

Minutes
Jefferson County Commission
Thursday, August 7, 2025

A meeting of the Jefferson County Commission was held on Thursday, August 7, 2025, during the third quarterly session at 393 N. Lawrence Street, Charles Town, WV 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 Thursday, August 7, 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:

- July 17, 2025 Regular Meeting Minutes DRAFT with corrections and the addition of presentations from business groups.

The motion was approved without objection.

APPROVAL OF ACCOUNTS PAYABLE

CHECK NUMBER		VENDOR NAME	UNCLEARED
92800		AT&T BILL PAYMENT	1.33
92801		ATLANTIC EMERGENCY SOLUTIONS, INC.	9,778.17
92802		AUTOZONE	40.99
92803		BEGIN COUNSELING PLLC	1,611.98
92804		BENJAMIN NAPIER	700.00
92805		BEST BEST & KRIEGER LLP	2,979.00
92806		BIEDLERS ELEC MOTOR REP	20.88
92807		BJ'S EMBROIDERY CO INC	45.00
92808		BOUND TREE MEDICAL LLC	2,310.10

92809		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
92810		COMPILED TECHNOLOGIES LLC	2,750.00
92811		CYNTHIA DANNER	1,974.07
92812		DEARBORN LIFE INSURANCE COMPANY	2,850.02
92813		DIGITAL DOCUMENT SOLUTIONS INC	824.55
92814		EVELYN STEPHENSON	2,227.38
92815		FASTSIGNS	1,278.28
92816		FIDELITY POWER SYSTEMS	2,147.50
92817		FIRST CITIZENS BANK & TRUST CO	2,230.47
92818		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
92819		GEARCLEAN, INC	2,949.38
92820		GUTTMAN OIL CO	13,928.06
92821		HIGHMARK WV	50,483.88
92822		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	4,800.00
92823		J.C. EHRLICH	937.09
92824		JASON MICKEY	739.65
92825		JEFFERSON CO CONVENTION AND VISITORS BUREAU	38,046.64
92826		JEFFERSON CO FIRE & RESCUE ASSOCIATION, INC.	1,332.00
92827		KELSEY STIPANOVIC	192.03
92828		KEVIN J. BOYCE	412.00
92829		LANGUAGE LINE SERVICES	168.95
92830		MCA, INC	7,791.28
92831		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	5,445.40
92832		MILLENIUM INSURANCE GROUP	900.00
92833		MILLER'S SUPPLIES AT WORK	998.50
92834		NATIONAL VISION ADMIN.	553.05
92835		OLD CHARLES TOWN LIBRARY	3,000.00
92836		PATRIOT FIRE AND SECURITY LLC	270.00
92837		POTOMAC EDISON	400.36
92838		RC TOWING LLC	431.00
92839		RICE TIRES CO	125.17
92840		RIVER VALEY CHILD DEVELOPMENT SERVICES	25.00
92841		ROBERTS OXYGEN COMPANY, INC	2,152.58
92842		ROBIN ADAM	40.00
92843		SAMANTHA COMBS	534.60
92844		SANDRA KELLEY	796.95
92845		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	3,200.00
92846		SOFTWARE SYSTEMS INC	1,458.59
92847		STATE INDUSTRIAL PRODUCTS	348.54
92848		TARA VANN	218.91
92849		THOMAS HANSEN	49.00

92850		TOWN OF BOLIVAR	8,931.26
92851		TRACY POPKINS	350.00
92852		UNIFIRST	326.70
92853		US BANK	128,142.09
92854		W B MASON CO. INC	22.98
92855		WILLIAM SCHWEITZER	5,250.00
92856		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	8,545.21
92857	FG/009	BERKELEY CO SHERIFF OFFICE	1,633.68
92858	FG/009	MARTINSBURG POLICE DEPARTMENT	1,104.76
92859	FG/009	SHERIFF OF GRANT COUNTY	599.62
92860	AM/053	PAYMENTS CORP	43.80
TOTAL			336,648.43

Commissioner Majdi motioned to approve the accounts payable for July 24, 2025 in the amount of \$ 336,648.43. The motion was approved without objection.

CHECK NUMBER		VENDOR NAME	UNCLEARED
92862		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,839.42
92863		AT&T MOBILITY - CC	899.83
92864		ATLANTIC EMERGENCY SOLUTIONS, INC.	21,079.01
92865		BEGIN COUNSELING PLLC	265.44
92866		BUREAU OF CHILD SUPPORT	583.46
92867		COLONIAL LIFE	95.68
92868		COMPTROLLER OF MARYLAND	1,331.10
92869		EFTPS IRS TAXES	176,900.63
92870		EMPOWER RETIREMENT	11,856.90
92871		FASTSIGNS	425.44
92872		FIDELITY POWER SYSTEMS	1,121.27
92873		FIRST CITIZENS BANK & TRUST CO	2,230.47
92874		GUTTMAN OIL CO	5,697.80
92875		HIGHMARK WV	242,973.12
92876		JEFFERSON SECURITY BANK	3,678.00
92877		MATTHEW BENDER	322.86
92878		MOTOROLA SOLUTIONS INC	16,554.41
92879		NATHAN COCHRAN	291.00
92880		NATIONAL VISION ADMIN.	1,684.78
92881		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
92882		PA SCDU	320.00
92883		POTOMAC EDISON	4,696.36
92884		RETIREE HEALTH BENEFIT TRUST	9,467.00

92885		DR. ROBERT E. JONES III	1,000.00
92886		SOFTWARE SYSTEMS INC	72.70
92887		STATE TAX DEPARTMENT	250.00
92888		SUN LIFE	19,834.98
92889		TARA VANN	387.00
92890		UNIFIRST	157.05
92891		WV DEPUTY SHERIFF RETIREMENT SYSTEM	31,180.68
92892		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	50,278.02
92893		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	165.60
92894	AM/053	SHERIFF OF JEFFERSON COUNTY	2,948.06
TOTAL			611,653.07

Commissioner Majdi motioned to approve the accounts payable for July 31, 2025, in the amount of \$ 611,653.07. The motion was approved without objection.

CHECK NUMBER	CHECK DATE	VENDOR NAME	UNCLEARED
92895		ALICE N PAINTER	122.00
92896		AMERIFLEX	195.00
92897		BEGIN COUNSELING PLLC	380.47
92898		BOLAND TRANE SERVICES INC	2,123.00
92899		CHESAPEAKE SYSTEMS, LLC	4,654.00
92900		CMA CHRYSLER DODGE JEEP	42.25
92901		COMCAST	280.74
92902		DODSON SEPTIC SERVICE LLC	285.00
92903		GUTTMAN OIL CO	6,503.44
92904		HIGHMARK WV	2,335.95
92905		JACQUELINE SHADLE	122.00
92906		JOYCE A. JOHNS	4,700.00
92907		KAELYN HOFFMAN	122.00
92908		KATRINA CLARK	122.00
92909		NAPA AUTO PARTS	398.64
92910		POTOMAC EDISON	707.13
92911		RICE TIRES CO	407.19
92912		RUGGED NOTEBOOKS	3,515.00
92913		STAPLES	2,989.54
92914		UNIFIRST	157.05
TOTAL			30,162.40

Commissioner Majdi motioned to approve the accounts payable for August 7, 2025, in the amount of \$ 30,162.40. The motion was approved without objection.

APPROVAL OF MANUAL CHECKS

		July 24, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
625	CS/002	EASTERN PANHANDLE MENTAL HEALTH CENTER		\$ 4,800.00
970	HD/008	US BANK		\$ 91.42
1255	AV/056	MONROE SYSTEMS FOR BUSINESS		\$ 641.92
1256	AV/056	PRINT-O-STAT INC		\$ 199.50
388	FP/057	JEFFERSON COUNTY FARMLAND PROTECTION		\$ 158,556.47
181	IP/249	MINGHINI'S		\$ 84,839.30
182	IP/249	LANTZ CONSTRUCTION WINCHESTER		\$ 14,184.00
183	IP/249	SANDBAR ARCHITECTURE, PA		\$ 360.00
184	IP/249	RCS SECURITY		\$ 16,875.00
185	IP/249	CHARES TOWN PLUMBING		\$ 1,555.35
186	IP/249	JEFF CO PARKS/RECREATION COMMISSION		\$ 3,299.79
163	IE/249	JEFFERSON CO EMERGENCY SERVICES		\$ 81,000.00
427	CW/369	SHERIFF OF JEFFERSON COUNTY		\$ 755.00
TOTAL				\$ 367,157.75

Commissioner Majdi motioned to approve the manual checks for July 24, 2025, in the amount of \$ 367,157.75. The motion was approved without objection.

		July 31, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1257	AV/056	MR PRINT		\$1,800.00
1258	AV/056	PRINT-O-STAT		\$199.50
1937	CO/246	POTESTA & ASSOC INC		\$6,995.00

TOTAL				\$8,994.50

Commissioner Majdi motioned to approve the manual checks for July 31, 2025, in the amount of \$ 8,994.50. The motion was approved without objection.

		August 7, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
971	HD/008	SATELLITE TRACKING OF PEOPLE		\$1,398.10
1938	CO/246	COMCAST		\$129.95
1939	CO/246	TEK ADVISORS		\$34,490.32
1532	IP/249	SHERIFF OF JEFFERSON COUNTY SCHOOL		\$604,197.35
1533	IP/249	SHERIFF OF JEFFERSON COUNTY LAW ENFORCEMENT		\$11,638.11
1534	IP/249	SHERIFF OF JEFFERSON COUNTY PARKS/REC		\$295,358.12
1535	IP/249	SHERIFF OF JEFFERSON COUNTY EMS		\$67,253.78
1536	IP/249	SHERIFF OF JEFFERSON COUNTY ADMIN		\$72,726.78
1025	CW/059	WV STATE AUDITOR		\$1,265.00
TOTAL				\$1,088,457.51

Commissioner Majdi motioned to approve the manual checks for August 7, 2025, in the amount of \$ 1,088,457.51. The motion was approved without objection

APPROVAL OF PAYROLL

Commissioner Majdi motioned to approve payroll for August 1, 2025, in the amount of \$ 497,172.02. The motion was approved without objection.

APPROVAL OF REQUISITIONS

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
SHERIFF - LAW	26029	\$ 20,971.00	Markl Supply Co.	tactical equipment for sheriff
	26037	\$ 19,113.45	Motorola Solutions	portable radios
JCESA	26031	\$ 7,800.00	Marney Treese	Medical Director
	26036	\$ 20,000.00	BJ's Embroidery Co.	stock embroidery uniform shirts
	26030	\$ 32,195.00	Progressive Printing	printing/mailling ambulance bills FY25
COUNTY COMMISSION	26033	\$ 14,080.00	Fox Associates	APUS
	26040	\$ 99,822.73	EP Regional Planning & Development Co	Region 9 local assessment HEPMPO
	25128	\$ 30,000.00	Perry & Associates CPA	FY24 Audit Prep.
	25127	\$ 17,500.00	EP Regional Planning & Development Co	Thrasher Group Sports Complex Study
IT	25129	\$ 44,985.00	Rugged Notebooks	15 Rugged Notebooks
GRAND TOTAL		\$ 306,467.18		

Commissioner Majdi motioned to approve the requisitions for August 7, 2025, in the amount of \$ 306,467.18. The motion was approved without objection.

PUBLIC COMMENT:

Public comment was received by:

Amanda Stroud

David Tabb

Christine Marshall

Troy Miller

Julia Bronia

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.

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

Years of Service Awards

Thomas Hansen – 30 years – Jefferson County Sheriff's Department

Jessica Ebersole – 20 years – Jefferson County Animal Control

Brittany McLaughlin – 5 years – Jefferson County Emergency Services Agency

Outstanding Achievement in Professionalism

Lynn Dillow

David Kling

Debbie Lowe

Laura Kuhn

Dean Thomas

Ryan Milbourn

Mike Lee

3. Nikki Painter, County Clerk's Office

Reopen the estate of Cecil Dickinson

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

Commissioner Stolipher motioned to approve estate of Cecil Dickinson be re-opened. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Accept the Waiver of Final Settlement for the estate of Ronald Lewis, Sr.

Commissioner Stolipher motioned to accept the Waiver of Final Settlement for the estate of Ronald Lewis, Sr., and close the estate as presented. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Petition to remove Margaret Simmons as Executrix on the Estate of Francis Campanella & Fiduciary Commissioner Response

Commissioner Stolipher motioned to deny the petition of removal based on the findings of the Fiduciary Commissioner, D.Frank Hill, III 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 Hefestay. The motion was approved unanimously.

Set the Early Voting Location for the 2026 Elections

Commissioner Stolipher motioned to move the early voting location to the courthouse annex at 393 North Lawrence Street, Charles Town as presented. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

4. Tom Hansen, Jefferson County Sheriff and Treasurer

Approval of the FY25 Equitable Sharing Agreement and Certification

Commissioner Stolipher motioned to approve Deborah Lowe to submit the FY25 Equitable Sharing and Certification and agree to abide by the policies and procedures set forth in the guide and subsequent updates and the Code of Federal Regulations. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Tax Collection Commission

Commissioner Stolipher motioned to approve the issuance of the commission check for Sheriff Hansen as qualified in the report. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

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

Jefferson County Parks and Recreation Commission

- Applicants to be interviewed:

1. Carlos Fonseca (registered to vote/owns property)

Commissioner Hefestay motioned to appoint Carlos Fonseca 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 to be interviewed:

1. Mara Bauserman
2. Dan Casto
3. David Lutman
4. Jill Upson

5. Kathy Skinner
6. Todd Wilt
7. Raymond Goodrich
8. Nick Russo
9. Heather McIntyre
10. Tyler Tummolo
11. Elizabeth Ricketts
12. JP Thoma
13. Ranale Jones

Commissioner Keys motioned to increase the size of the JCDA board to 11 (eleven) members. The motion was seconded by Commissioner Mood. The motion was approved by a vote of 3 (Keys, Mood, Hefestay) to 2 (Majdi, Stolipher).

Commissioner Stolipher motioned to close nominations. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to appoint Nick Russo to the Jefferson County Development Authority for a three-year term ending April 5, 2026- seat 1. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to appoint Kathy Skinner to the Jefferson County Development Authority for a three-year term ending April 5, 2026- seat 2. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to appoint Tyler Tummolo to the Jefferson County Development Authority for a three-year term ending April 5, 2026- seat 3. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to appoint Mara Bauserman to the Jefferson County Development Authority for an unexpired term ending April 5, 2027- seat 4. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to appoint David Lutman to the Jefferson County Development Authority for an unexpired term ending April 5, 2027- seat 5. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Stolipher motioned to appoint Raymond Goodrich to the Jefferson County Development Authority for a three-year term ending April 5, 2027- seat 6. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Mood motioned to appoint Heather McIntyre to the Jefferson County Development Authority for a three-year term ending April 5, 2028- seat 7. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Commissioner Mood motioned to appoint Dan Casto to the Jefferson County Development Authority for a three-year term ending April 5, 2028- seat 8. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Commissioner Mood motioned to appoint Jill Upson to the Jefferson County Development Authority for a three-year term ending April 5, 2028- seat 9. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Commissioner Mood motioned to appoint Todd Wilt to the Jefferson County Development Authority for a three-year term ending April 5, 2028- seat 10. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Jefferson County Commission Water Advisory Committee

- Applicants to be interviewed:

1. Elizabeth Riordan
2. Daniel Hayes

Commissioner Mood motioned to appoint Elizabeth Riordan to the Jefferson County Commission Water Advisory Committee as the staff member of Harpers Ferry – Bolivar Service District, and Daniel Hayes to the Jefferson County Commission Water Advisory Committee as a Citizen Representative for three-year terms both ending January 15, 2028. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

6. Steve Stolipher, Jefferson County Commissioner

Designation of September as Library Card Sign-Up Month-2025

Commissioner Stolipher motioned to approve the resolution designating September as Library Card Sign-Up Month – 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

7. Roger Goodwin, Director of Engineering, Planning and Zoning

Shubhangini, LLC-Burr Park Lot 37, File #22-4-SP request for bond release

Commissioner Keys motioned to approve the complete release of the above referenced Performance Bond GM228027 with the remaining balance of \$177,957.00. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Reschedule of Cochran Properties Zoning Map Amendment Public Hearing

Commissioner Stolipher motioned to reschedule the August 21, 2025 Cochran Properties Zoning Map Amendment Public Hearing to September 4, 2025 at 11:00 a.m.. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Impact Fee Refund Requests

- Avtar Singh and Manpreet Gill
- Joseph Stillwell, Stillwell Homes, LLC

Commissioner Stolipher motioned to approve a refund of the \$1,944.00 impact fee paid by Avtar Singh and Manpreet Gill and to revoke permit #24-811. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Commissioner Stolipher motioned to approve the refund of the \$9,128.00 impact fee paid by Joseph Stillwell, Stillwell Homes, LLC permit #25-834 Ranson Corporation. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

8. Jessica James, Chief Human Resources Officer

Approval of Promotion – Deputy Director – Department of Engineering, Planning and Zoning

Commissioner Stolipher motioned to approve the promotion of Mason Carter to the Grade VII, full-time, 80-hour position of Deputy Director within the Department of Engineering, Planning and Zoning, at a salary of \$70,257.00 per year, effective, Monday, August 4, 2025. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

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

Commissioner Stolipher motioned to approve promotion of Colin Uhry to the Grade V, full-time, 80-hour position of County Planner within the Department of Engineering, Planning, and Zoning at a salary of \$56,650.00 per year, effective Monday, August 4, 2025. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Approval of Hire – Grants and Social Services Coordinator – County Commission

Commissioner Stolipher motioned to approve Kayla Palm for the Grade V, full-time, 80-hour position of Grants and Social Services Coordinator for the Jefferson County Commission Office at a salary of \$58,656.00, effective Monday, August 25, 2025. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Approval of Temporary Assignment – Acting Director – Emergency Communications

Commissioner Stolipher motioned to approve the appointment of Tara Vann as acting Director for the Department of Emergency Communications, effective Monday, August 4, 2025 and provide an increase in salary for the appointment per JC-AP212-Compensation During Temporary Assignment, from Ms. Vann's current salary of \$82,597 to the Grade 9 base salary of \$95,181, effective Friday August 15, 2025. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

9. David Bound, Chief Financial Officer

Ambulance Fee Bill Adjustments/Exonerations

Commissioner Stolipher motioned to approve the JCESA Ambulance Fee adjustments and exonerations as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Banking consideration for the e-911 Fee and Hill Top TIF

Commissioner Stolipher motioned to approve the use of Jefferson Security Bank for TIF and E911 fee collections. The motion was seconded by Commissioner Mood. The motion was approved by a vote of 4-1 (Keys).

10. Nathan Cochran, Assistant Prosecuting Attorney

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

Agenda item was information only. No action was taken.

COUNTY ADMINISTRATOR REPORTS

11. Edwina Benites-LM, County Administrator

393 and 330 Building Update

Agenda item was informational only. No action was taken.

Ending the meeting room lease with the Charles Town Library

Commissioner Stolipher motioned to approve and send the end of lease agreement to the Charles Town Library after a legal review. The motion was seconded by Commissioner Keys. 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 send a formal letter to the City of Charles Town to see if there is interest in purchasing the Washington Street properties. 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 1 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Jacqueline C. Shadle
Jefferson County Clerk