

Minutes
Jefferson County Commission
Thursday, December 04, 2025

A meeting of the Jefferson County Commission was held on Thursday, December 04, 2025, during the fourth quarterly session at 393 N. Lawrence Street, Charles Town, WV at 9:30 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, December 04, 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 items were approved without objection.

- November 6, 2025 Regular Meeting Minutes DRAFT
- November 20, 2025 Regular Meeting Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for November 20, 2025 **\$ 591,266.92**

CHECK NUMBER		VENDOR NAME	UNCLEARED
93493		AHA-ARTS & HUMANITIES ALLIANCE	3,621.81
93494		AT&T MOBILITY - CC	2,603.03
93495		ATLANTIC EMERGENCY SOLUTIONS, INC.	86.15
93496		BEGIN COUNSELING PLLC	2,649.28
93497		BERKELEY COUNTY COUNCIL	33,106.45

93498		BUREAU OF CHILD SUPPORT	889.74
93499		COMPTROLLER OF MARYLAND	1,854.13
93500		DAVID EVERETT BOOBER	2,698.90
93501		EFTPS IRS TAXES	177,412.61
93502		EMPOWER RETIREMENT	9,474.82
93503		GUTTMAN OIL CO	6,251.25
93504		HIGHMARK WV	56,613.89
93505		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	5,635.00
93506		JEFFERSON SECURITY BANK	3,448.00
93507		JUDICIAL DIALOG SYSTEMS	10,437.75
93508		LORI BROWN	365.00
93509		MCA, INC	2,209.66
93510		MIDDLEWAY VOLUNTEER FIRE DEPARTMENT	2,754.23
93511		MILLENIUM INSURANCE GROUP	900.00
93512		MONROE SYSTEMS FOR BUSINESS	104.74
93513		NATIONWIDE RETIREMENT SOLUTIONS	865.00
93514		PA SCDU	320.00
93515		RICE TIRES CO	122.49
93516		ROBERTS OXYGEN COMPANY, INC	1,821.47
93517		SHERIFF OF JEFFERSON COUNTY	126.38
93518		SOFTWARE SYSTEMS INC	1,241.95
93519		SPIRIT OF JEFFERSON	150.18
93520		STATE TAX DEPARTMENT	250.00
93521		TARA VANN	310.00
93522		TARGETSOLUTIONS LEARNING, LLC	14,983.00
93523		TELEFLEX LLC	4,655.00
93524		UNIFIRST	211.21
93525		WV DEPUTY SHERIFF RETIREMENT SYSTEM	33,780.30
93526		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	80,983.10
93527		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,326.04
93528		WV STATE TAX DEPARTMENT	46,496.27
93529		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	28,642.25
93530	GS/004	GENERAL COUNTY FUND- J FEE	1,777.44
93531	AM/053	SHERIFF OF JEFFERSON COUNTY	2,088.40
TOTAL			591,266.92

- Accounts payable for November 26, 2025 **\$ 704,081.79**

CHECK NUMBER		VENDOR NAME	UNCLEARED
93532		ADKINS AUTOMOTIVE LLC	1,754.80
93533		ADVANCE AUTO PARTS	337.66
93534		ALICE N PAINTER	6,747.00
93535		ALL TRAFFIC SOLUTIONS	1,500.00
93536		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,719.90
93537		BERKELEY CLUB BEVERAGES	2,812.46
93538		BUREAU FOR PUBLIC HEALTH	1,000.00
93539		CARRIE ORR	1,921.60
93540		COLONIAL LIFE	95.68

93541		DIGITAL DOCUMENT SOLUTIONS INC	740.03
93542		DIXIE STURM	120.40
93543		ENTERPRISE FM TRUST	56,291.93
93544		EXECUTIVE EMERGENCY LIGHTING LLC	382.50
93545		FLEETPRIDE	150.50
93546		FRONTIER	13,359.89
93547		GEARCLEAN, INC	853.26
93548		GREGORY JONES	600.00
93549		GUTTMAN OIL CO	5,750.88
93550		HIGHMARK WV	240,798.90
93551		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	3,267.00
93552		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	2,500.00
93553		JEFFERSON COUNTY SOLID WASTE AUTHORITY	742.63
93554		JEFFERSON CO CONVENTION AND VISITORS BUREAU	58,177.61
93555		KELSEY STIPANOVIC	154.00
93556		LANGUAGE LINE SERVICES	40.00
93557		MARNEY TREESE	650.00
93558		MAZZITTI & SULLIVAN EAP	1,305.00
93559		MCA, INC	4,485.83
93560		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	228.26
93561		MICHAEL MONAGHAN	5,159.23
93562		MILLER'S SUPPLIES AT WORK	1,855.75
93563		MOTOROLA SOLUTIONS INC	103,008.82
93564		NATIONAL VISION ADMIN.	1,678.74
93565		NATIONAL VISION ADMIN.	515.60
93566		POTOMAC EDISON	36,507.61
93567		PRIORITY DISPATCH	11,489.00
93568		R.E. MICHEL CO. LLC	87.95
93569		RICE TIRES CO	767.31
93570		DR. ROBERT E. JONES III	1,000.00
93571		ROBERTS OXYGEN COMPANY, INC	359.75
93572		ROGER GOODWIN	1,554.06
93573		SEGRA	1,411.22
93574		SHANNON BURLETT	126.20
93575		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
93576		SHERWIN-WILLIAMS	84.49
93577		STAPLES	1,785.94
93578		SUN LIFE	19,907.45
93579		THOMAS HANSEN	252.27
93580		TOWN OF BOLIVAR	9,094.07
93581		UNIFIRST	211.21
93582		VALLEY HEALTH EMPLOYER HEALTH	260.00
93583		WILLIAM CUMMINGS	50.00
93584		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	89,946.67
93585	FG/009	BERKELEY CO SHERIFF'S OFFICE	4,020.24
93586	FG/009	CITY OF CHARLES TOWN	1,015.57
93587	FG/009	MARTINSBURG POLICE DEPARTMENT	894.87
93588	FG/009	RANSON POLICE DEPT	642.07

93589	FG/009	SHERIFF OF GRANT COUNTY	264.18
93590	AM/053	PAYMENTS CORP	43.80
TOTAL			704,081.79

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for November 20, 2025 **\$ 1,348,428.84**

		November 20, 2025	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
356	DG/003	SHERIFF OF JEFFERSON COUNTY	\$ 240.65
987	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US INC	\$ 3,881.60
1275	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC.	\$ 2,396.54
1276	AV/056	SEGRA	\$ 375.00
392	FP/392	JEFFERSON CO FARMLAND PROTECTION BOARD	\$ 217,314.55
1957	CO/246	ALLSTATE TOWER INC	\$ 66,402.50
1958	CO/246	JACKSON CONCRETE CORPORATION	\$ 12,083.96
1959	CO/246	SOUTHERN AIR INC	\$ 9,693.85
1960	CO/246	ZMM ARCHITECTS & ENGINEER	\$ 131,726.25
431	WV/369	SHERIFF OF JEFFERSON COUNTY	\$ 1,015.00
1547	IP/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT	\$ 659,330.14
1548	IP/249	SHERIFF OF JEFFERSON COUNTY- LAW ENFORCEMENT IMPACT	\$ 8,732.65
1549	IP/249	SHERIFF OF JEFFERSON COUNTY- PARK & REC IMPACT	\$ 115,416.57
1550	IP/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT	\$ 51,234.96
1551	IP/249	SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT	\$ 66,974.62
1028	CW/059	WV ST AUDITOR	\$ 1,595.00
1029	CW/059	WV ST POLICE	\$ 15.00

TOTAL				\$ 1,348,428.84
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- Manual checks for November 26, 2025 **\$ 1,085.10**

		November 27, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
988	HD/008	D-TRAX LLC		\$ 560.00
1277	AV/056	MILLER'S SUPPLIES AT WORK		\$ 275.10
1278	AV/056	WV ASSOCIATION OF COUNTIES		\$ 250.00
TOTAL				\$ 1,085.10

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for November 21, 2025 **\$ 509,236.01**

5. APPROVAL OF REQUISITIONS

- Requisitions for December 4, 2025 **\$ 163,317.70**

REQUISITIONS TO BE APPROVED

December 04, 2025

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
COMMISSION	26097		5,840.50	BEST BEST & KRIEGER LLP	INVOICE 1045631
	26096		16,370.00	WV STATE TAX DEPARTMENT	INVOICE Q4FY25 JEFFERSON
	26095		20,000.00	WVCORP WV COUNTIES SELF INSURANCE RISK POOL	CLAIM WV0192025025864 POLICY N
	26094		106,102.00	WVCORP WV COUNTIES SELF INSURANCE RISK POOL	WV-JE-019H-25 INVOICE 116191
SHERIFF	26099		6,808.00	WRAP TECHNOLOGIES	Body Cam Contract
	26098		8,197.20	MOTOROLA SOLUTIONS INC	Body Cam Contract
GRAND TOTAL			\$ 163,317.70		

6. APPROVAL OF HIRE

The following item was approved without objection.

- Approval of the employee change in status request from full-time employment to part-time employment with the Jefferson County Department of Emergency Communications, for employee Amanda Jackson, effective December 4, 2025.

PUBLIC COMMENT:

Public comment was received by:

David Tabb

Jackie Milliron

Marta Beck

PRESENTATIONS

1. Years of Service Awards - December

The following staff was honored for years of service with the county commission:

- David Bound, Chief Financial Officer, 1 year of service

2. Jobs & Hope WV Graduation

- Katie Blunt was recognized for her outstanding achievements and her graduation from Jobs & Hope West Virginia.
- Angel Peck, Katie Blunt and Sheri Ruffner were recognized for their participation in the Jefferson County Quick Response Team

3. WV Code 7-3-3, Sale of county or district property (Majdi)

Commissioner Stolipher motioned to make 7-3-3a a legislative priority of the legislative session. The motion was seconded by Commissioner Hefestay and approved by a vote of (4-0).

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 Hefestay and approved unanimously.

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

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

5. Tom Hansen, Jefferson County Sheriff and Treasurer

Home Incarceration program update/decision

Commissioner Stolipher motioned to approve the move to SCRAM with the option of purchasing 10 units now and purchasing more as funds become available, and if all purchases are not complete by July 1, 2026, the Sheriff. The motion was seconded by Commissioner Hefestay and approved unanimously.

Administrative assistant new hire

Commissioner Stolipher motioned to approve the hire of Wendy Loveless as a full-time 80 hour employee beginning December 8, 2025 at a salary of \$42,000 annually. The motion was seconded by Commissioner Majdi and approved unanimously.

Hire part-time Trip Guard

Commissioner Stolipher motioned to approve the hire of James Liverette as a part-time Trip Guard beginning December 8, 2025 at a rate of \$21.00/hour. The motion was seconded by Commissioner Mood 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:

- Alissa Meeks

Commissioner Hefestay motioned to appoint Alissa Meeks to the Jefferson County Civil Service for a four-year term ending November 20, 2029. The motion was seconded by Commissioner Mood and approved unanimously (4-0).

Consider appointments, membership, and make-up of Jefferson County Audit RFP Review Committee

- No citizen applied
- Because no one applied, staff recommends appointing:

1. Jacki Shadle, County Clerk
2. Mike Mood, County Commissioner
3. David Bound, chief finance officer

Commissioner Hefestay motioned to appoint Mike Mood, Jacki Shadle and David Bound to the Audit RFP Review Committee until such time as an auditor has been selected to audit Jefferson County's FY2025 finances. The motion was seconded by Commissioner Stolipher and approved unanimously.

7. Laura Kuhn, director Jefferson County Fleet and Facilities

Request for approval to proceed with purchase of 2010 KME LFD Predator Pumper

No action was taken on this agenda item.

8. Jessica James, chief human resources officer

Approval of memorandum of Understanding (MOU) with Blue Ridge Community and Technical College (BRCTC) – Learn and Earn Apprenticeship Partnership

Commissioner Majdi motioned to approve the Memorandum of Understanding with Blue Ridge Community and Technical College for participation in the Learn and Earn Cooperative Work Apprenticeship Program pending legal review and technical amendments, to become effective upon full execution and remain in effect throughout the designated HB3009 Learn and Earn Cooperative Program project period from January 1, 2026 – January 1, 2027. The motion was seconded by Commissioner Hefestay and approved unanimously.

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

Report on 55+ Age Restricted Communities – Exemption from School Impact Fees

No action was taken regarding this agenda item.

Public Hearing regarding the proposed Historic Resources text amendment to the Subdivision Regulations

Historic Resources text amendment to the Subdivision Regulations

Commissioner Hefestay motioned to delay the public hearing and consideration until the second meeting next year on January 22, 2026. The motion was seconded by Commissioner Mood and approved unanimously.

10. David Bound, chief financial officer

Commission Ambulance Fee exonerations

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

Request for Proposals (RFP) for Annual Jefferson County Commission Audit for FY 25

Commissioner Stolipher motioned to approve the request for proposal for the annual JC FY25 audit of financial statements. The motion was seconded by Commissioner Mood and approved unanimously.

CDAR Renewal

Commissioner Stolipher motioned to approve the determined actions of the CDAR renewal. The motion was seconded by Commissioner Mood and approved unanimously.

Grants:

T-Mobile Hometown Grant

Commissioner Stolipher motioned to approve the grant application for the T-Mobile Hometown Grant as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

CSX Pride in Service Grant

Commissioner Stolipher motioned to approve the grant application for the CSX Pride in Service Grant as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

Request for Proposals (RFP) for America250 Mural

Commissioner Stolipher motioned to approve the grant application for the America250 Mural Grant as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

11. Edwina-Benites-LM, county administrator

To set the annual public hearing on the operations of the Jefferson County Emergency Services Agency within Jefferson County

Commissioner Majdi motioned to set the annual public hearing on the operations of the Jefferson County Emergency Services Agency for December 18, 2025. The motion was seconded by Commissioner Mood and approved unanimously.

2026 Meeting Schedule

Commissioner Majdi motioned to approve the 2026 county commission meeting schedule as presented with the removal of the second meeting in June. The motion was seconded by Commissioner Hefestay and approved unanimously.

2026 Holiday Schedule

Commissioner Stolipher motioned to approve the 2026 county commission holiday schedule as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

Annual Review – county administrator

Commissioner Stolipher motioned to enter into executive session to discuss personnel matters. The motion was seconded by Commissioner Keys and approved unanimously.

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

ADDITIONAL PUBLIC COMMENT:

No additional public comment was given.

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