

Minutes
Jefferson County Commission
Thursday, January 22, 2026

A town hall and meeting of the Jefferson County Commission was held on Thursday, January 22, 2026, during the second 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 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 town hall and meeting of the Thursday, January 22, 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.

- January 8, 2026 Regular Meeting Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for December 30, 2025 None
- Accounts payable for January 7, 2026 \$ 436,266.78

CHECK NUMBER		VENDOR NAME	UNCLEARED
93728		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,719.90

93729		AT&T BILL PAYMENT	1.33
93730		ATLANTIC OCCUPSYCH INC.	1,875.00
93731		BERKELEY CLUB BEVERAGES	1,095.01
93732		BEST BEST & KRIEGER LLP	437.50
93733		BOUND TREE MEDICAL LLC	3,695.35
93734		CAPITAL ELECTRIC	3,384.08
93735		COLONIAL LIFE	95.68
93736		COMCAST	271.89
93737		DAVID EVERETT BOOBER	917.90
93738		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
93739		GUTTMAN OIL CO	9,717.68
93740		HIGHMARK WV	254,387.97
93741		HIGHMARK WV	1,646.94
93742		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
93743		KENT PARSONS FORD INC	1,267.15
93744		LANGUAGE LINE SERVICES	116.81
93745		MARNEY TREESE	1,650.00
93746		MARYLAND FIRE EQUIPMENT CORPORATION	329.60
93747		MICROMAIN CORPORATION	1,108.00
93748		MIDDLEWAY VOLUNTEER FIRE DEPARTMENT	12,789.24
93749		MILLENIUUM INSURANCE GROUP	900.00
93750		NATIONAL VISION ADMIN.	1,702.50
93751		NATIONAL VISION ADMIN.	481.52
93752		ONESOURCE, INC	874.00
93753		POTOMAC EDISON	40,457.59
93754		PRIMO WATER/CRYSTAL SPRINGS	52.35
93755		R.E. MICHEL CO. LLC	206.32
93756		RESCUE ONE TRAINING FOR LINE INC.	12,420.00
93757		RICE TIRES CO	531.20
93758		ROBERTS OXYGEN COMPANY, INC	284.70
93759		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
93760		SOUTHERN AIR INC	537.50
93761		STRYKER MEDICAL	42,698.70
93762		SUN LIFE	15,746.13
93763		TEK ADVISORS LLC	14,634.68
93764		THOMPSON GAS	795.48
93765		TOLL PAYMENT PROCESSING CENTER	27.64
93766		UNIFIRST	421.64
93767	AM/053	AXIOM STAFFING GROUP	1,144.00
93768	AM/053	PAYMENTUS CORP	43.80
TOTAL			436,266.78

- Accounts payable for January 14, 2026 \$ 415,787.78

CHECK NUMBER		VENDOR NAME	UNCLEARED
93770		ADAM WARD	430.90
93771		AMERIFLEX	122.40

93772		ANGELA L BANKS	459.02
93773		AUTOZONE	95.37
93774		AXIOM STAFFING GROUP	2,516.80
93775		BEGIN COUNSELING PLLC	1,669.96
93776		BEST BEST & KRIEGER LLP	4,528.50
93777		BOLAND TRANE SERVICES INC	2,135.00
93778		BOUND TREE MEDICAL LLC	208.50
93779		BUREAU OF CHILD SUPPORT	563.67
93780		CAILEIGH OLIVER-MILLER	387.00
93781		CHRISTOPHER LYONS	240.00
93782		DATAVANT	76.90
93783		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
93784		COMPTROLLER OF MARYLAND	1,959.16
93785		DIXIE STURM	4,723.96
93786		EFTPS IRS TAXES	181,321.00
93787		EMPOWER RETIREMENT	9,560.99
93788		EVELYN STEPHENSON	3,466.64
93789		FIRST CITIZENS BANK & TRUST CO	326.28
93790		FRONTIER	10,985.46
93791		GUTTMAN OIL CO	5,477.84
93792		HIRERIGHT	249.30
93793		JAMES LIVERETTE	14.59
93794		JAMES P HAYDEN	4,996.93
93795		JAMIN BRANCH	9,486.48
93796		JEFFERSON SECURITY BANK	3,448.00
93797		JESSICA EBERSOLE	425.78
93798		JOHN LYONS	431.71
93799		KONE BROOKLYN	1,809.75
93800		LEBANON COUNTY CLERK OF COURTS	15.00
93801		LYNN COSTELLO	3,272.99
93802		MALLORY SODERLUND	387.00
93803		MARCIA LYNN CHANDLER	365.75
93804		MARY ESPINOSA	4,649.19
93805		MCA, INC	2,971.69
93806		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	2,006.49
93807		MILLER'S SUPPLIES AT WORK	955.50
93808		MOBILE WIRELESS LLC	660.00
93809		MORGAN NICK	981.79
93810		MORRIS & DICKSON CO	717.51
93811		NAPA AUTO PARTS	1,390.37
93812		NATIONWIDE RETIREMENT SOLUTIONS	865.00
93813		PA SCDU	320.00
93814		RC TOWING LLC	350.75
93815		RENDELL FORD	387.00
93816		RETIREE HEALTH BENEFIT TRUST	8,983.00
93817		RICOH USA INC	383.17
93818		ROBERTS OXYGEN COMPANY, INC	509.64
93819		RONALD DANTZIC	13.69

93820		SANDRA L RUSH	681.45
93821		SHANNON BURLETT	2,290.46
93822		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
93823		SPIRIT OF JEFFERSON	312.18
93824		STAPLES	5,708.41
93825		STATE TAX DEPARTMENT	250.00
93826		T-MOBILE USA INC.	100.00
93827		THOMAS DUNCAN	8,738.38
93828		UNIFIRST	210.82
93829		WILLIAM WILHELM	6,750.00
93830		WV DEPUTY SHERIFF RETIREMENT SYSTEM	35,402.15
93831		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,595.90
93932	GS/004	GENERAL COUNTY FUND- J FEE	18,444.61
TOTAL			415,787.78

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for December 30, 2025 None
- Manual checks for January 7, 2026 \$ 85,815.32

		January 8, 2026		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
1964	CO/246	SWEETWATER SOUND HOLDINGS LLC		\$ 21,747.32
194	PI/249	LANTZ CONSTRUCTION		\$ 64,068.00
TOTAL				\$ 85,815.32

- Manual checks for January 14, 2026 \$ 628,093.58

		January 15, 2026		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
631	CS/002	BRENDA HINKLE		\$ 325.50
358	DG/003	SHERIFF OF JEFFERSON COUNTY		\$ 30.33
994	HD/008	SATELLITE TRACKING OF PEOPLE LLC		\$ 1,016.80

1287	AV/056	MONROE SYSTEMS FOR BUSINESS	\$	1,438.08
1288	AV/056	STAPLES	\$	1,763.20
14	TC/077	UNITED WAY EASTERAN APANHANDLE INC	\$	40.00
412	AR/207	MOTOROLA SOLUTIONS INC	\$	303.60
1557	IP/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT	\$	420,646.42
1558	IP/249	SHERIFF OF JEFFERSON COUNTY- LAW ENFORCEMENT IMPACT	\$	8,935.02
1559	IP/249	SHERIFF OF JEFFERSON COUNTY- PARK & REC IMPACT	\$	110,619.37
1560	IP/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT	\$	36,598.12
1561	IP/249	SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT	\$	45,582.14
1031	CW/059	WV STATE POLICE	\$	30.00
1032	CW/059	WV STATE AUDITOR	\$	715.00
1033	CW/059	GREGORY H WILLIAMS	\$	50.00
TOTAL			\$	628,093.58

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for January 2, 2026 \$ 512,703.50
- Approval of payroll for January 16, 2026 \$ 508,289.39

5. APPROVAL OF REQUISITIONS

- Requisitions for January 22, 2026 \$ 57,746.33

REQUISITIONS TO BE APPROVED

JANUARY 22, 2026

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
IT	26112		\$ 42,650.00	TOWER DIRECT	CONCRETE SHELTER DELIVERY FINAL PAYMENT
MAINTENANCE	26113		\$ 8,000.00	RCS SECURITY	CONTROLLERS FOR 393
JCESA	26111		\$ 7,096.33	EMERGENCY VEHICLE SPECIALIST, INC.	REPAIRS TO AMB 1102
GRAND TOTAL			\$ 57,746.33		

PUBLIC COMMENT:

Public comment was received by:

Jennifer Myers
Jacki Milliron
John Henry-Dale
Christine Wimer

Amanda Stroud
David Tabb
Christine Marshall

PRESENTATIONS

1. Nikki Painter, County Clerk's Office

Monthly Review of New Estates, Accountings, Waivers of Final Settlement

Commissioner Stolipher motioned to convene as a Fiduciary Review Board. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Stolipher motioned to approve the list of estates opened since December 2025 and closure of the estates that have met all statutory requirements. 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 unanimously.

Approve splitting precinct 19, St. James Catholic Church into 19 A & B

Commissioner Stolipher motioned to approve splitting precinct 19, St. James Catholic Church alphabetically into precinct 19A and 19B. The motion was seconded by Commissioner Hefestay and approved unanimously.

2. Tom Hansen, Jefferson County Sheriff and Treasurer

Bailiff changes

Commissioner Hefestay motioned to approve the increase in hourly rate for Douglas Pittinger to \$22.52 per hour beginning January 26, 2026 and to approve the promotion of Romelda Porter and increase in pay to \$20.50 per hour beginning January 26, 2026. The motion was seconded by Commissioner Mood and approved unanimously.

3. Laura Kuhn, director Fleet & Facilities Management

Approval of Floor Plan Design-Jefferson County Government Center-393 North Lawrence Street

Commissioner Keys motioned to approve the final floor plan design for the Jefferson County Government Center at 393 North Lawrence Street. The motion was seconded by Commissioner Hefestay and approved unanimously.

4. Boards and Commissions

To set the annual public hearing on the Eastern Panhandle HOME Consortium council

Commissioner Keys motioned to set a public hearing on the HOME Consortium of the Eastern Panhandle for February 5, 2026 at 11:00 am. The motion was seconded by Commissioner Hefestay and approved unanimously.

5. 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 Hefestay and approved unanimously.

6. Nathan Cochran, assistant prosecuting attorney

Discussion of process and procedure to assist Bolivar with building inspections

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

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

Commissioner Keys motioned to direct Roger Goodwin and Nathan Cochran to work with the town of Bolivar to develop a plan regarding building inspections. The motion was seconded by Commissioner Mood and approved unanimously.

7. Edwina Benites-LM, county administrator

Repeal of outdated policies

Commissioner Majdi motioned to repeal Jefferson County Policies 903-Cable Channel Policy and 911-Day Book Policy as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

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

Complete bond release for Irrevocable Letter of Credit 522022 with Jefferson Security Bank for RTD Properties, LLC-Burr Business Park Lot 29 file# 22-10-SP

Commissioner Stolipher motioned to:

- Authorize the complete release of the above referenced Letter of Credit 522022 issued in the amount of \$100,000.

Bond reduction for Performance Bond 800203175 with Atlantic Specialty Insurance Company for Harvest Homes, LLC-Hallmark Glen Subdivision file # 25-4-SD

- Authorize the partial release of \$583,520.00 of the above referenced Performance Bond 800203175 making the new amount \$629,331.00.

Complete bond release for Irrevocable Letter of Credit SB5479200001 with M&T Bank for KE Colonial, LLC-Colonial Hills Phase 3 file #05-38 as it is being replaced by Performance Bond PS10007 with Palomar Specialty Insurance Company under new owners Compass Colonial Hills, LLC

- Authorize the complete release of the above referenced Irrevocable Letter of Credit SB5479200001 issued in the amount of \$2,207,652.88.

Complete bond release for Irrevocable Letter of Credit SB2570190001 with M&T Bank for KE Colonial, LLC-Colonial Hills Phase 3A file # 17-06 as it is being replaced by Performance Bond PS100008 with Palomar Specialty Insurance Company under new owners Compass Colonial Hills, LLC

- Authorize the complete release of the above referenced Irrevocable Letter of Credit SB2570190001 issued in the amount of \$1,858,825.00.

The motion was seconded by Commissioner Keys and approved unanimously.

9. Staff Report on the proposed Historic Resources text amendment to the Subdivision Regulations

PUBLIC HEARING

Public comment was given by:

Addison Reese	Amanda Stroud
Christine Marshall	David Carroll
Leila Russo	Jessie Norris
Meredith Wait	Christine Wimer
Kristine Blanc	John Henry Dale
Chris Krumm	

Commissioner Hefestay motioned to delay voting on the text amendment, send it back to the Planning Commission and have the Planning Commission form a working group with the Historic Landmarks Commission in a public meeting and bring back a joint resolution to the County Commission. The motion was seconded by Commissioner Keys with a recommended amendment for the new hearing date to be determined at a later time and approved unanimously.

10. Staff Report on the proposed Rural Residential Zoning district text amendment to the Zoning Ordinance and Subdivision Regulations *(listed as item# 12 on the agenda)*

PUBLIC HEARING

Public comment was given by:

Jacquelyn Milliron	Christine Marshall
Charlotte Baker-Shenk	Christine Wimer

Commissioner Stolipher motioned to adopt the text amendments to the Subdivision Regulations Section 21.105 and Section 22.208B and the Zoning Ordinance Table of Contents, Section 4.6, Section 5.1, Section 5.9, Section 9.5, Appendix A, Appendix B, and Appendix C File: STA25-04 and ZTA25-04 as presented. The motion was seconded by Commissioner Keys and approved unanimously.

Commissioner Keys motioned to have a town hall regarding rural residential at a future commission meeting to be determined. The motion was seconded by Commissioner Hefestay and passed unanimously.

11. Staff Report on the proposed Residential Commercial Zoning District text amendment to the Zoning Ordinance and Subdivision Regulations

PUBLIC HEARING

Public comment was given by:

Commissioner Mood motioned to open public hearing for agenda item number 11. The motion was seconded by Commissioner Hefestay and approved unanimously.

There was no public comment received on this agenda item.

Commissioner Mood motioned to close the public hearing for agenda item 11. The motion was seconded by Commissioner Hefestay and approved unanimously.

Commissioner Stolipher motioned to adopt the text amendment to the Zoning Ordinance Section 5.17 and Appendix C regarding the Office Commercial Zoning District as File ZTA25-05 as presented. The motion was seconded by Commissioner Mood and approved unanimously.

12. Staff Report on the amendment of the Office Commercial Zoning District *(listed as item# 10 on the agenda)*

PUBLIC HEARING

Public comment was given by:

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

There was no public comment received for this agenda item.

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

Commissioner Stolipher motioned to approve the text amendment as presented. The motion was seconded by Commissioner Mood and approved unanimously.

ADDITIONAL PUBLIC COMMENT:

No additional public comment was received.

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