

Minutes

Jefferson County Commission

Thursday, March 5, 2026

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

The following items were approved without objection.

- February 17, 2026 BORE DRAFT Minutes
- February 19, Regular Commission Meeting DRAFT Minutes

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for February 19, 2026 \$ 395,119.57
- Accounts payable for February 26, 2026 \$ 926,843.57

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for February 19, 2026 \$ 477,245.48
- Manual checks for February 26, 2026 \$ 30,535.74

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for February 27, 2026 \$ 484,921.20

5. APPROVAL OF REQUISITIONS

- Requisitions for March 5, 2026 \$ 307,340.72

6. APPROVAL OF HIRE

The following item was approved without objection.

- Approval to hire-Fellow-Jefferson County Development Authority

PUBLIC COMMENT:

Public comment was received by:

Ashlee Young

Anne Wandler

Jeff Alan

Carol Blumenthal

Robin Coulter

Christine Wimer

David Tabb

Marie Galperin

PRESENTATIONS

1. Angie Banks, Jefferson County Assessor

Exonerations

Commissioner Keys motioned to approve the exonerations as presented by the assessor. The motion was seconded by Commissioner Hefestay and approved unanimously.

2. Years of Service Awards – March 2026

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

- Harrison Mariano – 1 year of service with ESA
- Carson Mongold – 1 year of service with ESA
- Andy Beall – 1 year of service with Engineering, Planning & Zoning
- Robin Coulter – 1 year of service with the Sheriff's Tax Office
- Mark Thompson – 5 years of service with the Assessor's office

3. County Clerk Jacki Shadle and Nikki Painter, County Clerk's Office

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

Reopen the estates of Mary M. Gruber & Claudia Jean Patterson

Commissioner Stolipher motioned to reopen the estates of Mary M. Gruber and Claudia Jean Patterson. The motion was seconded by Commissioner Mood and approved unanimously.

Monthly Review of New Estates, Accountings and Waivers of Final Settlements

Commissioner Stolipher motioned to approve the list of Estates opened, and Accountings and Waivers of Final Settlements received since February 2026. The motion was seconded by Commissioner Keys and approved unanimously.

Petition to Remove Carol S. Blumenthal as Executrix on the Estate of Jo Jacob Miller

Commissioner Stolipher motioned to refer the request to the next available Fiduciary Commissioner. The motion was seconded by Commissioner Mood and approved unanimously.

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

Change Precinct 34 Voting location from Shepherdstown Elementary to Shepherdstown Middle School

Commissioner Stolipher motioned to move Precinct 34 voting location from Shepherdstown Elementary to Shepherdstown Middle School. The motion was seconded by Commissioner Mood and approved unanimously.

Primary Election Update

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

Update on County Clerk services available at the new Jefferson County Government Complex

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

4. Adam Ward, Prosecuting Attorney's Office

Approval to hire-Assistant Prosecuting Attorney-Jefferson County Prosecuting Attorney's Office

Commissioner Stolipher motioned to approve the hiring of Nicholas Matzuff as a full-time exempt Assisting Prosecuting Attorney at a salary of \$120,000.00 to begin working on (or after) March 16, 2026. The motion was seconded by Commissioner Keys and approved unanimously.

5. Tom Hansen, Jefferson County Sheriff's Office

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

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

Review and approve revised dog ordinance

Commissioner Mood motioned to table the new Dog Ordinance until the next daytime meeting in April. The motion was seconded by Commissioner Stolipher and approved unanimously.

6. GIS Layer added to pending transmission lines (Keys)

Commissioner Keys motioned to request that GIS work with the newly proposed Goose Neck, Valley Link, or future projects to develop a layer tab to understand the proper impacts for county residents. The motion was seconded by Commissioner Mood and approved (4-0).

7. Boards and Commissions

Approval of bylaws – Jefferson County Emergency Services Council

Commissioner Stolipher motioned to approve the Jefferson County Emergency Services Council bylaws as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

Board of Zoning Appeals

Commissioner Hefestay motioned to table the appointment to the Board of Zoning Appeals. The motion was seconded by Commissioner Keys and approved unanimously.

Eastern Panhandle Transit Authority

Commissioner Hefestay motioned to appoint Jennie Brockman and John Cline to the Eastern Panhandle Transit Authority for 3-year terms ending January 31, 2029. The motion was seconded by Commissioner Stolipher and approved unanimously.

HOME Consortium

Commissioner Hefestay motioned to appoint Amanda Stroud to the HOME Consortium of the Eastern Panhandle for an expired term ending on June 30, 2026. The motion was seconded by Commissioner Keys and approved unanimously.

The Jefferson County Water Advisory Committee

Commissioner Keys motioned to appoint Travis Markley as the staff representative of the Charles Town Utility Board to the Jefferson County Water Advisory Committee for an unexpired term ending July 1, 2028. The motion was seconded by Commissioner Hefestay and approved unanimously.

Recognition of a life of service-Martin Burke, Historic Landmarks Commission

Commissioner Hefestay motioned to recognize Martin Burke with the Pride of Her People Award. The motion was seconded by Commissioner Keys and approved unanimously.

8. Roger Goodwin

DR Horton, INC-Magnolia Springs Phase 2 file # 21-18-SD request for bond reduction

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

BZA Variance Application Refund Requests

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

Presentation of Calendar Year 2025 Annual Report for the Office of Impact Fees

Commissioner Stolipher motioned to accept the Calendar Year 2025 Annual Report for the Office of Impact Fees. The motion was seconded by Commissioner Keys and approved unanimously.

Commissioner Stolipher motioned to stay the annual inflationary adjustments to the impact fees as presented. The motion was seconded by Commissioner Keys and approved unanimously.

Presentation of Capital Improvement Plan

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

Landowner petition for a Zoning Map Amendment for Shepherdstown Profit Center, LLC, Shepherdstown District, Map 8, parcel 10.7 containing a total of approximately 2 acres. Request to schedule a Public Hearing and refer the application to the Planning Commission for recommendation on the consistency of the request with the Comprehensive Plan.

Commissioner Keys motioned to schedule a public hearing on April 16, 2026 for the Shepherdstown Profit Center zoning map Amendment and to refer the petition to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the comprehensive standard. The motion was seconded by Commissioner Hefestay and approved unanimously.

9. Jessica James, chief human resources officer

Consideration and Approval of County Leave Donation Policy

Commissioner Stolipher motioned to adopt the Jefferson County Leave Donation Policy as presented and upon legal review. The motion was seconded by Commissioner Keys and approved unanimously.

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

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

Approval of merit pay increases consistent with Policy 217 for employees of non-elected departments and offices

Commissioner Stolipher motioned to approve the aggregate FY24-25 merit increase allocation for County Commission employees pursuant to Policy 217, Annual Performance Appraisal, in the total amount of \$ 178,728.00 consistent with the

Commission's previously authorized merit structure of up to five percent (5%). The motion was seconded by Commissioner Keys and approved unanimously.

10. Gabriel Areizaga, director Information Technology Department

Brief the Commission prior to committing any infrastructure purchase

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

11. David Bound, chief financial officer

Commission Ambulance Fee Exonerations

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

FY 26 Budget Adjustments

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

FY26 Certificate of Valuation Assessor Banks

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

12. Eddie Benites-LM, county administrator

Letter of support-Route 9 BUILD Grant

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

JCC Community Project Funding Requests

Commissioner Majdi motioned to direct staff to apply for FY27 funding as presented. The motion was seconded by Commissioner Stolipher and approved unanimously.

Update regarding Commission requests of Engineering, Planning, and Zoning

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

Update regarding commissioners voting on boards

Commissioner Stolipher motioned that Commissioner Majdi would draft a letter concerning voting rights of commissioners to the appropriate boards. The motion was seconded by Commisisoner Hefestay and approved unanimously

13. Nathan Cochran, Jefferson Prosecuting Attorney's Office

Report by counsel on Jefferson County Commission's options for representation on Charles Town Utility Board and options to increase service to citizens to Jefferson County

The agenda item was removed. There was no official action taken.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 2:15 p.m.

Additional Public Comment:

No additional public comment was given.

Jacqueline Shadle, County Clerk