JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax**: (304) 725-7916
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PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

MEETING AGENDA
JEFFERSON COUNTY COMMISSION
Thursday, February 5, 2026
Commission meeting: 9:30 a.m.
County Commission Meeting Room
393 N. Lawrence Street, Charles Town, WV—please use East Entrance

Zoom Broadcast (live):
https://us06web.zoom.us/j/89995896847?pwd=3Fqb5PqTmSLryYTLdrXMnGEXxF2Bhd.1

Meeting ID: 899 9589 6847
Passcode: 542259

The Commission will accept public comments for fifteen minutes at the beginning of each meeting. Should public comment exceed the fifteen-minute threshold, the Commission will hear the remaining public comments after the final agenda item.

Public comments are accepted in person or via email- info@jeffcowv.gov

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I. Call to Order

II. Prayer – Moment of silence

III. Pledge of Allegiance

IV. Pledge of Allegiance to the West Virginia Flag

I pledge allegiance to the flag of West Virginia, which serves as a constant reminder that 'Mountaineers Are Always Free,' which stands as a symbol of her majestic mountains, fertile forests, rich veins of coal, and the pride of her people.

V. Consent Agenda

1. Approval of Minutes

    a. January 22, 2026 Regular Meeting Minutes DRAFT
    b. January 29, 2026 BORE Meeting Minutes DRAFT

2. Approval of Accounts Payable:

    a. January 21, 2026 $ 258,604.06
    b. January 28, 2026 $ 949,617.24

3. Approval of Manual Checks:

    a. January 21, 2026 $ 221,436.20
    b. January 28, 2026 $ 207,562.48

4. Approval of Payroll:

    a. January 30, 2026 $ 513,715.49

5. Approval of Requisitions:

    a. February 5, 2026 $ 91,892.51

VI. Announcements

Please note:

- Draft minutes are included in the meeting packet. Draft meeting minutes are often also available separately online. See both here: https://www.jeffersoncountywv.org/find-it-fast/agendas-minutes-and-webcasts
- Jefferson County Commission spending syncs with West Virginia Checkbook (https://www.wvcheckbook.gov/) daily. A complete list of publicly available information, and tutorials on using the site, are available online.

Report if there are changes in the agenda if applicable.

VII. Public Comment

To participate in public comment in person, please sign the public comment sign-in sheet located on the table in the entrance of the room. Please note the agenda item for which you are speaking and your home address.

Please feel free to submit comments via email to info@jeffcowv.gov. Your name and any written comments submitted for the record will be included in the minutes.

VIII. Regular Agenda- It is expected that all items will include discussion and possible action

New Business

1. 9:40 am Years of Service Awards

2. 9:45 am Rural ambulance services fund (Majdi)

3. 10:00 am Jessica James, chief human resource director
    3.1 Approval of hire- Director/ Chief- Jefferson County Emergency Services Agency

3.2 Approval to Appoint- Director Office of Homeland Security and Emergency Management

4. 10:15 am Nikki Painter, County Clerk's Office
   - 4.1 Monthly Review of New Estates, Accountings, Waiver of Final Settlement
   - 4.2 Reopen the Estate of James Laing
   - 4.3 Approval of Extended Emergency Absentee Voting Policy

5. 10:20 am Halltown Memorial Chapel Association (Keys)

6. 10:30 am Boards and Commissions
   - 6.1 Public Hearing – Eastern Panhandle HOME Consortium
   - 6.2 Request for approval of revised Jefferson County Water Advisory Committee bylaws

7. 10:45 am Roger Goodwin, director of Engineering, Planning, and Zoning
   - 7.1 Bond reduction for Performance Bond 82380136 with Federal Insurance Company for DR Horton, INC-Magnolia Springs Phase 3 file # 18-05

8. 11:00 am Todd Wilt, City Manager, City of Ranson
   - 8.1 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.

9. 11:20 am Gabriel Ariezaga, director IT/GIS
   - 9.1 Constituent request for naming convention deviation in addressing

10. 11:30 am David Bound, chief financial officer
    - 10.1. Commission Ambulance Fee Exonerations
    - 10.2 Budget Adjustments
    - 10.3 County Fire Protection Funding
    - 10.4 Emergency Management Performance Grant (EMPG) reimbursement Grant
    - 10.5 Peoples Bank Grant
    - 10.6 America250 Mural Project Grant

11. 12:00 pm Eddie Benites-LM, county administrator
    - 11.1 Legislative update- West Virginia Legislature
    - 11.2 Legislative update- US Congress
    - 11.3 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

IX. Additional public comment.

CORRESPONDENCE

Heidi Parker, CTUB Meeting Minutes
Mark Werner, email correspondence