

Minutes

Jefferson County Commission

Thursday, February 19, 2026

A town hall and meeting of the Jefferson County Commission was held on Thursday, February 19, 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, February 19, 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 22, 2026 Regular Meeting Minutes DRAFT-amended
- February 5, 2026 Regular Meeting Minutes DRAFT
- February 5, 2026 BORE Meeting Minutes DRAFT
- February 10, 2026 BORE Meeting Minutes DRAFT
- February 12, 2026 BORE Meeting Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for February 5, 2026 \$ 199,888.92

CHECK NUMBER		VENDOR NAME	UNCLEARED
93895		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	2,579.85
93896		ANGEL POE	127.20
93897		AT&T	2,356.33
93898		ATLANTIC EMERGENCY SOLUTIONS, INC.	854.15
93899		ATLANTIC OCCUPSYCH INC.	2,125.00
93900		AUTOZONE	18.92
93901		BJ'S EMBROIDERY CO INC	1,326.75
93902		BOUND TREE MEDICAL LLC	1,504.82
93903		CAPITAL ELECTRIC	1,437.60
93904		CARRIE ORR	1,703.69
93905		COLONIAL LIFE	143.52
93906		CRYSTAL GASTLEY	100.00
93907		EMERGENCY VEHICLE SPECIALIST, INC.	7,096.33
93908		ENVELOPE SUPERSTORE	908.99
93909		FEDEX	61.12
93910		FRONTIER	187.12
93911		GUTTMAN OIL CO	6,566.23
93912		CORPORATE RISK HOLDING INC	553.80
93913		JAMES P HAYDEN	331.53
93914		JEFF CO PARKS & RECREATION COMMISSION	89,586.10
93915		JESSICA EBERSOLE	903.61
93916		MALLORY SODERLUND	782.82
93917		MCA, INC	2,062.25
93918		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	3,354.18
93919		MILLENIUUM INSURANCE GROUP	900.00
93920		MONICA ANDERSON	6,708.94
93921		MORGAN NICK	1,005.42
93922		NATIONAL VISION ADMIN.	1,807.60
93923		NATIONAL VISION ADMIN.	495.40
93924		PEACEFUL VALLEY ANIMAL CREMATORY	800.02
93925		POTOMAC EDISON	4,576.05
93926		R.E. MICHEL CO. LLC	1,611.71
93927		ROBERTS OXYGEN COMPANY, INC	452.46
93928		SANDRA L RUSH	150.15
93929		SEGRA	4,052.28
93930		SHEPHERDSTOWN PUB LIBRARY	25,314.05
93931		SPIRIT OF JEFFERSON	378.38
93932		SUN LIFE	14,058.19
93933		T-MOBILE USA INC.	50.00
93934		TAMMY MOBLEY	10,130.23
93935		THOMAS HANSEN	76.00
93936		TRACY P RICE RPR	72.00
93937		UNIFIRST	446.06
93938		W B MASON CO. INC	4.88
93939		WILLIAM POE	127.19
TOTAL			199,888.92

- Accounts payable for February 12, 2026 \$ 436,568.86

CHECK NUMBER		VENDOR NAME	UNCLEARED
93941		BUREAU OF CHILD SUPPORT	666.46
93942		COMPTROLLER OF MARYLAND	2,220.27
93943		DEVON THOMPSON	243.93
93944		DIGITAL DOCUMENT SOLUTIONS INC	670.46
93945		DOING BETTER BUSINES	946.67
93946		EFTPS IRS TAXES	167,083.84
93947		EMPOWER RETIREMENT	9,289.01
93948		FIRST CITIZENS BANK & TRUST CO	2,037.27
93949		FRONTIER	57.25
93950		GUTTMAN OIL CO	4,947.33
93951		J.C. EHRlich	1,329.37
93952		JEFFERSON CO CONVENTION AND VISITORS BUREAU	8,474.00
93953		JEFFERSON SECURITY BANK	3,448.00
93954		MOTOROLA SOLUTIONS INC	317.99
93955		NATIONWIDE RETIREMENT SOLUTIONS	865.00
93956		PA SCDU	320.00
93957		POTOMAC EDISON	27,534.33
93958		R.E. MICHEL CO. LLC	3,033.72
93959		RETIREE HEALTH BENEFIT TRUST	8,983.00
93960		RICE TIRES CO	961.92
93961		SCOTT ELECTRIC COMPANY	926.66
93962		SORENSEN HOLDINGS, LLC	107.50
93963		SPIRIT OF JEFFERSON	206.88
93964		STATE TAX DEPARTMENT	250.00
93966		TOWN OF BOLIVAR	8,473.99
93967		US BANK	88,110.92
93968		WV DEPUTY SHERIFF RETIREMENT SYSTEM	33,757.42
93969		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	50,216.76
93970		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	165.60
93971		WV UNITED HEALTH SYSTEM	529.26
93972	GS/0024	GENERAL COUNTY FUND-J FEE	10,394.05
TOTAL			436,568.86

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for February 5, 2026 \$ 195,684.00

February 5, 2026				
OTHER FUNDS				
Check #	Fund	Vendor		Amount

4	EF/061	ESS ELECTION SYSTEMS & SOFTWARE	\$	13,585.00
1967	CO/246	PREMIER CONSTRUCTION GROUP	\$	180,764.00
1036	CW/059	WV STATE AUDITOR	\$	1,320.00
1037	CW/59	WV STATE POLICE ACCT OFFICE	\$	15.00
TOTAL			\$	195,684.00

• Manual checks for February 12, 2026 \$ 1,066,764.50

		February 12, 2026	
		OTHER FUNDS	
Check #	Fund	Vendor	Amount
998	HD/008	ALLIED UNIVERAL ELECTRONIC MONITORING US	\$ 1,644.80
999	HD/008	SATELLITE TRACKING OF PEOPLE LLC	\$ 213.20
1000	HD/008	US BANK	\$ 92.20
1291	AV/056	SEGRA	\$ 750.00
1292	AV/056	US BANK	\$ 881.84
1968	CO/246	TEK ADVISORS LLC	\$ 33,968.85
145	IS/249	JEFFERSON COUNTY BOARD OF EDUCATION	\$ 160,000.00
195	PI/249	ALERT FIRE INTALLATION	\$ 3,630.00
196	PI/249	JEFF CO PARKS & RECREATION COMMISSION	\$ 1,758.80
197	PI/249	MICHAEL BAKER INTERNATIONAL INC	\$ 5,690.57
198	PI/249	THROWN DISC GOLF LLC	\$ 3,800.00
1562	IP/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT	\$ 621,119.01
1563	IP/249	SHERIFF OF JEFFERSON COUNTY- LAW ENFORCEMENT IMPACT	\$ 11,896.71
1564	IP/249	SHERIFF OF JEFFERSON COUNTY- PARK & REC IMPACT	\$ 109,271.26
1565	IP/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT	\$ 47,990.27
1566	IP/249	SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT	\$ 64,056.99

TOTAL				\$ 1,066,764.50

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for January 30, 2026 \$ 513,715.49
- Approval of payroll for February 13, 2026 \$ 486,008.97

5. APPROVAL OF REQUISITIONS

- Requisitions for February 19, 2026 \$ 132,881.05

REQUISITIONS TO BE APPROVED

FEBRUARY 19, 2026

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
911- COMMUNICATIONS CENTER	26117		\$ 5,304.00	INFORMER SYSTEMS LLC	ANNUAL SCHEDULE EXPRESS RENEWAL 03/01/2025 TO 02/28/2026
COMMISSION	26124		\$ 25,700.00	BOLIVAR/HARPERS FERRY PUBLIC LIBRARY	HFB LIBRARY ROOF REPLACEMENT ARPA FUNDING ARP59
IT	26118		\$ 16,128.00	MEDIXSAFE INC	MEDIXSAFE ESA 3 YR RENEWAL
IT	26122		\$ 17,942.00	QUALITY UPTIME SERVICE	UPTIME_BATT REPLACEMENT ECC_10FEB26_022668900_17942
MAINTENANCE	26119		\$ 5,494.05	SUPERIOR AUTO BODY LLC	SUPERIOR AUTO PAYMENT NEEDED WVCORP DIRECTLY PAID
MAINTENANCE	26120		\$ 19,200.00	TK ELEVATED	YEARLY ELEVATOR MAINTENANC AND SERVICE FOR 330 N
JCESA	26121		\$ 33,208.00	PROFESSIONAL HEALTH SERVICES, INC	ANNUAL PHYSICALS- ESA EMPLOYEES, 51 FULL TIME EMPLOYEES
JCESA	26123		\$ 9,905.00	PROGRESSIVE PRINTING	PRINTING & MAILING AMBULANCE DELIQUENT NOTICES
GRAND TOTAL			\$ 132,881.05		

PUBLIC COMMENT:

Public comment was received by:

Jacki Milliron

David Tabb

Amanda Stroud

Christine Marshall

Rita Hennessey

Christine Wimer

Sean Palmer

POINTS OF INFORMATION:

- Commissioner Majdi would like to note for the record that Ms. Milliron’s public comment stating that the CTUB public utility is completely owned by Charles Town is incorrect.
- Commissioner Majdi noted concerning Charles Town being invited to attend the meeting, they were invited seven (7) times.
- Commissioner Majdi noted concerning the comment that the commission was conducting a monologue on the issue, that there were several government entities invited. It was also noted that the county commission has a liaison to Charles Town Utility Board that cannot vote but no representative that can vote.
- Commissioner Majdi noted concerning the comment about doing business with West Virginia American Water that the county commission did not vote to do business with West Virginia American Water. The commission voted to do business with West Virginia American Water only if Charles Town Utility Board would not do it’s job, which the commission asked them to do.

PRESENTATIONS

1. Thomas Hansen, Sheriff Treasurer

Hire part-time bailiff

Commissioner Stolipher motioned to approve the hire of Alan Best as a part-time Bailiff with a starting pay of \$19.50/hr. beginning February 23, 2026. The motion was seconded by Commissioner Mood and approved unanimously.

Adjust and fund four bailiffs conversion to 1560

Commissioner Keys motioned to approve Dustin Miller, Samuel Ayersman, Russell Dorsey, and Tiffany Counselman be granted the ability to work up to 1560 hours. The motion was seconded by Commissioner Keys and approved unanimously.

2. Nikki Painter, Jefferson County Clerk’s Office

Recognition of the Jefferson County Winner for the WV Secretary of State’s “I Voted” sticker contest

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

3. Girl Scout Troop 15099 Bat Box Resolution (Keys)

Commissioner Keys motioned to approve the resolution supporting Girl Scout Troop 15099 request for bat box support as presented. The motion was seconded by Commissioner Stolipher and approved unanimously.

4. Laura Kuhn, director of Fleet and Facilities

Approval of furniture donation for the Sheriff's Department/Jefferson County Schools Safety Building

Commissioner Mood motioned to approve the donation of cubicles as requested for use by the Jefferson County Sheriff's Department and Jefferson County Schools for a School Safety Center. The motion was seconded by Commissioner Stolipher and approved unanimously.

5. Gabriel Areizaga, director of IT/GIS

Contract/Award approval for Website Modernization and Graphic Design Modernization to Vandalia Digital

Commissioner Hefestay motioned to have the Jefferson County Commission approve the contract with Vandalia Digital for the Website Modernization Project and the Graphic Design Modernization Project. Staff requests approval to execute the agreement. The motion was seconded by Commissioner Mood and approved unanimously.

6. 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 Mood and approved unanimously.

7. Nathan Cochran, Assistant Prosecuting Attorney

Report by counsel regarding constituent request for waiver of addressing practice

Commissioner Mood motioned to approve the request for waiver of addressing practice of Rita Hennessey. The motion was seconded by Commissioner Hefestay and approved unanimously.

Report by counsel regarding Comcast Cable franchise extension agreement

Commissioner Stolipher 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.

ADDITIONAL PUBLIC COMMENT:

No additional public comment was given.

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