

Minutes

Jefferson County Commission

Thursday, October 16, 2025

A meeting of the Jefferson County Commission was held on Thursday, October 16, 2025, during the fourth 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; and Nathan Cochran, Assistant Prosecuting Attorney. The archived meeting of the Thursday, October 16, 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:

- October 2, 2025 Regular Meeting Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for October 2, 2025 \$367,841.44

CHECK NUMBER		VENDOR NAME	UNCLEARED
93231		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,719.90
93232		BAKERTON VOLUNTEER FIRE DEPARTMENT	2,428.80
93233		BERKELEY CLUB BEVERAGES	98.58
93234		CAPITAL ELECTRIC	415.37
93235		COLONIAL LIFE	95.68

93236		GUTTMAN OIL CO	6,094.02
93237		HIGHMARK WV	246,234.51
93238		HIRERIGHT	1,210.74
93239		JEFF CO PARKS & RECREATION COMMISSION	40,265.38
93240		JOSEPH FORMAN	44.00
93241		MOTOROLA SOLUTIONS INC	555.00
93242		NATIONAL VISION ADMIN.	1,679.68
93243		OLD CHARLES TOWN LIBRARY	49,853.68
93244		POTOMAC EDISON	3,706.32
93245		R.E. MICHEL CO. LLC	78.95
93246		RICE TIRES CO	1,096.61
93247		SOFTWARE SYSTEMS INC	94.00
93248		SPIRIT OF JEFFERSON	401.34
93249		TARA VANN	263.00
93250		THOMAS HANSEN	141.00
93251		UNIFIRST	211.18
93252		WV TAX DEPUTIES ASSOCIATION	35.00
93253	FG/009	BERKELEY CO SHERIFF'S OFFICE	3,271.37
93254	FG/009	MARTINSBURG POLICE DEPARTMENT	6,387.33
93255	FG/009	SHERIFF OF GRANT COUNTY	1,460.00
TOTAL			367,841.44

- Accounts payable for October 9, 2025 \$422,416.20

CHECK NUMBER		VENDOR NAME	UNCLEARED
93257		ALERT FIRE INSTALLATION	200.00
93258		AMERIFLEX	122.40
93259		AT&T	13.98
93260		BERKELEY CLUB BEVERAGES	157.73
93262		BOLAND TRANE SERVICES INC	49.94
93263		BUREAU OF CHILD SUPPORT	1,013.72
93264		CAROLINA RECORDING SYSTEMS LLC	9,630.00
93265		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
93266		COMPTROLLER OF MARYLAND	1,773.77
93267		DEVON THOMPSON	67.20
93268		EFTPS IRS TAXES	173,907.83
93269		EMILY MORROW	91.00
93270		EMPOWER RETIREMENT	11,656.79
93271		EXECUTIVE EMERGENCY LIGHTING LLC	815.37
93272		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	85,190.55
93273		FRONTIER	136.22
93274		JEFFERSON SECURITY BANK	3,448.00
93275		KELSEY STIPANOVIC	154.00
93276		MARYLAND FIRE EQUIPMENT CORPORATION	24.00
93277		MCA, INC	1,706.56
93278		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	4,027.00

93279		NATIONWIDE RETIREMENT SOLUTIONS	865.00
93280		OLD CHARLES TOWN LIBRARY	3,000.00
93281		EMS TECHNOLOGY SOLUTIONS, LLC	2,185.72
93282		PA SCDU	320.00
93283		POWERDMS INC	3,606.84
93284		PPC LUBRICANTS LLC	553.50
93285		R.E. MICHEL CO. LLC	38.90
93286		RC TOWING LLC	468.50
93287		ROBERTS OXYGEN COMPANY, INC	349.08
93288		SCHAY SWOPE, DVM	150.00
93289		SOUTHERN AIR INC	5,514.00
93290		SPECIALTY BUSINESS SUPPLIES	1,583.60
93291		STATE TAX DEPARTMENT	250.00
93292		SUN LIFE	12,397.57
93293		TEK ADVISORS LLC	11,653.80
93294		UNIFIRST	211.18
93295		WV DEPUTY SHERIFF RETIREMENT SYSTEM	31,301.20
93296		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	50,203.97
93297		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	165.60
93298		WV UNITED HEALTH SYSTEM	11.68
TOTAL			422,416.20

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for October 2, 2025 \$2,030.00

		October 2, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
628	CS/008	EASTERN PANHANDLE MENTAL HEALTH CENTER		\$ 800.00
980	HD/008	AVERHEALTH		\$ 380.00
1027	CW/059	WV STATE AUDITOR		\$ 850.00
TOTAL				\$ 2,030.00

- Manual checks for October 9, 2025 \$71,576.25

		October 9, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount

981	HD/008	SATELLITE TRACKING OF PEOPLE	\$	1,230.00
1951	CO/246	BLACK STONE ROOFING	\$	70,000.00
1952	CO/246	TEK ADVISORS LLC	\$	346.25
TOTAL			\$	71,576.25

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for October 10, 2025 \$492,675.22

5. APPROVAL OF REQUISITIONS

Commissioner Mood motioned to approve the requisitions with the removal of JCESA requisition number 26073. The motion was seconded by Commissioner Hefestay and approved unanimously.

- Requisitions for October 16, 2025 \$267,086.31

REQUISITIONS TO BE APPROVED

OCTOBER 16, 2025

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
JCESA	26073		\$ 5,266.55	ATLANTIC EMERGENCY SOLUTIONS INC.	FIRE TRAINING ENGINE PARTS
COUNTY CLERK	26074		22,208.00	IDX & EM	ANNUAL SUPPORT CONTRACT
COMMS CENTER	26069		25,600.00	PRIORITY DISPATCH	PRIORITY DISPATCH SYSTEM ESP (
	26068		39,600.00	MOTOROLA SOLUTIONS INC	MOTOROLA RELIABLE ADMIN
IT	26070		5,272.50	TEK ADVISORS LLC	JUDICIAL DIALOG SYSTEMS
	26071		14,139.26	GRANCIUS	GOVACCESS HOSTING
COMMISSION	26072		\$ 155,000.00	BERKELEY CO SHERIFF'S OFFICE	BERKELEY COUNTY DAY REPORT EXPENSE
GRAND TOTAL			\$ 267,086.31		

PUBLIC COMMENT:

Public comment was received by:

David Tabb

Jacquelyn Milliron

PRESENTATIONS

1. Angela Banks, Jefferson County Assessor

Exonerations:

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

Approval of hire-General Fund 406

Commissioner Stolipher motioned to approve the hire of Lillian Tennis at \$18.00 per hour beginning October 20th, 2025. The motion was seconded by Commissioner Hefestay and approved unanimously.

2. Presentations: County-owned Washington Street properties

Preservation Alliance of West Virginia – Danielle Parker

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

Financing options for investors-Raymond Goodrich, Bank of Charles Town

Commissioner Majdi motioned to support Raymond Goodrich's proposal for the turnkey solution for real estate purchases as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

3. Presentation: Governor Morrissey's work with the Trump Administration to Reopen West Virginia's National Parks During Government Shutdown

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

4. Public Hearing: Four Seas Property designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, and 12.15

Staff Report on Zoning Map amendment petition for Four Seas Property designated as Tax District: Middleway (07, Tax Map 5, Parcels: 10.3, 10.4, 10.7, 12.14, and 12.15

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

Presentation by the applicant

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

Commissioner Stolipher motioned to open public hearing. The motion was seconded by Commissioner Hefestay and approved unanimously.

Public Comment

No one participated in public comment for this agenda item.

Commissioner Stolipher motioned to close the public hearing. The motion was seconded by Commissioner Hefestay and approved unanimously.

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

Consideration of County Commission action on Zoning map amendment petition for Four Seas Property designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, and 12.15

Commissioner Stolipher motioned to approve the Four Seas Zoning Map amendment as General Commercial to properties designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, and 12.15. The motion was seconded by Commissioner Keys and approved unanimously.

West Virginia Code, Chapter 7, Article 1, County Commissions Generally, 7-1-3U Authority of Counties and Municipalities to Treat Streams to Present Floods

Without a motion to proceed, the commission advanced to the next agenda item.

6. Thomas Hansen, Jefferson County Sheriff and Treasurer

School Safety Officers

Commissioner Mood motioned to approve the agreement between the Jefferson County Commission, Sheriff's Office, and Board of Education for the School Safety Officers and authorizes the President to affix his signature. The motion was seconded by Commissioner Stolipher and approved unanimously.

Full-time Bailiff/Trip Guard

Commissioner Stolipher motioned to approve the hire of Allen Edward Bray as an 80 hour Bailiff/Trip Guard, beginning October 20, 2025 at a rate of \$19.50 per hour. The motion was seconded by Commissioner Mood and approved unanimously.

7. Consideration of changes to the Jefferson County Issue Resolution Policy

Commissioner Majdi motioned to direct counsel and the Human Resources department to reevaluate and update the policy. The update should include incorporation of our Human Resources department and removal of the county commission as the final arbitrator such that the county administrator is the final arbitrator in the appeals process. The motion was seconded by Commissioner Hefestay and approved unanimously.

8. Jessica James, Chief Human Resources Officer

Resolution to adopt Jefferson County Emergency Services Agency Employee Benefits Plan and ERISA Wrap summary plan description

Commissioner Hefestay motioned to approve Resolution to adopt the Jefferson County Emergency Services Agency Employee Benefits Plan & ERISA WRAP Summary Plan Description for FY 25-26. The motion was seconded by Commissioner Mood and approved unanimously.

9. Nathan Cochran, Prosecuting Attorney's Office

Discussion and review of Comcast Contract/Franchise Agreement with counsel

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

Discussion, advice from counsel and possible action regarding ongoing opioids litigation and related issues (U.S. District Court for the Northern District of WV-Wheeling Division Civil Action No. 5:24-CV-142)

Commissioner Stolipher motioned to enter into executive session to receive legal counsel on contractual agreements. The motion was seconded by Commissioner Hefestay and approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session. 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 8:21 p.m.

Jacqueline Shadle, County Clerk