

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 GOVERMENT 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
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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
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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