



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, March 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/88945504266?pwd=hQP4LnvoropGhgV4ia1GuOFiymvMOj.1>

Meeting ID: 889 4550 4266

Passcode: 051919

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. March 6, 2025, Regular Meeting Minutes DRAFT
 - b. March 11, 2025 Special Session Budget Hearing Day 1 DRAFT
 - c. March 13, 2025 Special Session Budget Hearing Day 2 DRAFT
 - d. March 14, 2025 Special Session Budget Hearing Day 3 DRAFT

2. Approval of Accounts Payable:
 - a. March 13, 2025
 - b. March 20, 2025

3. Approval of Manual Checks:

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

4. Approval of Payroll:

- a. March 14, 2025

5. Approval of Requisitions

- a. March 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 Angela Banks, County Assessor (**pg. 28**)
1.1 Apportionment of Jointly owned motor vehicles (split ticket)
WV Code 11-5-14
2. 6:15 pm Girl Scout Youth Leadership Awards (Keys) (**pg. 29**)
3. 6:20 pm Public Hearing—FY 26 Draft Budget (**pgs. 30-92**)

4. 6:30 pm Thomas Hansen, Jefferson County Sheriff and Treasurer (**pgs. 93-96**)
- 4.1. PRO Grant Award
 - 4.2. Duncan FTO Retro Pay
 - 4.3. Funds for FY25 Lease Vehicle Equipment Costs
5. 7:00 pm Daniel Lutz, Eastern Panhandle Conservation District (Request predates 03/06/2025) (**pgs. 97-106**)
- 5.1. Discussion of West Virginia Code Section 7-1-3u
6. 7:20 pm Jefferson County Boards and Commissions (**pgs. 107-109**)
- 6.1 Jefferson County Board of Zoning Appeals appointments
 - 6.2 Jefferson County Historic Landmarks Commission appointments
 - 6.3 HOME Consortium of the Eastern Panhandle appointment
7. 8:00 pm David Bound, chief financial officer Jefferson County Commission (**pgs. 110-111**)
- 7.1. Budget approval- operating expenses
 - 7.2. Budget approval- Capital Outlay
 - 7.3. Budget approval- Coal Severance
8. 8:30 pm Jessica James, chief human resource officer Jefferson County Commission (**pgs. 112-131**)
- 8.1. Approval to Hire- Building Permit Technician—Jefferson County Department of Engineering, Planning, and Zoning
 - 8.2. Approval of Compensation During Temporary Assignment Jefferson County Department of Emergency Communications
 - 8.3. Review of Amendment to Policy 208—Absence With Time With Pay—Section re: Bereavement Leave
 - 8.4. Merit Policy Update
 - 8.5. Approval of Solicitation- Grants Administrator—Jefferson County Administration
9. 9:00 pm Edwina Benites-LM, County Administrator (**pgs. 132-138**)
- 9.1 Congressionally Directed Spending Update
 - 9.2 Boards and Commissions policy update
 - 9.3 Community corrections
 - 9.4 Consider matters involving or affecting the construction planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

Old Business

10. 9:30 pm 10.1. Jefferson County Development Authority bylaws (**pgs. 139-146**)
11. 9:45 pm 11.1. Water Advisory Committee bylaws (**pgs. 147-151**)

CORRESPONDENCE AND INFORMATION

2025 Bank Securities Bonding letter

Virginia Campbell – letter

David Tabb – public comment for Planning Commission meeting March 11, 2025

Gino Sisco –letter in support of Jefferson County Health Department