

Minutes
Jefferson County Commission
Thursday, September 18, 2025

A meeting of the Jefferson County Commission was held on Thursday, September 18, 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; and Jacki Shadle, County Clerk. The archived meeting of the Thursday, September 18, 2025, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

V. Consent agenda

1. APPROVAL OF MINUTES

The following item was approved without objection:

- September 4, 2025 Regular Meeting Minutes DRAFT
- *July 17, 2025 Minutes have been updated with presentation transcripts*

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for September 11, 2025, in the amount of \$ 911,062.99

CHECK NUMBER		VENDOR NAME	UNCLEARED
93072		AMANDA MARTINSON	5,250.00
93073		AMERIFLEX	122.40
93074		AT&T	41.94

93075		ATLANTIC EMERGENCY SOLUTIONS, INC.	664.78
93076		BEGIN COUNSELING PLLC	1,463.74
93077		BERKELEY CLUB BEVERAGES	845.95
93078		BERKELEY COUNTY COUNCIL	33,106.45
93079		BJ'S EMBROIDERY CO INC	7,230.00
93080		BOLAND TRANE SERVICES INC	2,123.00
93081		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	14,879.90
93082		BOUND TREE MEDICAL LLC	569.70
93083		BUREAU OF CHILD SUPPORT	717.69
93084		CHARLES WISE	56.00
93085		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
93086		COMPTROLLER OF MARYLAND	1,805.21
93087		DIANN BROWN	38.00
93088		DOUGLAS PITTINGER	38.75
93089		DUNCAN-PARNELL INC	495.00
93090		EFTPS IRS TAXES	182,186.70
93091		EMPOWER RETIREMENT	11,850.40
93092		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	18,925.13
93093		FIDELITY POWER SYSTEMS	3,016.00
93094		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
93095		FRONTIER	3,369.12
93096		GUTTMAN OIL CO	6,141.46
93097		JEFFERSON SECURITY BANK	3,368.00
93098		JOHN A DANGLER	30.36
93099		JOHN LINDSTROM	201.67
93100		KATHRYN KING	478.83
93101		KELSEY STIPANOVIC	154.00
93102		LANGUAGE LINE SERVICES	138.45
93103		MCA, INC	6,610.47
93104		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	4,047.30
93105		MERIDITH R BLACKFORD	56.00
93106		MICHAEL LEE	56.00
93107		MOBILE WIRELESS LLC	1,029.00
93108		MOTOROLA SOLUTIONS INC	840.16
93109		NAPA AUTO PARTS	123.87
93110		NORTH AMERICAN RESCUE HOLDINGS, LLC	4,000.00
93111		NATIONWIDE RETIREMENT SOLUTIONS	865.00
93112		OBSESSION AUTOMOTIVE	669.22
93113		EMS TECHNOLOGY SOLUTIONS, LLC	31,376.75
93114		PA SCDU	320.00
93115		POTOMAC EDISON	10,315.51
93116		RANDALL DOANE	56.00
93117		RCN COMMUNICATIONS LLC	3,323.77
93119		ROBERTS OXYGEN COMPANY, INC	1,710.84
93120		SHEPHERDSTOWN PUB LIBRARY	13,351.68
93121		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	3,200.00
93122		SPIRIT OF JEFFERSON	222.40
93123		STATE TAX DEPARTMENT	393.81

93124		UNIFIRST	211.18
93125		URVIBEN PATEL	38.00
93126		WV DEPUTY SHERIFF RETIREMENT SYSTEM	33,658.97
93127		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,778.59
93128		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	165.60
93129		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	95,853.42
93130		WV UNITED HEALTH SYSTEM	423.48
93131		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	341,568.50
93132	AM/053	SHERIFF OF JEFFERSON COUNTY	2,288.84
TOTAL			911,062.99

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for September 11, 2025, in the amount of \$ 860,241.64

		September 11, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
627	CS/002	RUGGED NOTEBOOKS		\$44,985.00
354	DG/003	SHERIFF OF JEFFERSON COUNTY		\$813.28
976	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US		\$3,468.80
977	HD/008	SATELLITE TRACKING OF PEOPLE, LLC		\$1,385.80
1264	AV/056	ANGELA L BANKS		\$126.00
1265	AV/056	COMMERCIAL PRESS INC		\$76.75
1266	AV/056	MONICA BENNETT		\$126.00
1267	AV/056	SEGRA		\$246.17
1946	CO/246	POTESTA & ASSOC. INC		\$2,500.00
1947	CO/246	SHERIFF OF JEFFERSON COUNTY		\$2,487.45
191	PI/249	JEFF CO PARKS & RECREATION COMMISSION		\$14,589.72
1537	IP/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL		\$576,756.37
1538	IP/249	SHERIFF OF JEFFERSON COUNTY-LAW		\$11,525.57
1539	IP/249	SHERIFF OF JEFFERSON COUNTY-PARK		\$100,417.37
1540	IP/249	SHERIFF OF JEFFERSON COUNTY-EMS		\$43,442.40
1541	IP/249	SHERIFF OF JEFFERSON COUNTY-ADMIN		\$57,014.96
1026	CW/059	WV STATE AUDITOR		\$280.00
TOTAL				\$860,241.64

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for September 12, 2025, in the amount of \$ 505,106.20

5. APPROVAL OF REQUISITIONS

The following item was approved without objection:

There were no requisitions this week.

6. APPROVAL OF HIRES/PROMOTIONS

The following items were approved without objection:

- Approve the hire of Brandon Wonder for the Grade Five, full-time, 80-hour, FLSA-exempt position of Public Affairs Coordinator within the Jefferson County Department of Homeland Security and Emergency Management at a salary of \$58,656, effective Tuesday, September 23, 2025.
- Approve the hire of Patti Richardson for the Grade Four, full-time, 80-hour, non-exempt position of Planning Clerk within the Jefferson County Office of Planning and Zoning at a salary of \$48,851.00, effective Monday, September 22 or Monday, September 29, 2025.

PUBLIC COMMENT:

Public comment was received by:

Bruce Chrisman	Jeff Hertrick	Tamar Kavaldjian-Liskey
Nichole Chapman	Stacy Chapman	Michael Binder
Rachel Shub	Adam McDowell	John Nissel
Heath Fleming	Charles Kerns	Jacquelyn Milliron
Lynn Delles	Amanda Stroud	Barbara Smith
Tina Michael	Chris Marshall	Cheryl Middleton
Christie Wimer	Bob Aitcheson	Adam McDowell
Heather Smith	David Tabb	John Doyle
Kelly Browne	Colin Stine	Diane Blust
Jessie Norris		

PRESENTATIONS

1. Angela Banks, Jefferson County Assessor

Exonerations:

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

2. Presentation: Overview of Tax Increment Financing (TIF) and Sales Tax Increment Financing (STIF) (Majdi); John Stump, Steptoe & Johnson PLLC

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

3. Matt Harvey, Prosecuting Attorney's Office

Discussion of succession plan for the Prosecuting Attorney in the event of office vacancy and conditional appointment of temporary officer holder

Commissioner Stolipher motioned to adopt the order of appointment as presented. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Stolipher motioned to advertise the position for two weeks and schedule a special interviews for the permanent replacement. The motion was seconded by Commissioner Hefestay and approved unanimously.

4. Consideration of Residential Impact Fee Adjustment for 55+ Communities (Keys)

Commissioner Stolipher motioned to refer the matter to Tischler Bise for review. The motion was seconded by Commissioner Hefestay and approved unanimously.

5. Economic Enhancement Ordinance Update (Stolipher)

Commissioner Stolipher motioned to approve four requests (1) Engineering, Planning and Zoning staff and the Planning Commission to review the concept plans processes and provide recommendations for improvements to streamline the process, (2) Engineering, Planning and Zoning staff to design flow charts of the commercial plan approval process, (3) Engineering, Planning and Zoning staff to provide process recommendations following site plan approval to encourage a sped up process and (4) request Agritourism task force to provide recommendation to improve ordinances and encourage agritourism development. The motion was seconded by Commissioner Mood and approved unanimously.

6. Resolution to Recognize October 2025 as Breast Cancer Awareness Month in Jefferson County and to Designate October 10, 2025 as Pink Casual Day, Encouraging All County Staff to Wear Pink on that Day to Support Breast Cancer Fighters, Thrivers, and Survivors (Hefestay)

Commissioner Mood motioned to approve the resolution as presented. The motion was seconded by Commissioner Stolipher and approved unanimously.

7. Jessica James, Chief Human Resources Officer

Approval of revised employee performance appraisal period for 2024-2025

Commissioner Keys motioned to adopt the recommendation that FY25 employee performance appraisals be determined solely on performance in Quarters 3 and 4, provided employees meet all baseline requirements as outlined on the first page of the Quantifiable Annual County Employee Review Rubric. The motion was seconded by Commissioner Mood and approved unanimously.

Revision of IT Helpdesk Level I and II positions with corresponding salary adjustments.

Commissioner Majdi motioned to approve the adjusted position descriptions to the IT Helpdesk Level I and Level II positions, and authorize the following salary adjustments once the individuals have taken the SIRN training and obtained the associated certifications:

- Christopher Montemurno as a Grade 4, Info Tech Specialist-I/Junior Radio Programmer at a salary of \$45,560.
- Spencer Fraser as a Grade 5, Info Tech Specialist-II/Senior Radio Programmer at a salary of \$52,132.80.

The motion was seconded by Commissioner Mood and approved unanimously.

8. David Bound, Chief Financial Officer

Temporary assignment for approving County bills

Commissioner Stolipher motioned to approve Jack Hefestay or Steve Stolipher as the interim approver of County financial bills. The motion was seconded by Commissioner Mood and approved unanimously.

West Virginia Courthouse Facilities Improvement Authority's Courthouse Facilities Improvement Fund grant submission request

Commissioner Majdi motioned to approve the West Virginia Courthouse Facilities Improvement Authority's Courthouse Facilities Improvement Fund grant application. The motion was seconded by Commissioner Hefestay and approved unanimously.

West Virginia First Foundation grant submission request

Commissioner Majdi motioned to approve the submission of the West Virginia's First Foundation grant application. The motion was seconded by Commissioner Stolipher and approved unanimously.

Chief Tax Deputy and Chief Financial Officer are requesting Read Only online access to the County's current bank accounts

Commissioner Stolipher motioned to approve the Chief Tax Deputy and Chief Financial Officer read only online access to county bank accounts. The motion was seconded by Commissioner Mood and approved unanimously.

Ambulance Fee exonerations

No ambulance fee exonerations were presented at this meeting.

9. Nathan Cochran, Prosecuting Attorney's Office

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

The agenda item was informational and provided updated information. No action was taken.

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

Commissioner Majdi motioned to designate the County Administrator as a person to e-sign the National Opioid Settlements agreements. The motion was seconded by Commissioner Stolipher and approved unanimously.

Discussion and report from counsel on West Virginia Human Rights Commission Case No. EDR-194-25.

No action was taken on this agenda item.

COUNTY ADMINISTRATOR REPORTS

10. Edwina Benites-LM, County Administrator

Letter to Ranson Building Commission regarding Parcel ID: 19-08-0008-0008-0000

Commissioner Majdi motioned to approve and send the letter as presented. The motion was seconded by Commissioner Mood and approved unanimously.

Federal appropriations requests status

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

Upcoming Events

The agenda was informational only. No action was taken.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 11:50 p.m.

Pasha Majdi, PRESIDENT