



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

Updated 2/4/2025 – see highlighted portions for amendments

AGENDA

JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION – JANUARY- MARCH 2025

THURSDAY, February 6, 2025

9:30 a.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/84812154493?pwd=2jPDJ2nEX778VvHWeCGLulkk2r6k9h.1>

Meeting ID: 848 1215 4493

Passcode: 135498

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. January 14, 2025 Special Session Meeting Minutes DRAFT
- b. January 16, 2025 Regular Meeting Minutes DRAFT
- c. January 30, 2025 BORE Meeting Minutes DRAFT

2. Approval of Accounts Payable:

- a. January 23, 2025 \$ 471,594.60
- b. January 30, 2025 \$ 961,306.02

3. Approval of Manual Checks:
 - a. January 23, 2025 \$ 188,421.06
 - b. January 30, 2025 \$ 242,082.39
4. Approval of Payroll:
 - a. January 31, 2025 \$ 473,397.07
5. Approval of Requisitions
 - a. February 6, 2025 \$ 23,000.00

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. 9:35 am Angie Banks, County Assessor
1.1. Exonerations
2. 9:40 am Personnel service awards
2.1. Years of Service Awards
2.2. Outstanding Constituent Relations
2.3. Exemplary Professionalism
3. 9:50 am Consideration of a sportsplex and/ or convention center (Majdi)

- 3.1. Panel 1: Krista Hoffman (executive director of the Jefferson County Development Authority), Jennifer Myers (director of the Jefferson County Parks and Recreation Commission), Andy Lang (Mayor of Bridgeport, WV)
- 3.2. Panel 2: Isabella Jacot (student, Jefferson High School), Bryan Sutherland (president of Jefferson County Little League)
4. 11:00 am FY 2025 HOME INVESTMENT PARTNERSHIP PROGRAM Public Hearing & FY 25 Resolution Adoption
4.1. Public hearing- speakers Jennifer Verdugo, Bob Anderson
4.2. FY25 Resolution
5. 11:10 pm Jeff Polczynski, director of Emergency Communications
5.1. Next Gen 911
5.2. Collaborations for Jefferson County Public Schools Career Technical Education program
6. 11:20 am Karen Olden, Jefferson County Clerk (Probate)
6.1. Hearing: Petition to probate the will of Thelma M. Kaetzel, in solemn form
7. 11:50 pm Groundwater (Majdi)
7.1. Groundwater study
7.2. Water Advisory Committee
8. 12:20 pm Brant Lowe, private citizen
8.1. Request to vacate a section of unimproved right-of-way
- BREAK*** ***Lunch***
- BREAK*** ***Board of Equalization and Review Meeting***
9. 2:00 pm Roger Goodwin, deputy county administrator
9.1. Annual Impact Fee report
10. 2:30 pm Task Force on Agri-tourism Development (Majdi)
11. 2:40 pm Follow up: Legislative priorities roundtable
11.1. Calendar Year 2025 Commission Priorities
11.2. Calendar Year 2025 Commission Priorities for the West Virginia Legislature
11.3. Calendar Year 2025 Commission Priorities for the US Congress
12. 3:10 pm Jennifer Myers, director of the Jefferson County Parks & Recreation Commission
12.1. Presentation of draft concept plan for Moulton Park

13. 3:20 pm Thomas Hansen, Jefferson County Sheriff and Treasurer
13.1. Court bailiff update
13.2. Part-time bailiff hire
14. 3:30 pm Jessica James, chief human resources officer
14.1. Approval of Hires – Firefighter/EMT I; Firefighter/Paramedic I; Firefighter, EMT II – ESA
14.2. Approval of Hire – GIS Analyst – Jefferson County Department of IT/GIS and Addressing Office
14.3. Discontinuation of current cleaning contract; approval to solicit for three full-time, in-house- custodial employees; approval of promotion to Deputy Director – Jefferson County Department of Fleet and Facilities Management
15. 3:40 pm David Bound, chief financial officer
15.1. State and internal budget revisions
16. 3:50 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

17. 4:10 pm Tabled action: Conversion and reclassification of part-time positions (Jefferson County Emergency Services Agency)

CORRESPONDENCE AND INFORMATION

1. April Andrews – with attachment
2. Jean Zigler Kotch – with attachment
3. Richard Zigler – with attachment
4. Christine Marshall – with attachment