

Minutes

Jefferson County Commission

Thursday, November 20, 2025

A town hall and meeting of the Jefferson County Commission was held on Thursday, November 20, 2025, during the fourth quarterly session at 393 N. Lawrence Street, Charles Town, WV at 5:30 pm. 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 town hall and meeting of the Thursday, November 20, 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 will be considered for approval at a future meeting.

- November 6, 2025 Regular Meeting Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for November 6, 2025 \$ 771,610.54
- Accounts payable for November 13, 2025 \$ 114,649.14

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for November 6, 2025 \$ 960,931.50
- Manual checks for November 13, 2025 \$ 199.50

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for November 7, 2025 \$ 497,402.54

5. APPROVAL OF REQUISITIONS

- Requisitions for November 20, 2025 \$ 118,038.82

6. APPROVAL OF HIRE

The following item was approved without objection.

- Approval to hire Shaun Pacetti as a Deputy Clerk with the Jefferson County Clerk’s office with a starting salary of \$49,000. Her start date would be December 8, 2025, and she will be an 80-hour employee. This expense is within budget.
- Approval to amend the motion to hire Kevin Culihan as Building Inspector I 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 \$51,105.60, effective Sunday, November 9, 2025.
- Approval to hire Chris Wood as a Facilities Helper for the Jefferson County Department of Fleet and Facilities Management, which is a Grade-4, full-time, 80-hour position with an annual salary of \$45,000, effective Sunday, November 30, 2025.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron

Christine Wimer

David Tabb

Amanda Stroud

Jeff Johnson

POINTS OF INFORMATION:

- David Tabb stated that the commission is violating his constitutional rights. Those claims are frivolous as Mr. Tabb has been barred by the courts of Jefferson County from bringing lawsuits against the commission based on spurious claims. (Majdi)
- Jacquelyn Milliron stated that the county commission is raising water rates. The county commission has no control over water rates. The Charles Town Utility board sets the water rates, and we have among the highest in the country. (Majdi)
- It was also claimed that the commission is withholding information. The commission asserts that we are the most transparent county commission in history as partially evidenced by our town halls. (Majdi)
- Christine Wimer stated that most towns do not have a time limit for public comment. According to the current sitting mayors in Jefferson county, there are time limits for public comment. (Majdi)
- David Tabb also stated that the commission has always wanted to remove public comment. Commissioner Stolipher asserts that is false, and that there has been public comment as long as he has been a commissioner. (Stolipher)

PRESENTATIONS

1. Angela Banks, Jefferson County Assessor

Exonerations:

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

Assessor's additional duty money

Commissioner Stolipher motioned to acknowledge the assessor's additional duty money. The motion was seconded by Commissioner Mood and approved unanimously.

2. Thomas Hansen, Jefferson County Sheriff and Treasurer

Approval of Hire-Bailiff-Jefferson County Sheriff's Office

Commissioner Stolipher motioned to approve the hire of Russell Dorsey as a part-time Bailiff beginning November 24, 2025 with a starting salary of 19.50 per hour. The motion was seconded by Commissioner Keys and approved unanimously.

Auction Update

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

Home Incarceration Program Update/Decision

Commissioner Stolipher motioned to table the agenda item until the next meeting. The motion was seconded by Commissioner Hefestay and approved unanimously.

Approval of Hire-Administrative Assistant-Jefferson County Sheriff's Office

Commissioner Hefestay motioned to approve the advertisement of the deputy clerk position. The motion was seconded by Commissioner Mood and approved unanimously.

3. CTUB Expansion Plans (Majdi)

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

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

No formal action was taken regarding this agenda item.

4. Discussion on the Summit Point Motorsports Complex package water/sewer plant with CTUB (Mood)

No formal action was taken regarding this agenda item.

5. Discussion/Action with JCDA on possible grant opportunity for Summit Point Motorsports Complex package water/sewer plant and possible PPP (public private partnership) (Mood)

Commissioner Mood motioned to instruct the JCDA to explore the grant opportunity at Summit Point water/sewer plant and a possible public/private partnership. The motion was seconded by Commissioner Majdi and approved unanimously.

6. Boards and Commissions

Consider appointments, membership, and make-up of the Jefferson County Civil Service Commission

The following applicant was interviewed:

- Willard Liston (Mood)

Appointment to the Jefferson County Civil Service Commission was deferred to the next meeting.

7. Laura Kuhn, director Jefferson County Fleet and Facilities

Request for approval of a partial floor plan and permission to proceed with associated renovations at 393 North Lawrence Street

Commissioner Mood motioned to approve the partial floor plan that includes the County Clerk and the Fleet & Facilities area at 393 North Lawrence Street, with the IT department relocating to the building as soon as possible to work on the necessary IT infrastructure and with the Fleet & Facilities Department completing the required construction work. The motion was seconded by Commissioner Hefestay and approved unanimously.

8. Roger Goodwin, director of Engineering, Planning and Zoning

Request to schedule a Public Hearing regarding the proposed (1) amendment to the Office of Commercial Zoning District text of the Zoning Ordinance, (2) Residential Commercial Zoning District text amendment to the Zoning Ordinance and Subdivision Regulations, and (3) Rural Residential Zoning District text amendment to the Zoning Ordinance and Subdivision Regulations

Commissioner Stolipher motioned to schedule a Public Hearing on January 22, 2026, regarding the (1) Office Commercial Zoning District text amendment to the Zoning Ordinance File: ZTA25-05, (2) Residential Commercial Zoning District text amendment to the Subdivision Regulations and Zoning Ordinance File: STA25-04 and ZTA25-04, and (3) Rural Residential Zoning District text amendment to the Subdivision Regulations and Zoning Ordinance File: STA25-03 and ZTA25-03. The motion was seconded by Commissioner Keys and approved unanimously.

9. Edwina Benites-LM, county administrator

Dry Hydrants

Commissioner Majdi motioned to pursue a collaboration with Region 9 regarding dry hydrant grants. The motion was seconded by Commissioner Hefestay and approved unanimously.

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

Updated Agenda Policy

The agenda item was informational only. The commission sought no additional changes. No action was taken.

Coffee Carts/Jefferson County Development Authority

Commissioner Majdi motioned to direct the county administrator to contact the JCDA to determine their interest in acquiring the carts. If interest exists, the JCDA should submit a plan outlining proposed purchase, ownership, and ongoing management of the carts for the Commission's consideration. The motion was seconded by Commissioner Mood and approved unanimously.

Hospice Proclamation

Commissioner Majdi motioned to adopt the proclamation as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

ADDITIONAL PUBLIC COMMENT:

Additional public comment was received by:

Tanawah M. Downing

Jessica Saxton

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 8:34 p.m.

Jacqueline Shadle, County Clerk