



# JEFFERSON COUNTY COMMISSION

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

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

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, March 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/89590498489?pwd=2uIr6dqx4Q9mAfo4t8QjWX33ClGqzN.1>

Meeting ID: 895 9049 8489

Passcode: 997870

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 13, 2025 BORE Meeting Minutes DRAFT
- b. February 18, 2025 BORE Meeting Minutes DRAFT
- c. February 20, 2025 Regular Meeting Minutes DRAFT

#### 2. Approval of Accounts Payable:

- a. February 27, 2025
- b. March 6, 2025

3. Approval of Manual Checks:

- a. February 28, 2025
- b. March 7, 2025

4. Approval of Payroll:

- a. February 28, 2025

5. Approval of Requisitions

- a. March 6, 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](mailto: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. 9:40 pm            Years of Service awards
2. 9:45 pm            Pasha Majdi, commissioner
  - 2.1. Jefferson County First Resolution
  - 2.2. Government efficiency provision
3. 10:30 am           Kelly Franklin, executive director of the Jefferson County Report Center, Inc.
  - 3.1 FY 2026 West Virginia Community Corrections grant

4. 10:45 am John Nissel (city manager, City of Charles Town), Duke Pierson (Mayor, City of Ranson), and Bob Trainer (Mayor, City of Charles Town)  
4.1 Homeless liaison position
5. 11:15 am Mike Sine, chief and director of the Jefferson County Emergency Services Agency  
5.1. Reconsideration of purchase of SFD A3-1  
5.2. Rebranding project  
5.3. Approval to install vending machine by non-County entity
6. 11:35 am Thomas Hansen, Jefferson County Sheriff and Treasurer  
6.1. Administrative Assistant New Hire  
6.2. Tax Deputy New Hire  
6.3. Funding request- portable fingerprint scanners  
6.4. Animal Control Re-hire
7. 11:55 am Roger Goodwin, chief county engineer, Department of Engineering, Planning, and Zoning  
7.1. Complete construction bond release for Lot 41, Burr Business Park at 272 James Burr Blvd, Kearneysville, WV 25414 (JCPC file #19-5-S)  
7.2. Request approval to amend Parks and Recreation Impact Fees- FY2025 Capital Improvement Plan  
7.3. Presentation on the FY 2026 Capital Improvement Plan for the Office of Impact Fees
8. 12:25 pm Nikki Painter, Jefferson County Probate Office  
8.1. Set hearing date to hear the Petition to Remove Executrix Margaret Simmons from the estate of Francis X. Campanella
9. 12:35 pm Josh Monogold, Greater Shenandoah Valley Chapter of American Red Cross  
9.1. Red Cross Month Proclamation
- LUNCH BREAK – RECONVENE AT 2 P.M.**
10. 2:00 pm Annette Gavin Bates, Jefferson County Convention and Visitors Bureau  
10.1. Presentation of the Jefferson County Convention and Visitors Bureau Annual Report
11. 2:30 pm David Bound, chief financial officer Jefferson County Commission  
11.1. Bill payment request- \$13,481.07  
11.2. Reinvestment of opioid settlement funds  
11.3. Budget timeline  
11.4. FY26 Levy Rate

12. 2:45 pm Jessica James, chief human resource officer Jefferson County Commission
- 12.1. Approval of Employee Promotions – FF/EMT to FF/AEMT- Jefferson County ESA
  - 12.2. Approval of Hires – 2 full-time FF/EMT’s – Jefferson County ESA
  - 12.3. Approval of Employee Promotions-Circuit Clerk’s office
  - 12.4 Current vacancies – informational/no action requested
13. 3:00 pm Nathan Cochran, Prosecuting Attorney’s Office
- 13.1. Report by counsel on CC-19-2021-C-33.
  - 13.2. 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.
  - 13.3 Report by counsel on WV Human Rights Commission EDR-194-25
14. 3:30 pm Edwina Benites-LM, County Administrator
- 14.1 Agenda policy
  - 14.2 Boards and Commissions Policy
  - 14.3 Update: Planning Commission finished consideration of the Comprehensive Plan
  - 14.4 JCDA board member request for removal
  - 14.5 Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

### **Old Business**

15. 4:00 pm 15.1 Status review of the Jefferson County Development Authority bylaws

### **CORRESPONDENCE AND INFORMATION**

Christine Potts - letter  
David Tabb – correspondence