVIS WHEAT | 310.00 |
| 92994 | | UNIFIRST | 217.09 |
| 92995 | | US BANK | 138,229.96 |
| 92996 | | W B MASON CO. INC | 171.48 |
| 92997 | | WHOLESALE TIRES INC. | 130.61 |
| 92998 | | WORKING FIRE FURNITURE & MATTRESS CO. INC. | 1,319.96 |
| 92999 | FG/009 | BERKELEY COUNTY SHERIFF'S OFFICE | 4,198.24 |
| 93000 | FG/009 | CORPORATION OF SHEPHERSTOWN | 716.32 |

| | | | |
|--------------|--------|-------------------------------|-------------------|
| 93001 | FG/009 | MARTINSBURG POLICE DEPARTMENT | 2,554.12 |
| 93002 | FG/009 | SHERIFF OF GRANT COUNTY | 775.46 |
| 93003 | AM/053 | PROGRESSIVE PRINTING | 29,315.00 |
| TOTAL | | | 419,735.17 |

Commissioner Majdi motioned to approve the accounts payable for August 21, 2025, in the amount of \$ 419,735.17. The motion was approved without objection.

APPROVAL OF MANUAL CHECKS

| August 14, 2025 | | | |
|-----------------|--------|--|------------|
| OTHER FUNDS | | | |
| Check # | Fund | Vendor | Amount |
| | | | \$ |
| 353 | DG/003 | SHERIFF OF JEFFERSON COUNTY | 1,594.95 |
| | | | \$ |
| 972 | HD/008 | ALLIED UNIVERSAL ELECTRONIC MONITORING | 3,049.60 |
| | | | \$ |
| 973 | HD/008 | FEDEX | 92.39 |
| | | | \$ |
| 389 | FP/057 | JEFFERSON CO FARMLAND PROTECTION BOARD | 167,007.54 |
| | | | \$ |
| 3 | EF/061 | ESS ELECTION SYSTEMS & SOFTWARE | 85,412.50 |
| | | | \$ |
| 1940 | CO/246 | MARKL SUPPLY COMPANY | 3,000.00 |
| | | | \$ |
| 143 | SI/249 | AVTAR SINGH AND MANPREET GILL | 1.00 |
| | | | \$ |
| 144 | SI/249 | JOSEPH STILLWELL | 6,772.00 |
| | | | \$ |
| 131 | LI/249 | AVTAR SINGH AND MANPREET GILL | 636.00 |
| | | | \$ |
| 188 | PI/249 | AVTAR SINGH AND MANPREET GILL | 1,131.00 |
| | | | \$ |
| 189 | PI/249 | JOSEPH STILLWELL | 1,179.00 |
| | | | \$ |
| 164 | EI/249 | AVTAR SINGH AND MANPREET GILL | 119.00 |
| | | | \$ |
| 165 | EI/249 | JOSEPH STILLWELL | 509.00 |
| | | | \$ |
| 8 | AI/249 | AVTAR SINGH AND MANPREET GILL | 57.00 |
| | | | \$ |
| 9 | AI/249 | JOSEPH STILLWELL | 668.00 |
| | | | \$ |

| | | | | | |
|--------------|--|--|--|-----------|-------------------|
| TOTAL | | | | \$ | 271,228.98 |
|--------------|--|--|--|-----------|-------------------|

Commissioner Majdi motioned to approve the manual checks for August 14, 2025, in the amount of \$ 271,228.98. The motion was approved without objection.

| August 21, 2025 | | | | |
|-----------------|--------|---------------------------------------|--|--------------------|
| OTHER FUNDS | | | | |
| Check # | Fund | Vendor | | Amount |
| 974 | HD/008 | D-TRAX LLC | | \$176.00 |
| 975 | HD/008 | US BANK | | \$92.16 |
| 1259 | AV/056 | CARLSON SOFTWARE INC | | \$215.00 |
| 1260 | AV/056 | MILLERS SUPPLIES AT WORK | | \$262.25 |
| 1941 | CO/246 | BERKELEY GLASS INC | | \$1,210.61 |
| 1942 | CO/246 | FOX & ASSOCIATES INC | | \$14,080.00 |
| 1943 | CO/246 | MARKL SUPPLY COMPANY | | \$18,915.60 |
| 179 | IP/249 | JEFF CO PARKS & RECREATION COMMISSION | | \$27,508.10 |
| 180 | IP/249 | JEFF CO PARKS & RECREATION COMMISSION | | \$4,316.98 |
| 187 | IP/249 | LANTZ CONSTRUCTION WINCHESTER | | \$2,432.00 |
| 428 | CW/369 | SHERIFF OF JEFFERSON COUNTY | | \$1,270.00 |
| TOTAL | | | | \$70,478.70 |

Commissioner Majdi motioned to approve the manual checks for August 21, 2025, in the amount of \$ 70,478.70. The motion was approved without objection.

APPROVAL OF PAYROLL

Commissioner Majdi motioned to approve payroll for August 15, 2025, in the amount of \$ 510,245.52. The motion was approved without objection.

APPROVAL OF REQUISITIONS

| DEPARTMENT | PURCHASE ORDER NO. | AMOUNT | VENDOR | DESCRIPTION |
|--------------------|--------------------|---------------------|-------------------------------------|--------------------------------|
| HOMELAND SECURITY | 26038 | \$ 11,961.14 | EVERBRIDGE INC. | HOMELAND SECURITY NOTIFICATION |
| JCESA | 26045 | \$ 8,652.35 | ANTRIM DIESEL SERVICE INC | 2011 FORD F450 AMBULANCE VIN30 |
| | 26044 | \$ 29,446.03 | EMS TECHNOLOGY SOLUTIONS, LLC | RFID HANDHELD READERS |
| | 26039 | \$ 4,000.00 | NORTH AMERICAN RESCUE HOLDINGS, LLC | STOP THE BLEED KITS - LEADERSH |
| COUNTY COMMISSION | 26042 | \$ 5,980.40 | BAILEY & WYANT, PLLC | INV 83485 LEGAL BUILDINGS 393 |
| GRAND TOTAL | | \$ 60,039.92 | | |

Commissioner Majdi motioned to approve the requisitions for August 21, 2025, in the amount of \$ 60,039.92. The motion was approved without objection.

PUBLIC COMMENT:

Public comment was received by:

Amanda Stroud

David Tabb

Colin Stine

PRESENTATIONS

1. Angela Banks, Jefferson County Assessor

Exonerations:

Commissioner Stolipher motioned to approve the tax exonerations as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

Commissioner Keys recused herself from this agenda item. Commissioner Stolipher motioned to approve consolidation of the four parcels into one as presented. The motion was seconded by Commission Mood and approved by a vote of (4-0).

2. Commissioner Cara Keys

Update on MARL and/or Valley Link

Commissioner Keys motioned to allow Commissioner Keys and/or Commissioner Majdi to attend working group meetings with Hampshire, Monongalia, Preston, Mineral (other jurisdictions as appropriate) to share information as it relates to the proposed lines to ensure we are aware of interconnected effects as the PSC considers these projects and the shared impacts of our residents. The motion was seconded by Commissioner Mood and approved unanimously.

3. Commission President, Pasha Majdi

Appointment of commission liaison to Charles Town Utility Board

Commissioner Majdi motioned to appoint Commissioner Mood as a liaison to the Charles Town Utility Board with Commissioner Hefestay as an alternate. The motion was seconded by Commissioner Stolipher and approved unanimously.

4. Roger Goodwin, Chief County Engineer at Department of Engineering, Planning & Zoning

Approval of West Virginia Department of Economic Development & Jefferson County Commission-Agreement/Contract Extension #4 for the Hill Top House Hotel Tourism Development District (TDD) project services

Commissioner Stolipher motioned to approve ACT DEV2200000001 Change Order #4 Contract Renewal Jefferson County Hilltop House Project, dated September 4, 2025, between the West Virginia Department of Economic Development and the Jefferson County Commission, and extending the contract from September 30, 2025 through September 29, 2026; and authorizing the County Administrator to sign the change order on behalf of the Jefferson County Commission. The motion was seconded by Commissioner Keys and approved unanimously.

5. Jessica James, Chief Human Resource Officer

Approval of Hires-Firefighter/EMT's (3) and Firefighter/Paramedic (1) – Emergency Services Agency

Commissioner Stolipher motioned to approve the following Human Resources related agenda items as presented. The motion was approved by Commissioner Keys, and approved unanimously.

Motion to approve the hiring of Charles Lopp to the position Full-Time FF/Paramedic I, Step 10, at a starting rate of \$32.60/hr, pending the satisfactory completion of a required background check and drug screening, effective August 25, 2025. Upon the successful completion of their introductory period, Mr. Lopp will be promoted to the rank of FF/Paramedic II, Step 10, at a rate of \$33.42/hr.

Motion to approve the hiring of William Jones to the position Full-Time FF/EMT I, Step 8, at a starting rate of \$24.71/hr, pending the satisfactory completion of a required background check and drug screening, effective August 25, 2025. Upon the successful completion of their introductory period, Mr. Jones will be promoted to the rank of FF/EMT II, Step 8, at a rate of \$25.32/hr.

Motion to approve the hiring of Megan Fox to the position Full-Time FF/EMT I, Step 0, at a starting rate of \$21.27/hr, pending the satisfactory completion of a required background check and drug screening, effective August 25, 2025. Upon the successful completion of their introductory period, Ms. Fox will be promoted to the rank of FF/EMT II, Step 0, at a rate of \$21.80/hr.

Motion to approve the hiring of Madison Chambers to the position Full-Time FF/EMT I, Step 0, at a starting rate of \$21.27/hr, pending the satisfactory completion of a required background check and drug screening, effective August 25, 2025. Upon the successful completion of their introductory period, Ms. Chambers will be promoted to the rank of FF/EMT II, Step 0, at a rate of \$21.80/hr.

Approval of Promotions – GIS Coordinator/CAD Administrator-Department of IT/GIS

Motion to approve the promotion of Jessica Gormont to the Grade VII, full-time, 80-hour position of GIS Lead/CAD Administrator with a salary of \$72,225.60, effective Monday, August 10, 2025. And further, after completion of the SAA program, Ms. Gormont’s salary will increase to \$82,225.60.

Approval of Temporary Assignment – Deputy Director – Emergency Communications

Motion to approve the temporary assignment of Lori Brown as Deputy Director of Emergency Communications, effective August 18, and resulting increase in salary to the Grade 8 base of \$82,597, effective August 18, in accordance with Jefferson County Administrative Policy 212-Compensation During Temporary Assignment.

6. David Bound, Chief Financial Officer

Reimbursement approval – Parks and Recreation Commission

Commissioner Hefestay motioned to approve reimbursement to Parks and Recreation in the amount of \$ 95,881.71. The motion was seconded by Commissioner Stolipher and approved unanimously.

Approve FY26 Budget Resolutions as presented

Commissioner Mood motioned to approve FY26 budget resolutions as presented. The motion was seconded by Commissioner Stolipher and approved unanimously.

Approve CHY Engagement letter as presented

Commissioner Majdi motioned to approve FY25 CoxHollida Young CPA’s compilation of county financial statements not to exceed \$34,000 use of professional services funding. The motion was seconded by Commissioner Stolipher and approved unanimously.

COUNTY ADMINISTRATOR REPORTS

7. 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 convene in executive session at 6:34 p.m. to receive legal advice. The motion was seconded by Commissioner Keys and approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 7:26 p.m. The motion was seconded by Commissioner Keys 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 7:27p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Jacqueline C. Shadle
Jefferson County Clerk

DRAFT