

Minutes
Jefferson County Commission
Thursday, March 19, 2026

A town hall and meeting of the Jefferson County Commission was held on Thursday, March 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, March 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.

- March 5, 2026 Regular Meeting Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for March 5, 2026 **\$ 81,386.97**
- Accounts payable for March 12, 2026 **\$ 613,107.44**

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for March 5, 2026 \$ 2,208.71
- Manual checks for March 12, 2026 \$ 759,802.06

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for February 27, 2026 \$ 484,921.20
- Approval of payroll for March 13, 2026 \$ 468,604.04

5. APPROVAL OF REQUISITIONS

The following item was approved without objection:

- Requisitions for March 19, 2026 \$ 922,391.35

6. APPROVAL OF HIRE

The following item was approved without objection:

- Approval to hire-Director of Economic Development-Executive Director Jefferson County Development Authority

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron

David Tabb

Christine Wimer

PRESENTATIONS

1. Nikki Painter, Jefferson County Clerk's Office

Poll Worker and alternate approval-2026 Primary

Commissioner Stolipher motioned to approve the poll worker and alternate lists as presented for the 2026 Primary Election. The motion was seconded by Commissioner Keys and approved unanimously.

2. Girl Scouts (GSUSA) Jefferson County Service Unit 15-08 (Keys)

The agenda item was a presentation. No official action was taken.

3. Laura Kuhn, director of Fleet and Facilities Management

Commissioner Stolipher motioned to approve the draft Request for Qualifications to solicit a commercial real estate brokerage firm. The motion was seconded by Commissioner Hefestay and approved unanimously.

4. David Bound, chief financial officer

Commission Ambulance Fee Exonerations

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

Public Safety and Mental Health Initiative Grant

Commissioner Stolipher motioned to approve Public Safety and Mental Health Initiative grant application as presented, to sign the Appendix 1 document and SF-424 Application for Federal Assistance documents. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Majdi motioned to allow the County Administrator to sign the Public Safety and Mental Health Initiative grant supporting documents. The motion was seconded by Commissioner Mood and approved unanimously.

5. Boards and Commissions

Public Hearing: Eastern Panhandle HOME Consortium

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

PUBLIC COMMENT:

Public comment was received by:

No public comment was received.

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

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

6. Nathan Cochran, Assistant Prosecuting Attorney

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

Report by counsel on Jefferson County Circuit Court Case No. CC-19-2023-C-221 and consideration of recent developments in the case.

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

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

7. Edwina Benites-LM, county administrator

WV Legislative Session Overview

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

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