

Minutes

Jefferson County Commission

Thursday, January 8, 2026

A meeting of the Jefferson County Commission was held on Thursday, January 08, 2026, during the second 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 Cara Keys, Commissioner Steve Stolipher, Commissioner Mike Mood, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; and Nathan Cochran, Assistant Prosecuting Attorney. The archived meeting of the Thursday, January 08, 2026, 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 18, 2025 Regular Meeting Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for December 18, 2025 \$ 585,360.92

CHECK NUMBER		VENDOR NAME	UNCLEARED
93649		84 LUMBER	956.30
93650		AMERIFLEX	122.40
93651		AT&T	2,473.21
93652		AUTOZONE	8.23
93653		BERKELEY COUNTY COUNCIL	32,038.50
93654		BOLAND TRANE SERVICES INC	3,545.00

93655		BOLIVAR / HARPERS FERRY PUBLIC LIBRARY	17,214.63
93656		BUREAU OF CHILD SUPPORT	865.35
93657		COMPTROLLER OF MARYLAND	1,720.00
93658		DIXIE STURM	267.20
93659		EFTPS IRS TAXES	167,807.58
93660		ELIZABETH DUTKO	976.02
93661		ELIZABETH MALONEY	7,561.58
93662		EMPOWER RETIREMENT	9,226.66
93663		FEDEX	98.87
93664		FRONTIER	57.25
93665		GUTTMAN OIL CO	5,849.59
93666		JEFFERSON CO EMERGENCY SERVICES AGENCY	150.00
93667		JEFFERSON SECURITY BANK	3,448.00
93668		JESSICA EBERSOLE	1,908.75
93669		KAREN OLDEN	2,114.16
93670		MORGAN NICK	135.14
93671		NATIONWIDE RETIREMENT SOLUTIONS	865.00
93672		PA DEPT OF REVENUE	555.68
93673		PA SCDU	320.00
93674		POTOMAC EDISON	12,414.19
93675		QUADIENT INC	704.20
93676		R.E. MICHEL CO. LLC	180.18
93677		RETIREE HEALTH BENEFIT TRUST	8,689.00
93678		RICE TIRES CO	1,987.16
93679		ROGER GOODWIN	624.45
93680		SHANNON BURLETT	359.44
93681		SOFTWARE SYSTEMS INC	1,484.25
93682		SORENSEN HOLDINGS, LLC	930.00
93683		SPIRIT OF JEFFERSON	426.48
93684		STATE TAX DEPARTMENT	250.00
93685		UNIFIRST	210.82
93686		US BANK	74,432.65
93687		VA DEPT OF TAXATION	7,496.44
93688		VINCENT TIONG	207.56
93689		WV DEPUTY SHERIFF RETIREMENT SYSTEM	31,474.25
93690		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	83,393.00
93691		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,721.51
93692		WV STATE TAX DEPARTMENT	46,945.17
93693	FG/009	CITY OF CHARLES TOWN	1,389.90
93694	FG/009	MARTINSBURG POLICE DEPARTMENT	1,490.99
93695	FG/009	SHERIFF OF GRANT COUNTY	264.18
TOTAL			585,360.92

- Accounts payable for December 23, 2025 **\$ 119,337.47**

CHECK NUMBER		VENDOR NAME	UNCLEARED

93696	APRIL BLAKER	63.70
93697	BENJAMIN S WILLIAMS	102.00
93698	BJ'S EMBROIDERY CO INC	447.00
93699	CLAYMAN & ASSOCIATES PLLC	3,000.00
93700	DEP - DEPT OF ENVIRONMENTAL PROTECTION	139.88
93701	DEVON THOMPSON	429.80
93702	DOING BETTER BUSINES	364.13
93703	EMILY MORROW	142.10
93704	FIDELITY POWER SYSTEMS	3,423.50
93705	GUTTMAN OIL CO	5,338.99
93706	HIGHMARK WV	54,337.71
93708	J.C. EHRLICH	1,099.11
93709	JEFFERSON CO CONVENTION AND VISITORS BUREAU	30,155.44
93710	JEFF CO DEPUTY SHERIFF'S ASSOC	2,715.00
93711	MCA, INC	1,365.29
93712	MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	1,485.00
93713	EMS TECHNOLOGY SOLUTIONS, LLC	14,283.00
93714	UNIFIRST	210.82
93715	WVCORP WV COUNTIES SELF INSURANCE RISK POOL	235.00
TOTAL		119,337.47

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for December 18, 2025 \$ 756,454.11

		December 18, 2025		
		OTHER FUNDS		
VOIDED-CK 410	AR/207	MOTOROLA SOLUTIONS -CHECK DATED 11/6/2025	\$ 750,000.00	
Check #	Fund	Vendor	Amount	
357	DG/003	SHERIFF OF JEFFERSON COUNTY	\$ 54.23	
993	HD/008	US BANK	\$ 184.04	
1283	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC	\$ 5,428.04	
1284	AV/056	US BANK	\$ 787.80	
411	AR/207	MOTOROLA SOLUTIONS	\$ 750,000.00	

TOTAL				\$ 756,454.11
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- Manual checks for December 23, 2025 **\$ 119,253.50**

		December 23, 2025		
Check #	Fund	Vendor		Amount
630	CS/008	BRENDA HINKLE		\$ 364.00
1285	AV/056	IAAO- INTERNATIONAL ASSOC OF ASSESSING OFFICERS		\$ 255.00
1286	AV/056	PRINT-O-STAT		\$ 209.50
1961	CO/246	ATLANTIC EMERGENCY SOLUTIONS INC		\$ 57,498.00
1962	CO/246	DAVID ALLEN COMPANY INC		\$ 25,927.00
1963	CO/246	TOWER DIRECT		\$ 35,000.00
TOTAL				\$ 119,253.50

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for December 19, 2025 **\$ 475,154.43**

5. APPROVAL OF REQUISITIONS

- Requisitions for January 8,2026 **\$ 344,095.07**

6. APPROVAL OF HIRE

The following item was approved without objection.

- Approval the hires of the following for the full-time, 80-hour, Grade 5 position of Public Safety Dispatcher (trainee): Carrie Baxley, Taylor Cassady, Zach Crawford, Emma McIntire, and Alexis Peacher, each at a salary of \$51,144 effective Sunday, January 18, 2026.

- Approve the employee change in status from 70-hours a week to 80-hours a week for Michelle Mason, Impact Fee Specialist for the Jefferson County Department of Engineering, Planning and Zoning, with a resulting increase in salary from \$53,580.80 to \$61,235.20, effective Sunday January 11, 2026.

PUBLIC COMMENT:

Public comment was received by:

Jacki Milliron

David Tabb

Amanda Stroud

Changes to the agenda:

Commissioner Keys motioned to table items 5.1 and 5.2 until the next commission meeting. The motion was seconded by Commissioner Hefestay and approved without objection.

PRESENTATIONS

1. Angie Banks, Jefferson County Assessor

Approval of Board of Review dates, time, and location

Commissioner Stolipher motioned to approve the Board of Review dates as presented by the assessor. The motion was seconded by Commissioner Mood and approved unanimously.

2. Years of Service Awards – January 2026

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

- Morgan Blue, 1 year of service with the WVU Extension Office
- Mike Mood, 1 year of service with the Jefferson County Commission
- Jess Jones, 34+ years of service with the Jefferson County Sheriff's Dept.
- Heath Fleming, 5 years of service with the Emergency Services Agency
- Steve Stolipher, 5 years of service with the Jefferson County Commission
- Charles Fields, 15 years of service with the Jefferson County Sheriff's Office

3. Jessica James, chief human resources officer

Approval of Telework Policy and Employee Telework Agreement

Commissioner Stolipher motioned to approve the Jefferson County Telework Policy and accompanying Employee Telework Agreement, as presented. The motion was seconded by Commissioner Keys and approved unanimously.

Approval of Updated Inclement Weather Policy

Commissioner Stolipher motioned to approve the updated 2026 Jefferson County Inclement Weather Policy, as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

Approval of Deputy Position Upgrade-Office of Homeland Security and Emergency Management

Commissioner Hefestay motioned to approve the upgrade in job class for the position of Director for the Office of Homeland Security and Emergency Management, from Grade 5 to Grade 6, as presented. The motion was seconded by Commissioner Mood and approved unanimously.

Appointment of Interim Director of Jefferson County Emergency Services Agency

Commissioner Stolipher motioned to approve the appointment of Craig Horn as acting director of the Jefferson County Emergency Services Agency, effective January 11, 2026 and per Administrative Policy 212: Compensation During Temporary Assignment, provide a temporary increase in salary to \$95,197, effective Sunday January 11, 2026 until the position of Director has been filled. The motion was seconded by Commissioner Mood and approved unanimously.

4. Tara Vann, director of Emergency Communications Center

Accreditation of Jefferson County Emergency Communications Center

The agenda item was an informational presentation. No official action was taken.

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

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

Request approval to amend Board of Education Impact Fees-FY 2026 Capital Improvement Plan

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

6. Public Hearing: 55+ Age Restricted Communities Text Amendment to the Impact Fees Procedures Ordinance

PUBLIC COMMENT:

Public comment was received by:

Amanda Stroud

Josh Householder

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

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

Action on 55+ Age Restricted Communities Text Amendment to the Impact Fees Procedures Ordinance

Commissioner Keys motioned to amend the Impact Fees Procedures Ordinance as presented in order to make school impact fees not applicable to 55+ age restricted communities meeting the federal Housing for Older Persons Act (HOPA); and that it become effective on February 1, 2026. The motion was seconded by Commissioner Stolipher and approved unanimously.

8. David Bound, chief financial officer

Commission Ambulance Fee exonerations

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

Budget adjustments

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

Allocations of the State All-County Fire Protection Fund

Commissioner Mood motioned to approve the budgeted allocation of the All-County Fire Protection Funds equally among the seven volunteer fire departments for reimbursement expenditures. The motion was seconded by Commissioner Stolipher and approved unanimously.

Selection of firm to conduct the annual Commission audit

Commissioner Mood motioned to approve the Audit Committee recommendation of Perry & Associates CPA's as the County's external auditor for the annual audit of JCC Financial records; FY25. The motion was seconded by Commissioner Stolipher and approved unanimously.

FY27 Budget Charge

Commissioner Stolipher motioned to approve the FY27 Budget charge with discussed time changes to be distributed to the Jefferson County department heads for FY27 budget planning. The motion was seconded by Commissioner Hefestay and approved unanimously.

Records Management and Preservation Board grant application and supporting documentation

Commissioner Stolipher motioned to approve and sign the grant application and supporting documents for the Records Management and Preservation Board Grant as presented with the matching funds of \$1,820.00 to be allocated from Coal Severance. The motion was seconded by Commissioner Hefestay and approved unanimously.

Artist Selection Committee for WV250 Mural

Commissioner Stolipher motioned to approve the artist selection committee for the WV250 mural as presented. The motion was seconded by Commissioner Keys and approved unanimously.

9. Nathan Cochran, Jefferson County Prosecuting Attorney's Office

Report on Charles Town Utility Board Capacity Improvement Fee litigation for consideration of potential Commission options

Commissioner Hefestay motioned to enter into executive session to receive legal advice on possible litigation. 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.

Commissioner Keys recused herself from executive session.

Commissioner Mood motioned to direct the county administrator to set up a meeting between Charles Town Utility Board, city of Charles Town and city of Ranson to host a

utility board discussion. The motion was seconded by Commissioner Hefestay and approved by a vote of (4-0).

10. Edwina Benites-LM, county administrator

National Burn Awareness Week proclamation

Commissioner Hefestay motioned to approve the National Burn Awareness Week proclamation as presented. The motion was seconded by Commissioner Stolipher and approved unanimously.

Agritourism Taskforce Bylaws

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

Recess

11. Legislative Priorities

12. Selection of committees and boards for Calendar Year 2026

2026
 Jefferson County Commission
 Assignments to Boards, Commissions, and Organizations

Organization	2026
Approval of financial bills	Mood, alternate Hefestay
Board of Health – BOH	Hefestay
Building Repair & Security Courthouse Committee	Stolipher
Charles Town Utility Board Liaison - CTUB	Mood, alternate Hefestay
Community Corrections Committee – Day Report Center	Stolipher
Development Authority – JCDA	Majdi, alternate Mood
E911 Council	Mood
Extension Service	Stolipher
Farmland Protection Board – JCFPB	Stolipher
Jefferson County Convention & Visitors Bureau - JCCVB	Keys
Jefferson County Fire & Rescue Association - JCFRA	Keys, alternate Hefestay
Historic Landmarks Commission – JCHLC	Hefestay
Homeland Security/LEPC	Hefestay
Legislative Liaison	Co. Administrator
Jefferson County Parks and Recreation Commission	Hefestay
Jefferson County Planning Commission	Keys
Region 9	Majdi
Solid Waste Authority	Mood
Hagerstown-Eastern Panhandle Metropolitan Planning Org. (HEPMPO)	Keys, alternate Hefestay
Eastern Panhandle Transit Authority (EPTA)	Mood
Workforce Investment Act Liaison	Majdi

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 3:52 p.m.

Jacqueline Shadle, County Clerk