

Minutes

Jefferson County Commission

Thursday, February 5, 2026

A meeting of the Jefferson County Commission was held on Thursday, February 5, 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, February 5, 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

- January 22, 2026 Regular Meeting Minutes DRAFT-TO BE AMENDED AND APPROVED AT THE NEXT COMMISSION MEETING
- January 29, 2026 BORE Meeting Minutes DRAFT-APPROVED

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for January 21, 2026 \$ 258,604.06
- Accounts payable for January 28, 2026 \$ 949,617.24

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for January 21, 2026 \$ 221,436.20
- Manual checks for January 28, 2026 \$ 207,562.48

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for January 30, 2026 \$ 513,715.49

5. APPROVAL OF REQUISITIONS

- Requisitions for February 5, 2026 \$ 91,892.51

PUBLIC COMMENT:

Public comment was received by:

Jacki Milliron

David Tabb

Rita Hennessey-pass

Amanda Stroud

Changes to the agenda: Agenda item 6.1 will be rescheduled for a later date TBD.

PRESENTATIONS

1. Years of Service Awards- February 2026

The following employees were recognized for their years of service to the commission:

- Amy Quin – 1 year, Emergency Services Agency
- Bobbi Keller – 1 year, Emergency Services Agency
- Rachel Pierce – 1 year, GIS/Addressing
- Amanda Kemp – 5 years, Jefferson County Clerk’s Office
- Pamela Goetz – 5 years, Fleet & Facilities Maintenance Department
- Mallory Soderlund – 5 years, Jefferson County E 9-1-1

2. Rural Ambulance service fund (Majdi)

Commissioner Majdi motioned to create a rural ambulance service fund and to direct the county administrator to report back to the commission in 3 months on progress planning this fund with ESA with input from Fitch & Associates and input from experts at the volunteer firefighting companies. The motion was seconded by Commissioner Mood and approved unanimously.

3. Jessica James, chief human resource director

Approval of hire-Director/Chief-Jefferson County Emergency Services Agency

Commissioner Mood motioned to approve the hire of Todd Gorham for the Grade 9, full-time, 80-hour position of Director/Chief of the Emergency Services Agency, at a salary of \$ 123,756 effective Sunday, February 1, 2026 for 1 hourly work/meeting attendance (\$59.50 per hour) and Monday, March 9 for full-time. The motion was seconded by Commissioner Hefestay and approved unanimously.

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

Commissioner Hefestay motioned to approve the reclassification of the Office of Homeland Security and Emergency Management leadership position from Deputy Director (Grade 6) to Director (Grade 7), with an associated salary adjustment for Dick Myers, for a total salary of \$ 82,584 effective Sunday, February 1, 2026. The motion was seconded by Commissioner Keys and approved unanimously.

4. Nikki Painter, County Clerk's Office

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

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

Commissioner Majdi motioned to approve the list of estates opened since January 2026 and closure of estates that have met all statutory requirements. The motion was seconded by Commissioner Keys and approved unanimously.

Reopen the Estate of James Laing

Commissioner Keys motioned to reopen the estate of James Laing to process the sale of a vehicle that was part of the original estate. The motion was seconded by Commissioner Mood and approved unanimously.

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

Approval of Extended Emergency Absentee Voting Policy

Commissioner Mood motioned to approve the Extended Emergency Absentee Voting Policy as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

5. Halltown Memorial Chapel Association (Keys)

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

6. Boards and Commissions

Public Hearing-Eastern Panhandle HOME Consortium

The agenda item was rescheduled for March 19, 2026.

Request for approval of revised Jefferson County Water Advisory Committee bylaws

Commissioner Keys motioned to accept the revised Jefferson County Water Advisory Committee bylaws as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

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

Bond Reduction for Performance Bond 82380136 with Federal Insurance Company for DR Horton, INC-Magnolia Springs Phase 3 file# 18-05

Commissioner Majdi motioned to approve the partial release of \$1,849,016.00 of the above referenced Performance Bond 82380136 making the new amount \$1,075,724.00. The motion was seconded by Commissioner Keys and approved unanimously.

8. Todd Wilt, City Manager, City of Ranson

Consideration of an Order Approving and Confirming the Annexation of Property Described as Brian Run Estates Phase 1, Phase 2, & Phase 3 into the Municipal boundary of the City of Ranson

Commissioner Majdi motioned to approve the proposed order confirming the annexation of parcels of real estate totaling 55.786+/- acres of property, further described as Briar Run Estates Phase 1 recorded in Deed Book 14, page 75, In Jefferson County, West Virginia; Briar Run Estates Phase 2 recorded in Deed Book 15, Page 69, in Jefferson County, West Virginia; Briar Run Estate Phase 3 recorded in Deed Book 18, Page 4, in Jefferson County, West Virginia, into the Municipal Boundary of the City of Ranson. The motion was seconded by Commissioner Hefestay and approved unanimously.

9. Gabriel Areizaga, director IT/GIS

Constituent request for naming convention deviation in addressing

Commissioner Mood motioned to table the request of Rita Hennessey for a naming convention deviation in addressing to the next commission meeting on February 19, 2026 time TBD. The motion was seconded by Commissioner Hefestay and approved unanimously.

10. David Bound, chief financial officer

Commission Ambulance Fee Exonerations

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

Budget Adjustments

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

County Fire Protection Funding

Commissioner Mood motioned to approve the equal distribution of the County Fire Protection equally among the 7 Volunteer Fire Departments with reimbursements of up to \$17,185.46 by the end of the calendar year. The motion was seconded by Commissioner Majdi and approved unanimously.

Emergency Management Performance Grant (EMPG)

Commissioner Keys motioned to approve the Emergency Management Performance Grant application as presented. The motion was seconded by Commissioner Mood and approved unanimously.

Peoples Bank Grant

Commissioner Majdi motioned to approve the Peoples Bank grant application as presented. The motion was seconded by Commissioner Keys and approved unanimously.

America250 Mural Project Grant

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

Commissioner Keys motioned to approve the America250 mural with the suggested changes of Jefferson County instead of Charles Town, and change the white building to resemble the John Brown fort, and to allow the County Administrator to sign the West Virginia Department of Tourism Acceptance Letter for the America250 Mural on behalf of the County Commission. The motion was seconded by Commissioner Hefestay and approved unanimously.

11. Eddie Benites-LM, county administrator

Legislative update-West Virginia Legislature

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

Legislative update-US congress

Commissioner Majdi motioned to convene in executive session to receive legal advice from counsel. The motion was seconded by Commissioner Mood and approved unanimously.

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

Update regarding Commission direction of the county administrator to organize a meeting between Charles Town Utility Board, Charles town, Ranson, and the County on utility board issues

Commissioner Majdi motioned to host the joint meeting of water and sewer issues and history in Jefferson County on February 17, 2026 at 10:00 am and invite the City of Charles Town, The Charles Town Utility Board, and the City of Ranson. The motion was seconded by Commissioner Mood and approved unanimously.

ADDITIONAL PUBLIC COMMENT:

There was no additional public comment given.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 1:13 p.m.

Jacqueline Shadle, County Clerk