

Minutes
Jefferson County Commission
Thursday, October 2, 2025

A meeting of the Jefferson County Commission was held on Thursday, October 2, 2025, during the fourth 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; and Nathan Cochran, Assistant Prosecuting Attorney. The archived meeting of the Thursday, October 2, 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 18, 2025 Regular Meeting Minutes DRAFT
- September 22, 2025 Special Meeting-ESA Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for September 18, 2025 \$357,509.36

CHECK NUMBER		VENDOR NAME	UNCLEARED
93133		AMERICAN PUBLIC UNIVERSITY SYTEMS, INC	1,350.00
93134		ARC DOCUMENT SOLUTIONS LLC	37,059.00
93135		ATLANTIC EMERGENCY SOLUTIONS, INC.	1,664.20
93137		BERKELEY CLUB BEVERAGES	65.56
93138		BJ'S EMBROIDERY CO INC	861.00

93139		CARRIE ORR	724.22
93140		CCAWV-COUNTY COMMISSION ASSOCIATION OF WV	3,900.00
93141		CYNTHIA DANNER	65.21
93142		DUSTIN MILLER	238.00
93143		ELIZABETH JUNE BOWERS	5,250.00
93144		ENTERPRISE FM TRUST	81,071.91
93145		FRONTIER	10,545.92
93146		GUTTMAN OIL CO	6,415.52
93147		J.C. EHRLICH	973.74
93148		JEFFERSON COUNTY SOLID WASTE AUTHORITY	56.00
93149		JEFF CO PARKS & RECREATION COMMISSION	57,883.74
93150		KATHRYN KING	24.56
93151		LEA DWYER	238.00
93152		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	91.39
93153		MILLENIUM INSURANCE GROUP	900.00
93154		MORRIS & DICKSON CO	6,130.90
93155		MOTOROLA SOLUTIONS INC	19,113.45
93156		QUADIENT INC	704.20
93157		RICE TIRES CO	1,137.96
93158		RYAN MILBOURNE	551.24
93159		SANDRA L RUSH	796.95
93160		SHERIFF OF JEFFERSON COUNTY	256.66
93161		SHERIFF OF JEFFERSON COUNTY	15.80
93162		SOFTWARE SYSTEMS INC	1,147.95
93163		SPIRIT OF JEFFERSON	275.06
93164		STAPLES	57.36
93165		TEK ADVISORS LLC	18,844.50
93166		THOMAS HANSEN	98.00
93167		THOMAS TWIGG	238.00
93168		UNIFIRST	217.29
93169		US BANK	50,487.48
93170		USPS-POC	20,000.00
93171		VALLEY HEALTH EMPLOYER HEALTH	156.00
93172		WV EMERGENCY MANAGMENT COUNCIL	375.00
93173		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	67.27
93174		WV STATE POLICE TRAINING ACADEMY	295.00
93175	AM/053	US BANK	27,165.32
TOTAL			357,509.36

- Accounts payable for September 25, 2025 \$639,773.87

CHECK NUMBER		VENDOR NAME	UNCLEARED
93177		AT&T	2,292.24
93178		AT&T BILL PAYMENT	1.33
93179		BERKELEY CLUB BEVERAGES	304.09
93180		BEST BEST & KRIEGER LLP	2,335.50
93181		BOLAND TRANE SERVICES INC	349.87

93182		BUREAU OF CHILD SUPPORT	726.40
93183		CARRIE ORR	1,715.65
93184		CHERI VEST	6,181.70
93185		COMPILED TECHNOLOGIES LLC	500.00
93186		COMPTROLLER OF MARYLAND	1,710.53
93187		CYNTHIA DANNER	1,652.66
93188		DEVON THOMPSON	131.04
93189		DOING BETTER BUSINES	765.23
93190		DONNA MASON	1,944.52
93191		DOROTHY M REED	50.00
93192		EDITH COOPER	21.98
93193		EFTPS IRS TAXES	169,893.57
93194		EMPOWER RETIREMENT	11,821.67
93195		ENTERPRISE FM TRUST	38,525.56
93196		EVELYN STEPHENSON	3,283.36
93197		FRONTIER	136.56
93198		GUTTMAN OIL CO	6,389.26
93199		HIGHMARK WV	60,447.65
93200		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
93201		JEFFERSON CO CONVENTION AND VISITORS BUREAU	13,158.56
93202		JEFFERSON SECURITY BANK	3,368.00
93203		JOHN DEERE FINANCIAL	85.99
93204		LANGUAGE LINE SERVICES	123.17
93205		LORI BROWN	2,331.26
93206		MARNEY TREESE	650.00
93207		MILLER'S SUPPLIES AT WORK	1,437.75
93208		MORGAN NICK	1,008.34
93209		NATIONWIDE RETIREMENT SOLUTIONS	865.00
93210		PA DEPT OF REVENUE	562.89
93211		PA SCDU	320.00
93212		PATRIOT FIRE AND SECURITY LLC	1,653.00
93213		POTOMAC EDISON	32,652.89
93214		RETIREE HEALTH BENEFIT TRUST	8,689.00
93215		RICE TIRES CO	543.56
93216		DR. ROBERT E. JONES III	1,000.00
93217		STATE TAX DEPARTMENT	250.00
93218		UNIFIRST	211.18
93219		URVIBEN PATEL	23.20
93220		VA DEPT OF TAXATION	9,261.68
93221		VICTOR C LUPIS III	6,726.06
93222		VINCENT TIONG	6,743.02
93223		WHOLESALE TIRES INC.	82.24
93224		WV DEPUTY SHERIFF RETIREMENT SYSTEM	30,600.24
93225		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	84,857.69
93226		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,742.70
93227		WV STATE TAX DEPARTMENT	46,754.39
93228		WV UNITED HEALTH SYSTEM	264.30
93229	GS/004	GENERAL COUNTY FUND- J FEE	20,070.38

93230	AM/053	SHERIFF OF JEFFERSON COUNTY	2,157.01
TOTAL			639,773.87

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for September 18, 2025 \$29,129.25

		September 18, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
978	HD/008	D-TRAX LLC		\$ 496.00
979	HD/008	US BANK		\$ 92.16
1268	AV/056	US BANK		\$ 3,140.93
1948	CO/246	BAILEY & WYANT, PLLC		\$ 5,980.40
1949	CO/246	TEK ADVISORS LLC		\$ 13,000.15
1950	CO/246	US BANK		\$ 5,339.61
429	WV/369	SHERIFF OF JEFFERSON COUNTY		\$ 1,080.00
TOTAL				\$ 29,129.25

- Manual checks for September 25, 2025 \$169,696.36

		September 25, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1269	AV/056	PRINT-O-STAT, INC		\$199.50
390	FP/057	JEFFERSON COUNTY FARMLAND PROTECTION BOARD		\$169,496.86
TOTAL				\$169,696.36

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for September 26, 2025 \$483,244.30

5. APPROVAL OF REQUISITIONS

The following item was approved without objection:

- Requisitions for September 18, 2025 \$248,531.43

REQUISITIONS TO BE APPROVED				September 1
DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR
SHERIFF - LAW				
JCESA	26060		42,698.70	STRYKER MEDICAL
COMMS CENTER	26067		9,630.00	CAROLINA RECORDING SYSTEMS LLC
IT	26058		10,437.75	JUDICIAL DIALOG SYSTEMS
	26057		14,274.12	ADOBE
	26065		37,250.00	BIG SKI CONSTRUCTION
	26064		18,258.99	SWEETWATER SOUND HOLDING LLC
	26066		10,186.87	SOFTWARE SYSTEMS INC
JCDA	26061		\$ 105,795.00	JEFFERSON COUNTY DEVELOPMENT AUTHORITY
GRAND TOTAL			\$ 248,531.43	

8, 2025

DESCRIPTION	
EXTENDED MAINTENANCE ON LUCAS	
ANNUAL MAINTENACE CONTRACT	
JUDICIAL DIALOG SYSTMES	
ADOBE LICENSENSE PRO X 48 PHOTOSHOP	
POLE BUILDING	
WIRELESS SOUND GOVERNMENTAL BLDG	
MAINTENANCE 3 YEARS	
FY26 BUDGET ALLOCATION	

6. APPROVAL OF HIRES/PROMOTIONS

The following items were approved without objection:

- Acknowledge the Assessor's Certificate of Compliance provided by the West Virginia Department of Agriculture and authorize the payment of the Assessor's compensation as outlined in Chapter 7, Section 7, Article 6c of the West Virginia State Code.
- Approve the promotion of Tara Vann from Deputy Director to Director of the Jefferson County Emergency Communications Department, which is a Grade 9, full-time, 80-hour, FLSA-exempt position, with an annual salary of \$98,052.90, effective Friday, October 3, 2025.
- Approve the promotion of Ryan Mose from Building Inspector I to Lead Building Inspector II, for the Jefferson County Department of Engineering, Planning, and Zoning, which is a Grade 5, full-time, 80-hour position, with an annual salary of \$74,925.00 effective Monday, October 6, 2025.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron

David Tabb

Caitlyn Ralston

Buster Nicholson

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. Years of Service Awards, Professional Service Awards

- Laura Kuhn, Director-Fleet & Facilities Management – 30 years
- Joshua Weaver-Deputy-Sheriff's Department – 5 years
- Lynn Dillow-Clerk of Administration, Finance & HR – 1 year
- Krista Hoffman-Director-Development Authority – 1 year
- Chase Osman-FF/EMTI – Emergency Services Agency-1 year

3. Thomas Hansen, Jefferson County Sheriff and Treasurer

Bailiff's-new part-time hire and assignment of additional hours

Commissioner Stolipher motioned to approve the hire of James Rand as a part-time Bailiff beginning October 6, 2025 with a starting salary of \$19.50 per hour. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Stolipher motioned to approve Lea Dwyer the ability to work up to 1560 hours and reduce Ronald Danzic to 1040 hours. The motion was seconded by Commissioner Mood and approved unanimously.

Grant Award – GHSP

Commissioner Stolipher motioned to approve the acceptance of the GHSP grant award and authorize the President to sign the contract. The motion was seconded by Commissioner Keys and approved unanimously.

4. Nikki Painter, Jefferson County Clerk's Office

Monthly review of new estates, accountings, and waivers of final settlements

Commissioner Stolipher motioned to convene as a Fiduciary Review Board. The motion was seconded by Commissioner Keys and approved unanimously.

Commissioner Stolipher motioned to approve the list of estates opened since July 2025 and closure of estates that have met all statutory requirements. The motion was seconded by Commissioner Keys and approved unanimously.

Commissioner Mood motioned to reconvene in regular session before hearing the next probate agenda item. The motion was seconded by Commissioner Hefestay and approved unanimously.

Commissioner Stolipher motioned to convene as a Fiduciary Review Board for the second and final time. The motion was seconded by Commissioner Hefestay and approved unanimously.

Order Dismissing claim for the Estate of Kenneth M. Robinson

Commissioner Stolipher motioned to deny the order to dismiss a claim from Bank of America against the Estate of Kenneth M. Robinson. The motion was seconded by Commissioner Keys and approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session. The motion was seconded by Commissioner Keys and approved unanimously.

5. Boards and Commissions – Jefferson County Board of Health

Applicants nominated for interview:

- Kathleen Stratton (D) (confirmed resident) Shepherdstown Magisterial District
- Louis Athey (R) (confirmed resident) Kabletown Magisterial District
- Laura Knott (R) (confirmed resident) Shepherdstown Magisterial District
- Katrina Lanham (R) (confirmed resident) Middleway Magisterial District
- Colin Stine (Mountain) (confirmed resident) Shepherdstown Magisterial District

Commissioner Majdi motioned to appoint Laura Knott to the Jefferson County Board of Health for a five-year term ending June 30, 2030. The motion was seconded by Commissioner Mood and approved by a vote of 4 – 1 (Hefestay).

6. Luke Seigfried, Department of Engineering, Planning, and Zoning

Request to schedule a Public Hearing regarding the Historic Resource Protection Text Amendment to the Subdivision Regulations

Commissioner Stolipher motioned to schedule a Public Hearing on December 4, 2025, regarding the Historic Preservation text amendment to the Subdivision Regulations File: STA25-01. The motion was seconded by Commissioner Hefestay and approved unanimously.

Submission of the Planning Commission Annual Report

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

7. Gabriel Areizaga, Chief Technology Officer

Grant announcement and request for proposal-cameras

Commissioner Mood motioned to have legal review and then County staff to release the request for proposals for security cameras. The motion was seconded by Commissioner Stolipher and approved unanimously.

Request for proposals-website

Commissioner Hefestay motioned to have legal review and then County staff to release the request for proposals for website design. The motion was seconded by Commissioner Keys and approved unanimously.

8. Jessica James, Chief Human Resources Officer

Employee Issue Resolution Appeal – Charles Wise

Employee Issue Resolution Appeal – Mike Sine

Commissioner Keys motioned to deny the appeal submitted by Charles Wise and to provide Mr. Wise with a written response confirming the commission's decision. The motion was seconded by Commissioner Hefestay and approved unanimously.

Commissioner Majdi motioned to deny the appeal submitted by Mike Sine and to provide Mr. Sine with a written response confirming the commission's decision. The motion was seconded by Commissioner Mood and approved unanimously.

9. David Bound, Chief Financial Officer

Maturing funds of a County Certificate of deposit Account Registry Service, or CDARS

Commissioner Stolipher motioned to invest the maturing funds in a CDARS at 4.25% at \$105K for 13 weeks and \$1.4M for 52 weeks. The motion was seconded by Commissioner Mood and approved unanimously.

IRS required document for Middleway Volunteer Fire Company Inc., funding for equipment

Commissioner Stolipher motioned to approve and sign the IRS required document for funding equipment. The motion was seconded by Commissioner Majdi and approved unanimously.

Internal Budget revisions

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

Firehouse Subs grant application

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

Courthouse Facilities grant updated application

Commissioner Majdi motioned to approve the updated grant application as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

WV First Foundation Grant

Commissioner Stolipher motioned to approve the signatures from the commissioners for letter of support. The motion was seconded by Commissioner Hefestay and approved unanimously.

10. Nathan Cochran, Prosecuting Attorney's Office

Discussion and possible action regarding minor boundary issue between Berkeley and Jefferson County

Commissioner Stolipher motioned to approve the joint resolution for signature by the commission president. The motion was seconded by Commissioner Keys and approved unanimously.

Discussion and report from counsel on West Virginia Human Rights Commission Case No. ED-57-26

Commissioner Stolipher motioned to enter into executive session to receive legal advice. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Mood motioned to reconvene in regular session. The motion was seconded by Commissioner Stolipher and approved unanimously.

COUNTY ADMINISTRATOR REPORTS

11. Edwina Benites-LM, County Administrator

Resolution to congratulate RISE

Commissioner Keys motioned to approve and sign the resolution congratulating Jefferson County Schools on the opening of the RISE building and the inclusion of the 9-1-1 call-taking program. The motion was seconded by Commissioner Mood and approved unanimously.

Future of the Fire Service Town Halls

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

Update on phone service

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

Request to use the Courthouse – NPS

Commissioner Hefestay motioned to authorize the National Park Service to use the Historic Courthouse grounds and interior space for John Brown Trial anniversary programs on October 15, November 2, and December 2, 2025, subject to the National Park Service programming not interfering with County or court operations, and that the

user pay for the cost of a bailiff on November 2, 2025. 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 12:45 p.m.

Jacqueline Shadle, County Clerk