



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

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PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Mike Mood

COMMISSIONER

Steve Stolipher

AGENDA

JEFFERSON COUNTY COMMISSION

FIRST QUARTERLY SESSION – JANUARY- MARCH 2025

THURSDAY, February 20, 2025

6:00 p.m.

County Commission Meeting Room

located at the Old Charles Town Library

200 E. Washington Street, Charles Town, WV

Zoom Broadcast (live):

<https://us06web.zoom.us/j/88562993842?pwd=38h1Ac2e7r5K4SpnyZAx8nfaR1LBZG.1>

Meeting ID: 885 6299 3842

Passcode: 972137

If you are attending virtually and would like to speak during the public comment period, please use the “raise hand” icon.

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. February 4, 2025 BORE Meeting Minutes DRAFT
- b. February 6, 2025 Regular Meeting Minutes DRAFT
- c. February 6, 2025 BORE Meeting Minutes DRAFT
- d. February 11, 2025 BORE Meeting Minutes DRAFT

2. Approval of Accounts Payable:

- a. February 13, 2025
- b. February 20, 2025

3. Approval of Manual Checks:

- a. February 14, 2025
- b. February 21, 2025

4. Approval of Payroll:

- a. February 14, 2025

5. Approval of Requisitions

- a. February 20, 2025

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 back of the room. To participate virtually, please “raise your hand” on the Zoom control panel. Please submit comments via email to info@jeffersoncountywv.org. 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 Businesses

1. 6:10 pm Cara Keys, commissioner
 - 1.1 Girl Scouts: an essential part of Jefferson County’s youth program (Keys)

2. 6:25 pm Potomac-Appalachian Transmission Highline (PATH)
 - 2.1 Panel: Delegate Daniel Linville, chairman West Virginia House Environment, Infrastructure, and Technology Committee; Mary Gee, Robin Huyett Thomas, and Keryn Newman (private citizens)

3. 7:00 pm David Tabb, citizen
3.1 Removal of sanctions- David Tabb
4. 7:20 pm David Bound, chief financial officer
4.1 Request for budget adjustments to response spending outside of approved spending limits
 - 4.1.1 Special prosecutor in the criminal cases State v. Tricia Jackson, State v. Jennifer Krouse - \$289.44
 - 4.1.2 Insurance claim to represent defendants Tricia Jackson and Jennifer Krouse during their removal proceedings- \$43,000.54
4.2 Request for funding account clarification- Shepherdstown Tower project
5. 7:45 pm Steve Allen, director of the Jefferson County Office of Homeland Security and Emergency Management
 - 5.1. 2023 Emergency Management Performance Grant (EMPG) application and request for payment
 5. 2. Dissolution of the Homeland Security Emergency Management Steering Committee and the creation of the Emergency Service Council
 - 5.3. Request for repayment from the State of West Virginia for additional invoice from the 2023 Hazard Mitigation Plan grant
6. 8:00 pm Jennifer Myers, director of the Jefferson County Parks and Recreation Commission
 - 6.1. Presentation of the Jefferson County Parks and Recreation Commission 2024 Annual Report
7. 8:20 pm Jessica James, chief human resources officer
 - 7.1. Approval of hire- GIS analyst, Jefferson County Department of IT/ GIS and Addressing Office
 - 7.2. Approval of hire- Zoning Administrator, Jefferson County Department of Engineering, Planning, and Zoning
 - 7.3 Approval of salary adjustment- Custodian, Jefferson County Department of Fleet and Facilities
 - 7.4 Approval to reallocate funding fund other departments to fund a Deputy Director of Information Technology, Jefferson County Department of Information Technology
 - 7.5. Approval to solicit for a Deputy Director of Information Technology- Jefferson County Department of Information Technology
8. 8:40 pm Cara Keys, commissioner
 - 12.1. Update of water study and funding options
9. 9:00 pm Laura Kuhn, director of Fleet and Facilities

- 13.1. Underground Injection Control Permit- Approval of president's signature on certification document
10. 9:05 pm Mike Mood, commissioner
14.1. Update on the status of a letter of supporting/ authorizing volunteer fire companies to bill for service
11. 9:15 pm Nathan Cochran, Prosecuting Attorney's Office
15.1. Report by counsel on CC-19-2021-C-33.
15.2. Review and discussion of Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department and the Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services.
12. 9:30 pm Edwina Benites-LM, County Administrator
16.1. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

Old Business

13. 10:00 pm Status review or presentation of options regarding the obscenity ordinance by legal counsel

CORRESPONDENCE AND INFORMATION

1. Dale Considine public comment – with attachment
2. Edward Chapman public comment – with attachment
3. Elizabeth Cardiel public comment – with attachment
4. Haley Schmid public comment – with attachment
5. Loudoun County Board of Supervisors notice of hearing – with attachment
6. Harpers Ferry PSD meeting minutes – with attachment
7. Nicholas Potts public comment – with attachment
8. Taylor Hart public comment – with attachment