

Minutes
Jefferson County Commission
Thursday, November 6, 2025

A meeting of the Jefferson County Commission was held on Thursday, November 6, 2025, during the fourth quarterly session at 393 N. Lawrence Street, Charles Town, WV at 9:00 am. 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, November 6, 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 16, 2025 Regular Meeting Minutes DRAFT
- October 24, 2025 Special Meeting Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for October 16, 2025 \$277,154.53

CHECK NUMBER		VENDOR NAME	UNCLEARED
93299		ATLANTIC EMERGENCY SOLUTIONS, INC.	1,945.62
93300		BAKERTON VOLUNTEER FIRE DEPARTMENT	917.24
93301		BEGIN COUNSELING PLLC	1,911.42
93302		BERKELEY CLUB BEVERAGES	139.41
93303		BOLAND TRANE SERVICES INC	1,837.00

93304		CHANCE BOEHNING	360.00
93305		CHIEF TECHNOLOGIES	2,068.00
93306		COX HOLLIDA YOUNG PLLC	10,000.00
93307		DIGITAL DOCUMENT SOLUTIONS INC	752.88
93308		FRONTIER	13,602.54
93309		GUTTMAN OIL CO	11,928.29
93310		J.C. EHRLICH	979.32
93311		JAMIE GREEN	1,192.83
93312		JEFFERSON COUNTY SOLID WASTE AUTHORITY	24.38
93313		JEFF CO PARKS & RECREATION COMMISSION	20,627.77
93314		JOSEPH BURWELL	488.77
93315		KAREN OLDEN	2,126.71
93316		KIDWELLS PLUMBING & HEATING	1,700.00
93317		KONE BROOKLYN	1,809.75
93318		LORI BROWN	4,402.15
93319		MCA, INC	12,781.18
93320		MILLENIUIM INSURANCE GROUP	250.00
93321		MILLENIUIM INSURANCE GROUP	900.00
93322		MOBILE WIRELESS LLC	1,960.00
93323		MORRIS & DICKSON CO	2,184.40
93324		NAPA AUTO PARTS	3,839.33
93325		POTOMAC EDISON	10,227.70
93326		R.E. MICHEL CO. LLC	38.90
93327		RETIREE HEALTH BENEFIT TRUST	8,689.00
93328		RICE TIRES CO	1,528.92
93329		RICOH USA INC	576.63
93330		ROBERTS OXYGEN COMPANY, INC	2,180.91
93331		SHERRIE FARMER	360.00
93332		SOFTWARE SYSTEMS INC	1,469.95
93333		SPIRIT OF JEFFERSON	4,317.12
93334		STAPLES	3,446.25
93335		UNIFIRST	449.66
93336		VALLEY HEALTH EMPLOYER HEALTH	35.00
93337		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	14,916.75
93338		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	91,453.61
93339		GENERAL COUNTY FUND - J FEE	14,856.26
93340		WV STATE AUDITOR	17,480.00
93341		SHERIFF OF JEFFERSON COUNTY	2,100.95
93342		PAYMENTUS CORP	120.45
93343		SHERIFF OF JEFFERSON COUNTY	2,177.48
TOTAL			277,154.53

- Accounts payable for October 23, 2025 \$726,003.39

CHECK NUMBER		VENDOR NAME	UNCLEARED
93345		ADKINS AUTOMOTIVE LLC	135.00

93346		AT&T	2,462.64
93347		ATLANTIC EMERGENCY SOLUTIONS, INC.	5,266.55
93348		AUTOZONE	44.07
93349		BEST BEST & KRIEGER LLP	1,072.50
93350		BOUND TREE MEDICAL LLC	1,214.50
93351		BRYAN PERKINS	5,164.86
93352		BUREAU OF CHILD SUPPORT	943.43
93353		CHERI VEST	568.30
93354		COMPTROLLER OF MARYLAND	1,826.06
93355		EFTPS IRS TAXES	181,805.65
93356		EMPOWER RETIREMENT	8,257.26
93357		ENTERPRISE FM TRUST	55,574.24
93358		HIGHMARK WV	50,808.03
93359		IRON MOUNTAIN	246.97
93360		JEFFERSON CO CONVENTION AND VISITORS BUREAU	51,211.09
93361		JEFFERSON SECURITY BANK	3,448.00
93362		JOHN LINDSTROM	225.40
93363		KATHRYN KING	2,739.60
93364		LORI BROWN	420.00
93365		MAZZITTI & SULLIVAN EAP	1,305.00
93366		MCA, INC	6,139.40
93367		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	1,172.49
93368		MICHAEL JOSEPH BERNA	450.00
93369		MORRIS & DICKSON CO	47.38
93370		NATIONWIDE RETIREMENT SOLUTIONS	865.00
93371		PA SCDU	320.00
93372		PRIORITY DISPATCH	25,600.00
93373		REBECCA F BURNS	520.14
93374		ROACH OIL COMPANY	760.75
93375		ROBERTS OXYGEN COMPANY, INC	236.52
93376		SCOTT BILLER	1,560.61
93377		SOFTWARE SYSTEMS INC	94.00
93378		SPIRIT OF JEFFERSON	102.62
93379		STATE TAX DEPARTMENT	250.00
93380		US BANK	79,395.40
93381		WITMER PUBLIC SAFETY GROUP INC	391.00
93382		WV DEPUTY SHERIFF RETIREMENT SYSTEM	34,332.53
93383		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	83,275.03
93384		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	50,647.41
93385		WV STATE TAX DEPARTMENT	47,360.02
93386	FG/009	BERKELEY CO SHERIFF OFFICE	2,006.86
93387	FG/009	MARTINSBURG POLCE DEPARTMENT	7,225.91
93388	FG/009	RANSON POLICE DEPARTMENT	737.07
93389	FG/009	SHERIFF OF GRANT COUNTY	564.20
93390	AM/053	AXIOM STAFFING GROUP	3,210.35
93391	AM/053	GLOBAL SCIENCE & TECHNOLOGY INC.	1,800.00
93392	AM/053	PAYMENTUS CORP	98.55

93393	AM/053	SHERIFF OF JEFFERSON COUNTY	2,101.00
TOTAL			726,003.39

- Accounts payable for October 30, 2025 \$124,245.17

CHECK NUMBER		VENDOR NAME	UNCLEARED
93394		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,719.90
93395		AT&T BILL PAYMENT	1.33
93396		AUTOZONE	21.77
93397		BERKELEY CLUB BEVERAGES	70.00
93398		BOLAND TRANE SERVICES INC	298.00
93399		CARRIE ORR	3,112.75
93400		DIGITAL DOCUMENT SOLUTIONS INC	1,143.08
93401		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	33,008.72
93402		FEDEX	228.74
93403		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
93404		GRANICUS INC.	14,139.26
93405		GUTTMAN OIL CO	11,692.16
93406		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
93407		IRON MOUNTAIN	244.41
93408		KAYLA WHETSTONE	28.55
93409		LANGUAGE LINE SERVICES	44.00
93410		MARNEY TREESE	650.00
93411		MICHAEL MONAGHAN	135.00
93412		MIDDLEWAY VOLUNTEER FIRE DEPARTMENT	8,401.29
93413		POTOMAC EDISON	32,745.92
93414		R.E. MICHEL CO. LLC	87.49
93415		RICE TIRES CO	3,014.50
93416		DR. ROBERT E. JONES III	1,000.00
93417		SHANNON BURLETT	1,551.50
93418		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
93419		SPIRIT OF JEFFERSON	1,742.62
93420		STEPHEN PFORR	135.00
93421		TEK ADVISORS LLC	3,004.35
93422		UNIFIRST	224.83
TOTAL			124,245.17

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for October 16, 2025 \$197,931.13

		October 16, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
355	DG/003	SHERIFF OF JEFFERSON COUNTY		\$ 393.80
982	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US		\$ 3,641.60
983	HD/008	D-TRAX, LLC		\$ 544.00
1270	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC.		\$ 12,996.00
391	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD		\$ 179,225.73
13	TC/077	UNTIED WAY- EASTERN PANHANDLDE INC		\$ 25.00
430	WV/369	SHERIFF OF JEFFERSON COUNTY		\$ 1,105.00
TOTAL				\$ 197,931.13

• Manual checks for October 23, 2025 \$26,212.37

		October 23, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
984	HD/008	US BANK		\$ 92.16
1271	AV/056	SEGRA		\$ 463.74
1272	AV/056	US BANK		\$ 990.19
1953	CO/246	ATLANTIC EMERGENCY SOLUTIONS INC		\$ 6,309.49
1954	CO/246	US BANK		\$ 18,356.79
TOTAL				\$ 26,212.37

• Manual checks for October 30, 2025 \$740,367.65

		October 30, 2025		
		OTHER FUNDS		

Check #	Fund	Vendor	Amount
629	CS/008	EASTERN PANHANDLE MENTAL HEALTH CENTER	\$ 600.00
1955	CO/246	BIG SKY CONSTRUCTION	\$ 37,250.00
1956	CO/246	SOUTHERN AIR INC	\$ 4,302.70
1542	IP/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT	\$ 504,928.36
1543	IP/249	SHERIFF OF JEFFERSON COUNTY- LAW ENFORCEMENT IMPACT	\$ 8,440.95
1544	IP/249	SHERIFF OF JEFFERSON COUNTY- PARK & REC IMPACT	\$ 95,848.29
1545	IP/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT	\$ 38,793.70
1546	IP/249	SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT	\$ 50,203.65
TOTAL			\$ 740,367.65

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for October 24, 2025 \$512,247.45

5. APPROVAL OF REQUISITIONS

- Requisitions for November 6, 2025 \$1,160,013.13

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
JCESA					
FLEETS AND MAINTENANCE	26078		\$ 750,750.00	ZMM ARCHITECTS & ENGINEER	INV # 2025070-1 Professional s
	26077		225,000.00	ZMM ARCHITECTS & ENGINEER	INV # 2025069-1 Prof services
	26091		10,372.42	SOUTHERN AIR	HVAC 393 LAWRENCE
COMMS CENTER	26079		11,489.00	PRIORITY DISPATCH	PRIORITY DISPATCH ANNUAL MAINT
IT	26086		6,290.00	TEK ADVISORS LLC	Wi-fi Build for VLAN 215
	26089		12,083.96	JACKSON CONCRETE	POLE BARN SLAB
	26090		66,402.50	ALLSTATE TOWER INC	50% DEPOSIT SHEPHERDSTOWN TOWER
COMMISSION	26084		28,642.25	WVCORP WV COUNTIES SELF INSURANCE RISK	WV 019 202 502 5864 MOUNTAIN P
	26080		14,983.00	TARGETSOLUTIONS LEARNING, LLC	ANNUAL MAINTENANCE TRAINING MA
	26075		34,000.00	COX HOLLIDA YOUNG PLLC	PROFESSIONAL FEES FINANCIAL
GRAND TOTAL			\$ 1,160,013.13		

6. APPROVAL OF HIRE

The following item was approved without objection.

- Approval of Kevin Culihan as Building Inspector I for the Jefferson County Department of Engineering, Planning and Zoning at a Grade 5, full-time, 70-hour position, with an annual salary of \$51,105.60, effective Sunday, November 9, 2025.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron

Amanda Stroud

David Tabb

Colin Stine

Points of information to be entered into the record:

- (1) Jacquelyn Milliron stated that ambulance service across the county has been downgraded. That is inaccurate. (Majdi)
- (2) David Tabb stated that he is a taxpayer. He has not paid his ambulance fee in 6 years. (Majdi)
- (3) David Tabb has been barred from suing the County Commission by the court system because he has filed so many frivolous lawsuits that the courts found it appropriate to bar him from filing any more frivolous lawsuits. This is yet another example in frivolity. (Majdi)
- (4) It was stated during public comment that the JCESA has no facility. That is false. The JCESA does have a facility. (Majdi)
- (5) It was stated during public comment that none of the ambulances are staffed. That is false. (Majdi)
- (6) Jacquelyn Milliron stated that the Commission plans to close down Bakerton Fire Hall. This is false. The Commission does not have the authority to close down Bakerton Fire hall. It is a privately owned company. (Stolipher)
- (7) *amended* David Tabb falsely stated that Commissioner Hefestay was in attendance at a JCESA meeting making comments about the county budget and prevented a citizen from making a comment. Commissioner Hefestay attests that he has never attended a JCESA meeting nor has he ever told a citizen that they were unable to comment. Commissioner Hefestay asserts that the meeting Mr. Tabb is referring to was an LEPC meeting not a JCESA meeting. (Hefestay)
- (8) There is a statutory requirement in code that the agenda be posted at the county courthouse on the bulletin board. This has been done faithfully. (Hefestay)

PRESENTATIONS

1. Angela Banks, Jefferson County Assessor

Exonerations:

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

2. Presentations: Years of Service Awards

- Cara Keys –Jefferson County Commissioner, 1 year of service
- Jack Hefestay – Jefferson County Commissioner, 1 year of service
- Tara Vann – Emergency Services Communication, 1 year of service

3. Nikki Painter, Jefferson County Clerk's Office

Commissioner Stolipher motioned to convene as a Fiduciary Review Board. The motion was seconded by Commissioner Mood and approved without objection.

Monthly Review of New Estates, Accountings and Waivers of Final Settlements

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

Set Fiduciary Commissioner Fee Schedule

Commissioner Stolipher motioned to approve the Fiduciary Commissioner fee schedule as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

Commissioner Mood motioned to reconvene in regular session. The motion was seconded by Commissioner Stolipher and approved without objection.

4. Jennifer Myers, director Jefferson County Parks and Recreation

Informational presentation on 2025 Summer Programming and current park project updates

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

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

Sheetz, INC-Sheetz Augustine Avenue file #21-4-SP request for complete bond release

Commissioner Keys motioned to authorize the complete release of the above referenced Performance Bond 30163406 issued in the amount of \$2,010,345.00. The motion was seconded by Commissioner Hefestay and approved by a vote of (4-0). ***Commissioner Stolipher recused himself from voting on this agenda item.***

A-Zone Environmental Services, LLC-Burr Business Park Lot 31 file#22-13-SP request for complete bond release

Commissioner Mood motioned to authorize the complete release of the above referenced Performance Bond GM218175 issued in the amount of \$315,182.00. The motion was seconded by Commissioner Stolipher and approved unanimously.

Request Approval to amend Administrative Facilities Impact Fees-FY 2026 Capital Improvement Plan

Commissioner Majdi motioned to approve the Administrative Facilities-FY 2026 Capital Improvement Plan-Amendment No. 1 as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

Request Approval to amend Parks and Recreation Impact Fees – FY 2026 Capital Improvement Plan

Commissioner Keys motioned to approve the Parks and Recreation-FY 2026 Capital Improvement Plan-Parks and Recreation No. 1, as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

6. Consideration of Residential Impact Fee Adjustments for 55+ Communities

No formal action was taken regarding this agenda item.


7. Jack Hefestay, county commissioner

Review public comment policy and consider options for future use

Commissioner Majdi motioned to amend the Agenda Policy by incorporating the unofficial public comment policy and to include the following changes: (1) Public comments should be tied to an agenda item, and commenters should state what agenda item is being referenced. (2) There will be a 15 minute overall time limit for public comment at the beginning of the meeting. The remainder of public comments, and public comments not directly tied to an agenda item will be heard at the end of regular business. (3) A town hall like format will be held 30 minutes before Thursday evening meetings. (4) Participants in public comment must note their home address. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

8. Jefferson County Health Department (Hefestay)

Rule change to the Jefferson County Board of Health Rules, Policies and Procedures to exempt temporary food establishments regarding a certified Food Protection Manager

-  Commissioner Hefestay motioned to approve the change the amendment of Section 4.2 Food Workers would change the first line of section 4.2 from “FOOD PROTECTION

MANAGERS-EFFECTIVE AUGUST 30, 2019, WHENEVER FOOD IS BEING PREPARED OR SERVED IN FOOD ESTABLISHMENTS (INCLUDING TEMPORARY FOOD ESTABLISHMENTS), THE “PERSON IN CHARGE” ON THE PREMISIS SHALL BE A CURRENTLY CERTIFIED FOOD PROTECTION MANAGER THROUGH ONE OF THE WV APPROVED ANSI/CFP-ACCREDITED FOOD PROTECTION MANAGER CERTIFICATION PROGRAMS. A WAIVER OF THIS REQUIREMENT MAY BE MADE FOR TEMPORARY FOOD VENDORS SERVING ONLY PREPACKAGED FOODS IF THEY POSSESS A CURRENT JEFFERSON COUNTY OR WEST VIRGINIA STATEWIDE *FOOD HANDLER CARD.*” TO “*FOOD PROTECTION MANAGERS-EFFECTIVE DECEMBER 1, 2025, WHENEVER FOOD IS BEING PREPARED OR SERVED IN FOOD ESTABLISHMENTS (EXCEPT TEMPORARY FOOD ESTABLISHMENTS PER WV 64CSR17), THE “PERSON IN CHARGE” ON THE PREMISIS SHALL BE A CURRENTLY CERTIFIED FOOD PROTECTION MANAGER THROUGH ONE OF THE WV APPROVED ANSI-CFP-ACCREDITED FOOD PROTECTION MANAGER CERTIFICATION PROGRAMS.*” This amendment is to keep Jefferson County Health Department in line with WV64CSR17. The motion was seconded by Commissioner Mood and approved unanimously.

9. CASA Eastern Panhandle, Michelle Sudduth (Majdi)

Jefferson County Update

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

10. WVU Extension (Stolipher)

Presentation was rescheduled for a later date TBD.

11. Jessica James, chief human resources officer

Appointment of Acting Director, Acting Deputy Director-Jefferson County Emergency Services Agency

Commissioner Keys motioned to approve the appointment of John Lyons as acting director of the Jefferson County Emergency Services Agency, effective Thursday, October 23, 2025, and per Administrative policy 212: Compensation During Temporary Assignment, approve a temporary increase in salary to \$93,782 effective Sunday, November 2, 2025 until the position of Director has been filled. The motion was seconded by Commissioner Hefestay and approved unanimously.

Commissioner Keys motioned to approve the appointment of Craig Horn as acting deputy director of the Jefferson County Emergency Services Agency, effective Thursday, October 23, 2025. The motion was seconded by Commissioner Mood and approved unanimously.

Review/Approval of Job Description-Director-Jefferson County Emergency Services Agency

Commissioner Keys motioned to approve the revised job description for the position of Director of the Jefferson County Emergency Services Agency as presented. The motion was seconded by Commissioner Mood and approved unanimously.

Repeal of “Referral Bonus” from October 2022 – Jefferson County Emergency Communications/Approval of Salary Increase Request

Commissioner Majdi motioned to rescind the October 2022 action authorizing a \$200 employee referral bonus for Jefferson County Emergency Communications employees and approve a \$0.05 per hour wage adjustment for the three employees who were recently eligible for the referral bonus, to include: Lisa Dutko, James Hayden and Carrie Orr. The motion was seconded by Commissioner Hefestay and approved unanimously.

12. Gabriel Areizaga, chief technology officer

Jefferson County Microsoft 365, Migration to jefcowv.gov and Multifactor Authentication RFP

Commissioner Stolipher motioned to authorize the release of an RFP for Jefferson County’s IT modernization initiative. This included domain consolidation under jefcowv.gov, migration to Microsoft 365 (primarily E1 licensing), Azure AD deployment, and implementation of a FIPS 201-compliant PIV smart card system. Vendors will be required to propose both cloud and on-prem options for Certificate Authority, DNS, and DHCP, and provide lifecycle cost modeling, training and support. The motion was seconded by Commissioner Keys and approved unanimously.

13. David Bound, chief financial officer

Ambulance fee Exonerations

Commissioner Majdi motioned to approve the Commission Ambulance Fee adjustments and exonerations as presented. The motion was seconded by Commissioner Stolipher and approved unanimously.

14. Edwina Benites-LM, county administrator

Letter of Support-CASA WV First

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

Washington Street Properties Update-City of Charles Town

Commissioner Stolipher motioned to approve an RFP for a surveyor as a next step for the Washington Street properties. The motion was seconded by Commissioner Keys and approved unanimously.

Newsletter Alert Update

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

Future of Fire Service: Next Steps

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

15. Nathan Cochran, Prosecuting Attorney's Office

Report by legal counsel on minor boundary issue between Berkeley and Jefferson County (Berkeley County Circuit Court Case No. CC-02-2025-P-423)

The agenda item 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 1:30 p.m.

Jacqueline Shadle, County Clerk