

Minutes
Jefferson County Commission
Thursday, December 18, 2025

A town hall and meeting of the Jefferson County Commission was held on Thursday, December 18, 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, December 18, 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.

- December 4, 2025 Regular Meeting Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for December 4, 2025 \$ 292,130.96

CHECK NUMBER		VENDOR NAME	UNCLEARED
93592		AT&T BILL PAYMENT	1.33
93593		BUREAU OF CHILD SUPPORT	765.81
93594		COMPTROLLER OF MARYLAND	1,914.81

93595		EFTPS IRS TAXES	188,100.26
93596		EMPOWER RETIREMENT	9,508.64
93597		JEFFERSON SECURITY BANK	3,448.00
93598		NATIONWIDE RETIREMENT SOLUTIONS	865.00
93599		PA SCDU	320.00
93600		STATE TAX DEPARTMENT	250.00
93601		UNIFIRST	211.21
93602		WV DEPUTY SHERIFF RETIREMENT SYSTEM	34,979.04
93603		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	51,366.26
93604		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	165.60
93605		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	235.00
TOTAL			292,130.96

• Accounts payable for December 11, 2025 \$ 710,377.42

CHECK NUMBER		VENDOR NAME	UNCLEARED
93606		BEGIN COUNSELING PLLC	3,975.03
93607		BEST BEST & KRIEGER LLP	6,278.00
93608		BOUND TREE MEDICAL LLC	3,062.67
93609		BRIAN RISTON	200.00
93610		CAPITAL ELECTRIC	672.42
93611		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
93612		CMA CHRYSLER DODGE JEEP	231.86
93613		COMCAST	269.89
93614		ENTERPRISE FM TRUST	42,765.54
93615		FIDELITY POWER SYSTEMS	9,620.00
93616		FRONTIER	13,456.74
93617		GUTTMAN OIL CO	9,508.46
93618		JEFF CO PARKS & RECREATION COMMISSION	75,856.30
93619		MAXLOCK, LLC	250.00
93620		MCA, INC	3,885.96
93621		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	196.48
93622		MORRIS & DICKSON CO	119.12
93623		MOTOROLA SOLUTIONS INC	555.00
93624		MOTOROLA SOLUTIONS INC	8,197.20
93625		POTOMAC EDISON	1,275.35
93626		RICE TIRES CO	3,143.20
93627		ROBERTS OXYGEN COMPANY, INC	1,808.78
93628		RYAN MOSE	200.00
93629		SEGRA	1,787.67
93630		SOFTWARE SYSTEMS INC	79.70
93631		SPIRIT OF JEFFERSON	460.54
93633		TEK ADVISORS LLC	22,615.56
93634		TOTAL ID SOLUTIONS INC.	720.00
93635		UNIFIRST	210.82
93636		US BANK	71,771.58

93637		USPS-POC	25,000.00
93638		WRAP TECHNOLOGIES	6,808.00
93639		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	93,754.42
93640		WV SHERIFFS ASSOCIATION	2,200.00
93641		WV STATE TAX DEPARTMENT	16,370.27
93642		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	111,102.00
93643		WV STATE FIRE MARSHAL'S OFFICE	50.00
93644		WV STATE FIRE MARSHAL'S OFFICE	75.00
93645	GS/004	GENERAL COUNTY FUND- J FEE	17,113.04
93646	AM/053	PROGRESSIVE PRINTING	13,770.47
93647	AM/053	SHERIFF OF JEFFERSON COUNTY	137,560.35
TOTAL			710,377.42

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for December 4, 2025 \$ 5,970.00

		December 4, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1279	AV/056	J.D. POWER & ASSOC		\$ 5,970.00
TOTAL				\$ 5,970.00

- Manual checks for December 11, 2025 \$ 1,147,280.16

		December 11, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
989	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US INC		\$ 3,574.40
990	HD/008	D-TRAX LLC		\$ 1,056.00
991	HD/008	SATELLITE TRACKING OF PEOPLE LLC		\$ 1,004.50
992	HD/008	US BANK		\$ 92.20

1280	AV/056	MR PRINT	\$ 1,800.00
1281	AV/056	SEGRA	\$ 375.00
1282	AV/056	US BANK	\$ 987.80
393	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD	\$ 199,054.38
10	IA/249	UNITED BANK	\$ 384,014.00
432	WV/369	SHERIFF OF JEFFERSON COUNTY	\$ 1,000.00
1552	IP/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT	\$ 405,968.38
1553	IP/249	SHERIFF OF JEFFERSON COUNTY- LAW ENFORCEMENT IMPACT	\$ 2,357.40
1554	IP/249	SHERIFF OF JEFFERSON COUNTY- PARK & REC IMPACT	\$ 74,075.05
1555	IP/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT	\$ 30,879.33
1556	IP/249	SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT	\$ 40,210.72
1030	CW/059	WV ST AUDITOR	\$ 840.00
TOTAL			\$ 1,147,289.16

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for December 5, 2025 \$ 514,532.98

5. APPROVAL OF REQUISITIONS

- Requisitions for December 18, 2025 \$ 124,012.00
 - \$89,012.00 plus the addition of \$35,000.00

REQUISITIONS TO BE APPROVED**December 18, 2025**

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
IT	26100		\$ 5,036.75	TEK ADVISORS	TUNNEL DISCOVERY DOWNTOWN TO 393
IT	26101		\$ 9,597.93	TEK ADVISORS	ECC TOWER RADIO TO IP CONVERSION
IT	26104		\$ 21,747.32	SWEETWATER SOUND HOLDINGS, LLC	A/V FOR THIRD FLOOR AND CLASSROOM AT 393
JCESA	26105		\$ 14,283.00	EMS TECHNOLOGY SOLUTIONS, LLC	ANNUAL INVENTORY & ASSET MANGEMENT LICENSE
COMMISSION	26103		\$ 25,927.00	DAVID ALLEN COMPANY INC	REPLACE TERRAZZO FLOOR IN GOVERNMENTAL BUILDING
SHERIFF	26106		\$ 12,420.00	RESCUE ONE TRAINING FOR LINE INC.	RENEWAL OF AED CONTRACT
GRAND TOTAL			\$ 89,012.00		

6. APPROVAL OF HIRE

The following item was approved without objection.

- Approval to hire James Shawn Wolford for the full-time, 80-hour, Grade 7 position of Deputy Director of the Jefferson County Department of Emergency Communications, at a salary of \$88,498.65, effective Sunday, January 18, 2026.
- Approval to hire Erick Corcoran for the full-time, 80 hour, Grade 5 position of IT Team Lead for the Jefferson County Department of IT and GIS, at a salary of \$58,814, effective Sunday, December 21, 2025.
- Acknowledgement of resignation-Krista Hoffman-Jefferson County Development Authority. Staff would like to recognize her contributions during her tenure with the Development Authority and provide her a certificate.
- Acknowledgement of retirement of Steve Allen from the Department of Homeland Security. Staff would like to recognize his contributions and provide a certificate.

PUBLIC COMMENT:

Public comment was received by:

Christine Marshall

Lorena Nathan

Liz Kerwin

Kit McGinnis

Emunah Herzog

Sara Thompson

Elouane Rogers

Lawton Rogers

PRESENTATIONS

1. Angie Banks, Jefferson County Assessor

Exonerations

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

2. WVU Extension Presentation on county-wide programs

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

3. Adam Ward, Jefferson County Prosecuting Attorney

Approval of Hire-Assistant Prosecuting Attorney-Jefferson County Prosecuting Attorney's Office

Commissioner Keys motioned to approve the hiring of Kelly Coly as a full-time exempt Assistant Prosecuting Attorney at a salary of \$95,000 to begin working on (or after) January 5, 2026. The motion was seconded by Commissioner Stolipher and approved unanimously.

VOCA Grant Contract Approval and Signature

Commissioner Stolipher motioned to approve and sign the 2025-2026 VOCA Grant contract as presented. The motion was seconded by Commissioner Keys and approved unanimously.

4. Tom Hansen, Jefferson County Sheriff and Treasurer

Approval of Hire-School Safety Officer-Jefferson County Sheriff's Office

Commissioner Stolipher motioned to approve the hire of Dave Kelvington beginning January 5, 2026 in accordance with the contract and pay scale established with the Board of Education at an annual salary of \$66,763. The motion was seconded by Commissioner Mood and approved unanimously.

5. Krista Hoffman, Jefferson County Development Authority

Local Economic Development Grant Resolution Approval

Commissioner Majdi motioned to approve the resolution certifying the Jefferson County Development Authority as the lead economic development organization in Jefferson County. The motion was seconded by Commissioner Mood and approved unanimously.

Letter to the Governor regarding economic development

Commissioner Hefestay motioned to approve and send the legislative request to Governor Morissey regarding the establishment of an agri-tourism task force. The motion was seconded by Commissioner Stolipher and approved unanimously.

6. Boards and Commissions

Consider the appointments, membership, and makeup of the following boards:

- Board of Zoning Appeals
 1. Elliot Kletter

Commissioner Hefestay motioned to appoint Elliot Kletter to the Board of Zoning Appeals for a term expiring 1/1/2027. The motion was seconded by Commissioner Stolipher and approved unanimously.

- Hagerstown-Eastern Panhandle Metropolitan Planning Organization
 1. Elizabeth Ricketts did not receive a nomination.
 2. Chris Craig was nominated by Commissioner Majdi.
 3. Jaden Bound was nominated by Commissioner Mood.

Commissioner Mood motioned to appoint Jaden Bound to the Hagerstown-Eastern Panhandle Metropolitan Planning Organization for a 2-year term. The motion was seconded by Commissioner Stolipher and approved unanimously.

- Agritourism Taskforce-bylaws

Commissioner Majdi motioned to approve the Agritourism Taskforce-bylaws with amendments as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

- Tasks and direction of the Jefferson County Water Advisory Committee (Mood)

Commissioner Mood motioned to send a letter regarding technical questions to the Water Advisory Committee. The motion was seconded by Commissioner Hefestay and approved unanimously.

7. Public Hearing: Ambulance Fee Collections and Efficiency of Operations

Commissioner Stolipher motioned to enter into executive session to receive legal advice from counsel on Ambulance Fee collections. The motion was seconded by Commissioner Mood and approved unanimously.

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

PUBLIC COMMENT:

Public comment was received by:

David Tabb

Amanda Stroud

Claiborne Lashly

Ross Morgan

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

Commissioner Stolipher motioned to task County Administrator Benites to explore options that go along with state code 7-1-3D, and explore options and suggestions on how we can make this happen. The motion was seconded by Commissioner Mood. The motion was amended to include section 11A-1-8. The motion was approved unanimously.

Commissioner Mood motioned to explore collection efforts for the outstanding \$1.75 million in ambulance fees. The motion was seconded by Commissioner Hefestay and approved unanimously.

8. David Bound, chief financial officer

Commission Ambulance Fee Exonerations

Commissioner Mood approved the Commission Ambulance fee adjustments and exonerations as presented. The motion was seconded by Commissioner Stolipher and approved unanimously.

Budget Adjustments

Commissioner Stolipher motioned to approve the budget adjustments as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

9. Nathan Cochran, Prosecuting Attorney's Office

Review and discussion of Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department and the Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services

Commissioner Mood motioned to approve the contract and authorize Commissioner Majdi to sign it and send it to Boober to be signed, then the sheriff signs and it moves from there. The motion was seconded by Commissioner Stolipher and approved unanimously.

Review and develop legal strategy with counsel in the ongoing Opioid PBM litigation case.

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

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

No official action was taken regarding this agenda item.

10. Edwina Benites-LM, county administrator

Election of Officers for Calendar Year 2026

- Nominated for President

1. Commissioner Majdi was nominated by Commissioner Stolipher

Commissioner Stolipher motioned to close nominations. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Stolipher motioned to elect Commissioner Majdi as president of the Jefferson County Commission for the 2026 term. The motion was seconded by Commissioner Keys and approved unanimously.

- Nominated for vice-president

1. Commissioner Keys was nominated by Commissioner Mood

Commissioner Stolipher motioned to close nominations. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Mood motioned to elect Commissioner Keys as Vice-President of the Jefferson County Commission for the 2026 term. The motion was seconded by Commissioner Majdi and approved unanimously.

JCDA executive director position

Commissioner Keys motioned to appoint Edwina Benites to the JCDA executive director's position on an interim basis. The motion was seconded by Commissioner Mood and approved (4-1 Majdi).

Commissioner Majdi motioned to post the job description for director of Economic Development. The motion was seconded by Commissioner Mood and approved (4-1 Keys).

ADDITIONAL PUBLIC COMMENT:


Christy Wimer

Natalie Friend

Amanda Stroud

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The meeting was adjourned.



Jacqueline Shadle, County Clerk