



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

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

Minutes

Jefferson County Commission

Thursday, March 6, 2025

A meeting of the Jefferson County Commission was held on Thursday, March 6, 2025, during the first quarterly session at 9:30 a.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; Nathan Cochran, Assistant Prosecuting Attorney; Jacki Shadle, County Clerk; and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, March 6, 2025, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance of West Virginia flag

APPROVAL OF MINUTES

Commissioner Majdi motioned to approve the meeting minutes from:

1. February 13, 2025 BORE Meeting Minutes DRAFT
2. February 18, 2025, BORE Meeting Minutes DRAFT
3. February 20, 2025, Regular Meeting Minutes DRAFT

The motion was approved unanimously.

APPROVAL OF PAYROLL

Commissioner Majdi motioned to approve the payroll for February 28, 2025, in the amount of \$ 448,273.10. The motion was approved unanimously.

APPROVAL OF REQUISITIONS

Commissioner Majdi motioned to approve the requisitions for March 6, 2025, in the amount of \$ 7,366.00. The motion was approved unanimously.

APPROVAL OF ACCOUNTS PAYABLE

Commissioner Majdi motioned to approve the accounts payable for February 27, 2025 in the amount of \$ 795,466.48. The motion was approved unanimously.

Commissioner Majdi motioned to approve the accounts payable for March 6, 2025, in the amount of \$ 44,507.21. The motion was approved unanimously.

APPROVAL OF MANUAL CHECKS

Commissioner Majdi motioned to approve the manual checks for February 28, 2025, in the amount of \$ 4,410.41. The motion was approved unanimously.

Commissioner Majdi motioned to approve the manual checks for March 6, 2025, in the amount of \$ 297,873.66. The motion was approved unanimously.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron

Keryn Newman

Colin Stine

David Tabb

PRESENTATIONS

1. Lynn Dillow, Administrative Clerk, County Commission

Years of Service Awards

Jack Jensen – 5 years of service

Nathan Cochran – 10 years of service

Meredith “Rusty” Blackford – 10 years of service

Douglas Fletcher – 15 years of service

2. Pasha Majdi , Jefferson County Commission

Jefferson County First Resolution

Commissioner Hefestay motioned to approve the Jefferson County First Resolution with the recommendation that all the commissioner signatures be included. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Government Efficiency Procedure

This agenda item was informational. No action was taken.

3. Kelly Franklin, Executive Director, Jefferson County Day Report Center, Inc.

FY 2026 West Virginia Community Corrections grant

Commissioner Keys motioned to table the agenda item until budget discussion. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

4. John Nissel, City Manager Charles Town; Bob Trainor, Mayor City of Charles Town; Sara Higgins, Community Ministries; Keith Lowery, Community Ministries

Homeless Liaison Position

No action was taken on this agenda item until after budget discussion.

5. Mike Sine, Chief and Director of the Jefferson County Emergency Services Agency, Matthew Locke, President IAFF Local 5351

Reconsideration of purchase of SFD A3-1

The commission declined this purchase of SFD.

Rebranding Project

Commissioner Stolipher motioned to allow the ESA leadership to move forward with creating a plan to rebrand the department. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval to install vending machine by non-county entity

Commissioner Stolipher motioned to table approval to install a vending machine at the ESA building until more information can be attained and a policy implemented. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

6. Thomas Hansen, Jefferson County Sheriff and Treasurer

Administrative Assistant New Hire

Commissioner Stolipher motioned to approve the hire of Shaun Pacetti as an 80-hour Administrative Assistant beginning March 1, 2025 with a starting salary of \$40,000 with an increase to \$42,000 upon demonstration of competency within 90 days. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Tax Deputy New Hire

Commissioner Keys motioned to approve the hire of Robin Coulter as an 80-hour Tax Deputy beginning March 10, 2025 with a starting salary of \$36,000. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Funding Request – portable fingerprint scanners

Commissioner Keys motioned to approve the use of \$4,750.02 in remaining Capital Outlay funds to be used towards the purchase of fingerprint scanners. The motion was seconded by Commissioner Mood. The motion failed by a vote of 3 (Keys, Hefestay, Mood – 2 (Majdi, Stolipher) as a unanimous vote is required for Capital Outlay expenditures.

Animal Control re-hire

Commissioner Stolipher motioned to enter into executive session at 11:35 a.m. to discuss personnel matters. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to return to regular session at 11:58 a.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to approve the hire of Robin Mullikin as an 80-hour Animal Control Officer beginning March 10, 2025 with a starting salary of \$42,660 and. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

7. Roger Goodwin, Chief County Engineer, Department of Engineering, Planning and Zoning; Will Smith, Land Development Inspector; Michelle Mason, Impact Fees Program Specialist

Complete construction bond release for Lot 41, Burr Business Park at 272 James Burr Blvd, Kearneysville, WV 25430 (JCPC file #19-5-S)

Commissioner Stolipher motioned to approve a complete release of \$165,161.00 from the construction bond for Lot 41 Burr Business Park, (File# 19-5-S). The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Request approval to amend Parks and Recreation Impact Fees-FY2025 Capital Improvement Plan

Commissioner Stolipher motioned to approve the Parks and Recreation – FY 2025 Capital Improvement Plan – Parks and Recreation Amendment No. 2 as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Presentation on the FY 2026 Capital Improvement Plan for the Office of Impact Fees

Commissioner Stolipher motioned to approve the FY 2026 Capital Improvement Plan for the Office of Impact Fees as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

8. Karen Olden, Jefferson County Probate Office

Set hearing date to hear the Petition to Remove Executrix Margaret Simmons from the estate of Francis X. Campanella

Commissioner Stolipher motioned to convene as a Fiduciary Review Board to hear probate matters. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to refer the probate matter to Fiduciary Commissioner, Bradley Snowden to review and provide a report to the commission. The motion was seconded by Commissioner Keys approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session. The motion was seconded by Commissioner Hefestay and approved unanimously.

9. Josh Mongold, Greater Shenandoah Valley Chapter of American Red Cross

Red Cross Month Proclamation

Commissioner Stolipher motioned to approve that the commission designate March as Red Cross Month. The motion was seconded by Commissioner. Keys. The motion was approved unanimously.

THE COMMISSION RECESSED FOR LUNCH UNTIL 2:00 P.M.

10. Annette Gavin Bates, Jefferson County Convention and Visitors Bureau

Presentation of the Jefferson County Convention and Visitors Bureau Annual Report

Ms. Bates provided an informational presentation of the Jefferson County Convention and Visitors Bureau annual report. No action was necessary.

11. David Bound, Chief Financial Officer Jefferson County Commission

Bill payment request - \$13,481.07

Commissioner Keys motioned to approve the payment of the invoices as presented and motion to approve the transfer of \$13,481.07 from Coal Severance. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Reinvestment of opioid settlement funds

Commissioner Stolipher motioned to approve the 26 week CDAR with Bank of Charles Town. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Budget timeline

Commissioner Mood motioned to approve the presented timeline with specific audiences. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Levy Rate

This agenda item was informational. No action was necessary.

12. Jessica James, Chief Human Resource Officer Jefferson County Commission

Approval of Employee promotions – FF/EMT to FF/AEMT-Jefferson County ESA

Commissioner Keys motioned to approve the promotion of Melissa Goodwin and Savannah Shockey from FF/EMT to FF/AEMT with an hourly rate increase from \$21.16/hour to \$22.90/hour for both employees effective 2/23/2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of hires-2 full time FF/EMT's – Jefferson County ESA

Commissioner Hefestay motioned to approve the hiring of Carson Mongold to the position of full-time FF/EMT I, Step 3, at a starting rate of \$21.85/hr. pending the satisfactory completion of a required background check and drug screening, effective March 24, 2025. Upon successful completion of his introductory period, Mr. Mongold will be promoted to the rank of FF/EMT II, Step 3 at a rate of \$22.39/hr. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Hefestay motioned to approve the hiring of Harrison Mariano to the position of full-time FF/EMT I, Step 0 at a starting rate of \$20.65/hr. pending the satisfactory completion of a required background check and drug screening, effective March 24, 2025. Upon successful completion of his introductory period, Mr. Harrison will be promoted to the rank of FF/EMT II, Step 0 at a rate of \$21.17/hr. The motion was seconded by Commissioner Keys and approved unanimously.

Approval of Employee promotions – Circuit Clerk’s Office

This agenda item was removed. No action was taken.

Current vacancies

This item was informational. No action was necessary.

13. Nathan Cochran, Prosecuting Attorney’s Office

Report by counsel on CC-19-2021-C-33

Commissioner Stolipher motioned to enter into executive session at 3:14 p.m. to receive legal and contractual advice from counsel. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to return to regular session at 4:14 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

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

Commissioner Stolipher motioned to approve the Intergovernmental Agreement as presented by staff. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Report by counsel on WV Human Rights Commission EDR-194-25

Commissioner Stolipher motioned to enter into executive session at 3:14 p.m. to receive legal and contractual advice from counsel. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to return to regular session at 4:14 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

14. Edwina Benites-LM, County Administrator

Agenda policy

Commissioner Stolipher motioned to accept the agenda policy as presented. The motion was seconded by Commissioner Majdi. The motion was approved unanimously.

Boards and Commissions policy

Commissioner Stolipher motioned to approve the boards and commissions policy. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Update: Planning Commission finished consideration of the Comprehensive Plan

This agenda item was informational. No action was necessary.

JCDA board member request for removal

Commissioner Keys motioned to approve the Jefferson County Development Authority's request and remove Donald Haines, the Ranson representative from the board. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Consider matters involving or affecting the construction, planning, purchase, sale or lease of property for county office space/and or courthouse space

Commissioner Stolipher motioned to enter into executive session at 3:14 p.m. to receive legal and contractual advice from counsel. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to return to regular session at 4:14 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

OLD BUSINESS

15. Status Review of the Jefferson County Development Authority bylaws

Commissioner Stolipher motioned to amend the Development Authority bylaws to:

- Change membership from 15 members to 13 members;
- Change committee meetings from monthly to quarterly;
- Limit standing committees to business development and marketing, government and legislative affairs; and
- Change board membership to comport with 7-12-1 et seq.

The motion continued that the bylaws as amended be relayed to the Development Authority for review and approval. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 4:47 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Lynn Dillow
Jefferson County Commission Administrative Clerk

Jefferson County Commission

SIGN-IN SHEET TO SPEAK DURING PUBLIC COMMENT

Thursday, MARCH 6, 2025

NAME (please print)	NAME OF GROUP REPRESENTED	JEFFERSON COUNTY RESIDENT?
Jacquelyn Millison	self	Yes
Keryn Newman	self	yes
DAVID TABIB	me	Yes
Doctor Stine	self	YES

THE COMMISSION ALLOWS THREE (3) MINUTES FOR EACH PERSON WISHING TO MAKE PUBLIC COMMENT

1. **FOIA:** Please fulfill my Freedom of Information Act request from June 27, 2024. The remaining items are #3, Emails, documents, reports from the Ordinance Rewrite Committee of the Jefferson County Planning Commission and #4, the actual Draft Ordinance that came from that committee. I am simply asking for the material that was produced by privately held committees and subsidized consultant contractors paid through tax revenue. WV code §29B1-3-4a-c states:

(4) All requests for information must state with reasonable specificity the information sought. The custodian, upon demand for records made under this statute, shall as soon as is practicable but within a maximum of five days not including Saturdays, Sundays, or legal holidays:

(a) Furnish copies of the requested information;

(b) Advise the person making the request of the time and place at which he or she may inspect and copy the materials; or

(c) Deny the request stating in writing the reasons for such denial.

The question is why would this commission willfully not act on a FOIA knowing the law says it “shall?” If there are 1,000s of pages and volumes of redactions, shouldn’t the public have been wholly involved in the first place? It would have been much cheaper. Why are you picking certain policies and codes to enforce and not others? But here we are.

2. **Legal fees:** A point of clarity that the county prosecutor did not represent himself as it appears to be stated on page 208 in the JCC packet. He was represented by a private firm Hissam Forman Donovan Ritchie PLLC. There were several revisions according to records. When will the entire case be available for public inspection since the public paid for this lengthy NGO style response? Additionally, please provide the public with the invoices from the insurance company for Removal of Jackson and Krouse. The taxpayers paid the premium aren’t we are entitled to those invoices too?
3. **Serial or Chain Communication** between board members and commissioners. Ethics Commission OMAO 2004-17 states this:

However, there are instances when a series of communications by less than a quorum would violate the Act. For instance, public officials would be in violation of the Act if they use a series of communications with the intended purpose of a majority of the governing body collectively predetermining the outcome on a matter pending before a public body. The Committee finds that this action would constitute a meeting. Further such a practice would violate the spirit and intent of the Act.

Ethics OMAOs: 2007-01, 2004-17, 2007-03, 2007-08, and 2013-05 clearly stipulate against this type of communication action. If you preach transparency, then you should be willing to at least follow code and the rules of engagement in matters of public interest.

RE: WVSOS J. Milliron Complaint February 10, 2025

1 message

Jenna Barker <JBarker@wvsos.com>
To: Jacquelyn Milliron <[REDACTED]@gmail.com>

Wed, Feb 12, 2025 at 2:53 PM

Good afternoon!

Thank you for submitting your complaint with our office. After reviewing your concerns, we are responding to advise that this office has no legal authority to compel a public body to respond to a FOIA request

Under West Virginia law, specifically **W.Va. Code §29B-1-5**, any person denied the right to inspect the public action may institute a private cause of action to compel production in the circuit court in the county where the public record is kept. Additionally, this statute includes a fee-shifting provision.

For your reference, the relevant statutory provisions include:

- W.Va. Code §29B-1-3(b): A request to inspect or copy any public record of a public body shall be made directly to the custodian of such public record.
- W.Va. Code §29B-1-3(d): All requests for information must state with reasonable specificity the information sought. The custodian, upon demand for records made under this statute, shall as soon as is practicable but within a maximum of five days not including Saturdays, Sundays or legal holidays: (1) Furnish copies of the requested information; (2) Advise the person making the request of the time and place at which he or she may inspect and copy the materials; or (3) Deny the request stating in writing the reasons for such denial. A denial shall indicate that the responsibility of the custodian of any public records or public body to produce the requested records or documents is at an end and shall afford the person requesting them the opportunity to institute proceedings for injunctive or declaratory relief in the circuit court in the county where the public record is kept.
- W.Va. Code §29B-1-5(1): Any person denied the right to inspect the public record of a public body may institute proceedings for injunctive or declaratory relief in the circuit court in the county where the public record is kept.
- W.Va. Code §29B-1-7: Any person who is denied access to public records requested pursuant to this article and who successfully brings a suit filed pursuant to section five of this article shall be entitled to recover his or her attorney fees and court costs from the public body that denied him or her access to the records.

West Virginia's FOIA laws are set forth in Chapter 29B. I have included a link for the Chapter:

<https://code.wvlegislature.gov/29B-1/>

If you have any questions please let me know!

Thanks,



State Capitol Building
Charleston, WV 25305

Jenna Barker

Investigative Analyst

West Virginia Secretary of State's Office

304-558-6000 (Office)

304-356-2636(Direct Dial)

304-558-8403 (Fax)



From: Jacquelyn Milliron <[REDACTED]@gmail.com>

Sent: Monday, February 10, 2025 1:50 PM

To: Investigations Support Email <investigationssupport@wvsos.com>

Cc: Jacquelyn Milliron <[REDACTED]@gmail.com>

Subject: WVSOS J. Milliron Complaint February 10, 2025

Good Afternoon,

Please find and accept the attached Notarized Complaint.

Should you have any questions or concerns, please feel free to contact me.

Thank you!

Sincerely,

Jacquelyn J. Milliron (citizen of Jefferson County, WV)

§ 29B-1-5. Enforcement.

(1) Any person denied the right to inspect the public record of a public body may institute proceedings for injunctive or declaratory relief in the circuit court in the county where the public record is kept.

(2) In any suit filed under subsection one of this section, the court has jurisdiction to enjoin the custodian or public body from withholding records and to order the production of any records improperly withheld from the person seeking disclosure. The court shall determine the matter de novo and the burden is on the public body to sustain its action. The court, on its own motion, may view the documents in controversy in camera before reaching a decision. Any custodian of any public records of the public body found to be in noncompliance with the order of the court to produce the documents or disclose the information sought, may be punished as being in contempt of court.

(3) Except as to causes the court considers of greater importance, proceedings arising under subsection one of this section shall be assigned for hearing and trial at the earliest practicable date. (1977, c. 147.)

§ 29B-1-6. Violation of Article; Penalties.

Any custodian of any public records who shall willfully violate the provisions of this article shall be guilty of a misdemeanor, and, upon conviction thereof, shall be fined not less than one hundred dollars nor more than five hundred dollars, or be imprisoned in the county jail for not more than ten days, or, in the discretion of the court, by both such fine and imprisonment. (1977, c. 147.)

§ 29B-1-7. Attorney fees and costs.

Any person who is denied access to public records requested pursuant to this article and who successfully brings a suit filed pursuant to section five [§ 29B-1-5] of this article shall be entitled to recover his or her attorney fees and court costs from the public body that denied him or her access to the records. (1992, c. 85.)

OPEN MEETINGS ADVISORY OPINION NO. 2004-17

Issued on January 6, 2005 By The

WEST VIRGINIA ETHICS COMMISSION
COMMITTEE ON OPEN GOVERNMENTAL MEETINGS

OPINION SOUGHT

The Jefferson County Commission (Commission) asks if two of its five commissioners, which is less than a quorum, may meet in private to discuss matters pending before the entire Commission.

FACTS RELIED UPON BY THE COMMITTEE

The Jefferson County Commission consists of five (5) county commissioners. It is the only county in West Virginia with five commissioners. The remaining county commissions have three (3) members.

Two members of the Commission do not constitute a quorum. The Commission wants to know whether two members may meet to discuss matters pending before the entire commission. Members of the public may or may not be included. One of the stated purposes of the meetings would be to work out political strategies and to organize support for a particular outcome.

CODE PROVISIONS RELIED UPON BY THE COMMITTEE

W.Va. Code 6-9A-2(4) defines the term meeting. It also enumerates specific exceptions to the definition. It reads in relevant part:

[T]he convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means. The term meeting does not include:

...

(D) General discussions among members of a governing body on issues of interest to the public when held in planned or unplanned social, educational, training, informal, ceremonial or similar setting, without intent to conduct public business even if a quorum is present and public business is discussed but there is no intention for the discussion to lead to an official action.

W.Va. Code 6-9A-2(5) defines the term "official action" as "[A]ction which is taken by virtue of power granted by law, ordinance, policy, rule or by virtue of the office held."

ADVISORY OPINION

A meeting is defined in relevant part as the convening of a governing body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in official action. Pursuant to this definition, it is clear that if a quorum of a governing body convenes to discuss public business, and there is an intention for the discussions to lead to official action, then the gathering is a meeting. Hence the meeting must comply with the notice requirements and other applicable provisions of the Open Meetings Act (hereinafter referred to as the "Act").

In order to determine whether less than a quorum of a governing body may discuss issues of interest to the public, it is necessary to examine the language and history of the Act. There are no West Virginia Supreme Court decisions directly addressing the issue presented. In the case of McComas v. Board of Educ., 197 W.Va. 188, 475 S.E.2d 280 (1996) the Court held in relevant part that if a quorum of school board members meet with school administrators to discuss matters pending before the board, then the gathering constitutes a meeting. However, the Court did not answer the question posed. Further, subsequent to the McComas opinion, the definition of meeting was amended.

The Legislature amended the Act in 1999. The amendment in part enumerated that certain discussions amongst public officials do not fall within the definition of meeting. One class of discussions excluded from the definition of meetings is, "*General discussions among members of a governing body on issues of interest to the public when held in planned or unplanned social, educational, training, informal, ceremonial or similar setting, without intent to conduct public business even if a quorum is present and public business is discussed but there is no intention for the discussion to lead to an official action.*" W.Va. Code § 6-9A-2(4)(D).

The Legislature also adopted additional language under its declaration of legislative policy. The new language reads in relevant part:

The Legislature finds that it would be unrealistic, if not impossible, to carry on the business of government should every meeting, every contact and every discussion seeking advice and counsel in order to acquire the necessary information, data or intelligence needed by a governing body were required to be a public meeting. It is the intent of the Legislature to balance these interests in order to allow government to function and the public to participate in a meaningful manner in public agency decision making.

W.Va. Code § 6-9A-1.

Based upon the language and history of the Act, it is the opinion of the Committee that less than a quorum of commissioners may engage in discussions amongst themselves in which they express their views on issues of interest to the public, including issues pending before the commission. The Act is not meant to stifle all expression of opinion amongst public officials

outside of a formal meeting. As the West Virginia Supreme Court noted in McComas, “[A]n interpretation of the Sunshine Law that precludes any off-the-record discussion between board members about board business would be both undesirable and unworkable – and possibly unconstitutional.” McComas, 197 W.Va. 188, 198, 475 S.E.2d 280, 290 (1996).

However, there are instances when a series of communications by less than a quorum would violate the Act. For instance, public officials would be in violation of the Act if they use a series of communications with the intended purpose of a majority of the governing body collectively predetermining the outcome on a matter pending before a public body. The Committee finds that this action would constitute a meeting. Further such a practice would violate the spirit and intent of the Act.



Chairman

Public Comment for Jefferson County Commission meeting for March 6, 2025

I, **David Tabb**, a lifelong resident/taxpayer make the following comments:

PUBLIC COMMENT –

I would like to thank the County Commission for the time given on Feb 20, 2025, for Mr. Tabb's request to address the previous actions taken against Mr. Tabb. Even though the current County Commissioners still agree with the actions taken previously, I appreciate Mr. Cochran making it clear that I can sue the current County Commission anytime I want. Again, I appreciate your time and consideration. It was a nice trip down memory lane.

Item #4 – Homeless liaison position – or Social Services Position?

This presentation is incomplete including no specific request of funding or who the employer is going to be. It appears Charles Town is the only other participant. Maybe we should ask Elon Musk for a review.

Item #5 – JCESA

5.2 Rebranding the JCESA would require public hearings before taking action to require new permits.

5.3 Approval of Vending Machine - Who would hold the liability insurance for these vending machines?

Item #7 – Dept of Engineering, Planning and Zoning

7.2 The request to amend and or redirect the Sam Michael's sewer funding (\$317,150), a specific project, can't be moved unless the funding is for a sewer project in the same designated use. This is not transferrable.

Item #10 – Convention and Visitors Bureau

This report shows that Jefferson County received 876.2M in related revenue with 4,714 related jobs. How much did the county get or did it go to certain individuals?

Item #11- Chief Financial Officer - JCC

11.1 This request is for \$13,481.07; a personal expense for Mathew Harvey. The County is not responsible for his personal expenses.

11.2 Reinvestment of the opioid settlement fund. I believe that half of the funds should be in a short-term fund and the remaining half be placed in a long-term fund and alternate the renewal accordingly.

I hope to see everyone at the March 11, 2025, Planning and Zoning meeting addressing the Mountain Pure Water bottling facility hearing.

"The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The Government is to be "open for business" and not deprived the public of notice and comments that would violate ethic provisions.

*It is hard to be safe, with the current County Commission. **Have a nice day!***

Minutes
Budget Meeting
Jefferson County Commission
Tuesday, March 11, 2025

A Special Session Budget meeting of the Jefferson County Commission was held on Tuesday, March 11, 2025, during the first quarterly session at 9:30 a.m. Present were Commission President, Pasha Majdi; Commission Vice President, Mike Mood; Commissioner Steve Stolipher; Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; David Bound, Chief Financial Officer; Jacki Shadle, County Clerk; and Lynn Dillow, Administrative Clerk. The archived meeting of the Tuesday, March 11, 2025 meeting is available on the Jefferson County Commission website.

Pledge of Allegiance

In re: FY26 Budget Presentations – Day 1

The meeting was called to order at 9:35 am by President Majdi.

Edwina Benites-LM, County Administrator and David Bound, Chief Financial Officer gave an overview of the budget process and the projected revenues and expenditure requests submitted by the department heads and elected officials for the upcoming fiscal year.

The Commissioners then heard budget presentations from the following: Sheriff-Law Enforcement/ Tax Office/Animal Control, County Clerk and Elections, Assessor, Circuit Clerk, Prosecuting Attorney, 9-1-1 Communications Center, and presentations by CFO David Bound.

No decisions regarding the County budget were made during this meeting.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 4:04 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Lynn Dillow
Jefferson County Commission Administrative Clerk

DRAFT

Minutes
Budget Meeting
Jefferson County Commission
Thursday, March 13, 2025

A Special Session Budget meeting of the Jefferson County Commission was held on Thursday, March 13, 2025, during the first quarterly session at 9:30 a.m. Present were Commission President, Pasha Majdi; Commission Vice President, Mike Mood; Commissioner Steve Stolipher; Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; David Bound, Chief Financial Officer; Jacki Shadle, County Clerk; and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, March 13, 2025 meeting is available on the Jefferson County Commission website.

In re: FY26 Budget Presentations – Day 2

The meeting was called to order at 9:35 am by Vice President Mood.

The Commissioners heard budget presentations from the following: Maintenance and Central Garage, IT Data Processing, Engineering, Planning and Zoning & GIS, Ambulance Authority, Emergency Services, Jefferson County Development Authority, Farmland Protection, WVU Extension Office, and presentations by CFO David Bound.

Commissioner Stolipher motioned to enter into executive session at 9:56 a.m. to discuss security issues regarding the IT department. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session at 10:34 a.m. The motion was seconded by Commissioner Mood and approved unanimously.

No decisions regarding the County budget were made during this meeting.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting until Friday, March 14, 2025 at 9:30 a.m. The motion was seconded and unanimously approved. The Commission adjourned at 4:10 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Lynn Dillow
Jefferson County Commission Administrative Clerk

DRAFT

Minutes
Budget Meeting
Jefferson County Commission
Friday, March 14, 2025

A Special Session Budget meeting of the Jefferson County Commission was held on Friday, March 14, 2025, during the first quarterly session at 9:30 a.m. Present were Commission President, Pasha Majdi; Commission Vice President, Mike Mood; Commissioner Steve Stolipher; Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; David Bound, Chief Financial Officer; Jacki Shadle, County Clerk; and Lynn Dillow, Administrative Clerk. The archived meeting of the Friday, March 14, 2025 meeting is available on the Jefferson County Commission website.

In re: FY26 Budget Presentations – Day 3

The meeting was called to order at 9:38 am by President Majdi.

The Commissioners heard budget presentations and requests from the following: Emergency Services Agency, Eastern Panhandle Transit Authority, Jefferson County Parks and Recreation, Council on Aging, Historic Landmarks Commission, Libraries, Region 9, Eastern Panhandle Conservation District, and presentations by CFO David Bound.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 3:50 p.m.

Pasha Majdi, PRESIDENT

Respectfully submitted
Lynn Dillow
Jefferson County Commission Administrative Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks

Department or Organization: Assessor of Jefferson County

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **Thursday, March 20th, 2025.**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Apportionment of Jointly owned motor vehicles (split ticket) WV Code 11-5-14

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? No

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Cara Keys

Department or Organization: JCC

Estimation of amount of time needed for appointment: 25 minutes

Date Requested – 1st Choice: **3/20/2025**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Youth Leadership Awards for Girls Scouts of Jefferson County Troops. This ceremony will honor the accomplishments of the various troops of Jefferson County for their annual accomplishments/volunteer projects. This specific Youth Awards will coincide with the Girl Scout of Americas founding month as well as Women’s Month of March each year.

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

No motion needed.

Attach supporting documents for request, or request may be denied.

If not attached, explain: N/A



Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information: Angelina Gray

Email address: gstroop15099@gmail.com

Phone Number: 240-413-3294

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: David Bound, chief financial officer

Department or Organization: Administration

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: **March 20, 2024**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Public Hearing—FY 26 Draft Budget

Please provide the County Commission with a description of your request or presentation, including any background information:

See attached

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y Internet/Wi Fi Y Telephone for conference call Y

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

JEFFERSON COUNTY COMMISSION
 PROPOSED BALANCE BUDGET
 FISCAL YEAR 2026

ESTIMATED REVENUE \$ 40,755,310

<u>DEPARTMENT</u>	<u>FY 26 BUDGET</u>
401 COUNTY COMMISSION - BENITES	\$ 1,853,760
402 COUNTY CLERK - SHADLE	801,168
403 CIRCUIT CLERK - RENNER	539,279
404 TAX OFFICE - LOWE SHERIFF	536,108
405 PROSECUTING ATTORNEY - HARVEY	1,944,478
406 ASSESSOR - BANKS	484,840
407 ASSESSORS VALUATION - BANKS	632,405
408 STATE WIDE COMPUTER NETWORK - BURGESS	53,157
412 AGRICULTURAL AGENT - MORROW	140,404
413 COUNTY CLERK ELECTIONS - PAINTER	331,916
415 MAGISTRATE COURT - HARVEY	3,200
421 CIVIL SERVICE COMMISSION - SHADLE	2,875
423 HEALTH INSURANCE-CONTRA - JAMES	2,900,000
424 MAINTENANCE DEPT - KUHN	1,205,005
425 OTHER BUIDINGS - KUHN	891,800
428 IT DATA PROCESSING - BURGESS	1,220,999
429 REGIONAL DEVELOPMENT AUTHORITY - KOFFMAN	54,240
431 ECONOMIC DEVELOPMENT AUTHORITY - KOFFMAN	399,555
440 ENGINEERING PLANNING & ZONING - GOODWIN	1,621,908
450 FARMLAND PROTECTION - ADAMS	101,719
696 STABILITY FUND - BENITES	452,707
697 HOTEL OCCUPANCY	25,246
698 CAPITAL OUTLAY	-
699 CONTINGENCY FOR EMERGENCIES (16.7% OF BUDGET)	6,560,886
700 LAW ENFORCEMENT - LOWE & SHERIFF	5,295,652
701 LAW SERVICE OF PROCESS - LOWE & SHERIFF	14,300
704 LAW REGIONAL JAIL	775,000
711 EMERGENCY SERVICES - ALLEN	270,790
712 COMM CENTER 911 - JEFF POLCZYNSKI	2,616,240
713 FIRE DEPARTMENTS - SINE	595,000
715 AMBULANCE AUTHORITY - SINE & NELSON	3,523,233
716 LAW ANIMAL CONTROL - LOWE & SHERIFF	332,874
717 CENTRAL GARAGE - KUHN	665,817
800 HEALTH DEPT	106,000
808 LANDFILL	-
900 JC PARKS AND RECREATION - MYERS	1,130,969
903 ARTS AND HUMANITIES	16,808
908 COMMUNITY CENTER	-
909 HISTORICAL COMMISSION	24,888
911 VISITORS BUREAU	445,000
916 LIBRARY	370,799
950 SOCIAL SERVICES	-
952 SENIOR CITIZENS	-
953 PUBLIC TRANSIT	100,000
DAY REPORT - KELLY FRANKLIN	155,000

TOTAL ESTIMATED EXPENDITURES 39,196,026

OVER / (UNDER) \$ 1,559,284



Capital Outlay

Unencumbered Capital Outlay

\$945,790.00

*** Please note:* the Commission is in the process of purchasing a building. Funding has been encumbered for the building purchase and build out, but there are often unexpected costs associated with a building purchase.

Administrative Capital Funding Requests:

#	Request	Requestor	Request- dollar
	None	None	None

Elected' s Capital Funding Requests:

#	Request	Requestor	Request- dollar
	License plate reader (page 3)	Sheriff-CAPITAL IMPROVEMENT	\$117,000

Departments' Funding Requests:

#	Request	Requestor	Request- dollar
	2 Radios (page 4)	Homeland Security	\$12,000
	Furniture (page 5)	9-1-1 Communication Center	\$230,000
	Flooring (page 6)	9-1-1 Communication Center	\$22,000
	Sound proofing (page 7)	9-1-1 Communication Center	\$10,000



Jefferson County Commission
124 E Washington St, Charles Town, WV 25414

Additional FY 26 Operating Expense Requests

Estimated Remaining Revenues to Budget \$1,559,284.00¹

1. Administrative Priority Requests:

#	Request	Requestor	Request- dollar
	Cost of Living Adjustment- all County staff- 3% (page 6)	Administration/ Countywide	\$576,502
	Merit Raises per Annual Performance Appraisal Policy 217- Authorize up to 5% per employee (pages 7-8)	Administration/ Countywide	\$557,621 ²
	Move to cloud-based computing. The total cost of \$175,000 would be offset by \$30,000 reductions in "on-prem" computing budgeted for FY26. (page 9)	Administration/ Countywide	\$145,000
	Total		\$ 1,279,123

2. Required Funding:

#	Request	Requestor	Request- dollar
	Region 9- additional allocation (page 10)	Region 9	\$45,583

¹ Please note: this updated Estimated Remaining Revenues to Budget is based on updated expenditures after presentations by electeds, departments, and outside agencies.

² Please note: this updated estimate has been reduced from a previous estimate and is only possible if the Commission approves the proposed changes to Policy 217 regarding merit promotions. The proposed changes to policy 217 mandate a "bell curve" instead of estimating a bell curve. This change in policy provides for firmer budget estimates. Without mandating a bell curve, the Commission should conservatively budget for a 4% enterprise-wide merit promotion cost-roughly \$789,000 versus \$557,621.



Jefferson County Commission
124 E Washington St, Charles Town, WV 25414

	25 Additional poll workers (page 11)	County Clerk Elections	\$3,000
	Maintenance additional equipment 5 precincts (page 12)	County Clerk Elections	\$6,000
	Additional voting location rental fees (pg. 13)	County Clerk Elections	\$2,000
	Material and supply ballots, layout and supplies (pg. 14)	County Clerk Elections	\$7,000
	Health insurance increase-Millennium (pg. 15)	Jefferson County Commission	\$ 0¹
	Total required funding		\$0²

¹ Health insurance increase amount from Millennium is pending.

² Total required funding balance is pending the addition of health insurance increase amount from Millennium.



Jefferson County Commission
124 E Washington St, Charles Town, WV 25414

3. Electeds' Funding Requests:

	Request	Requester	Request-dollar
	Increase in starting pay for deputies (pg. 16)	Sheriff	\$40,000
	Two additional FT deputies (pg. 17)	Sheriff	\$134,000
	Three additional FT bailiffs (pg. 18)	Sheriff	\$150,000
	3 Mobile finger print scanner (pg. 19)	Sheriff	\$7,500
	Up fitting deputy cruisers (pg. 20)	Sheriff	\$190,000
	Animal Control officer (pg. 21)	Sheriff	\$49,762
	Additional Deputy clerk position (pg. 22)	Circuit Clerk	\$49,764
	Additional Clerk position (pg. 23)	Assessor	\$58,960



Jefferson County Commission
 124 E Washington St, Charles Town, WV 25414

4. Department Requests:

#	Request	Requestor	Request-dollar
	Arc machine (pg. 24)	Fleet & Facilities	\$28,671
	3 new computers (pg. 25-27)	Homeland Security	\$6,000
	Up fitting SERV trucks 50% (pg. 28)	Emergency Services Agency	\$25,000
	New Position: Grant writer (pg. 29)	Administration	\$73,306
	New Position: FOIA Paralegal (pg. 30)	Administration	\$73,306
	By policy 16.67% of the budget	JCC – STABILITY	\$3,647,293 ³
	By policy 10% of the budget	CONTINGENCY	\$0 ⁴

³ Current balance: \$4,082,655

⁴ Current balance: \$4,466,350



Jefferson County Commission
 124 E Washington St, Charles Town, WV 25414

5. Outside Department Requests

	Request	Requestor	Request-dollar (Additionally over FY25 allocation)
	Operating expenses (pgs. 31-37)	Council on Aging	\$64,578
	Personnel (pg. 38)	Historic Landmarks	\$49,220
	Grant matching (pgs. 39-40)	Eastern Panhandle Conservation District	\$47,500
	Personnel (pg.41)	Jefferson County Health Department	\$253,789
	Operating expenses (pgs. 42-44)	County Libraries: Shepherdstown/Bolivar/South Jefferson	\$4,200
	Operating expenses (pg. 45)	Charles Town Library	\$101,400
	Social Services Coordinator (pg. 46)	Charles Town/ JCCM	\$73,300
	Predictive Groundwater Flow Model (pg. 47)	US Geological Service	\$800,000



Jefferson County Commission
124 E Washington St, Charles Town, WV 25414

Request: Cost of Living Adjustment- all County staff- 3%

Requestor: Administration/ Countywide

Cost: \$576,502

Summary:

The Administration requests a Cost of Living Adjustment (COLA) of 3% to improve the Commission's ability to recruit and retain staff.

Need:

Local governments in Jefferson County and surrounding governments target our staff because of their high quality, the fact they are already trained, and Jefferson County salaries have not kept pace with surrounding jurisdictions. As an example, the City of Charles Town recruited two employees from one department in one month. The cost of recruiting and training the replacements is extensive.

Below is a summary of inflation rates and cost of living adjustments approved by the County Commission.

Year	Inflation Rate	COLA
2024	3%	5%
2023	4.1%	2.5%
2022	8.3%	0%
2021	7%	0%
2020	1.2%	0.7%

Total

23.6%

8.2%



Jefferson County Commission
124 E Washington St, Charles Town, WV 25414

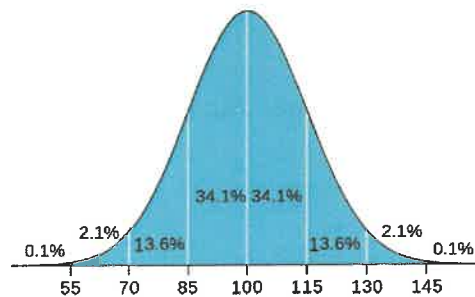
Request: Merit raises per annual performance appraisal – 5%

Requestor: Administration/ Countywide

Cost: \$557,621⁵

Summary:

The Administration requests a Merit raise per annual performance appraisal of up to 5% to improve the Commission’s ability to recruit and retain staff.



In order to more accurately budget for merit increases, staff recommends updating Policy 217- Merit to institute a bell curve. The budget estimates all staff being eligible for merit, which is unlikely, but recommended for conservative budgeting and to prevent a scenario where the Commission could be over budget.

Merit percentages will be based on a “bell curve” with:

1. Those who meet the qualifications for merit and are in the lowest scoring block of employees (ranking greater than 0 to 13.6% of total scores) will receive a 1% merit increase in their salary.
2. Those who meet the qualifications for merit and are in the second lowest scoring block of employees (ranking greater than 13.6% to 47.7% of total scores) will receive a 2% merit increase in their salary.
3. Those who meet the qualifications for merit and are in the middle scoring block of employees (ranking greater than 47.7% to 81.8% of total scores) will receive a 3% merit increase in their salary.
4. Those who meet the qualifications for merit and are in the second highest scoring block of employees (ranking greater than 81.8% to 95.4% of total scores) will receive a 4% merit increase in their salary.
5. Those who meet the qualifications for merit and are in the highest scoring block of employees

⁵ Please note: this updated estimate has been reduced from a previous estimate and is only possible if the Commission approves the proposed changes to Policy 217 regarding merit promotions. The proposed changes to policy 217 mandate a “bell curve” instead of estimating a bell curve. This change in policy provides for firmer budget estimates. Without mandating a bell curve, the Commission should conservatively budget for a 4% enterprise-wide merit promotion cost-roughly \$789,000 versus \$557,621.



Jefferson County Commission
124 E Washington St, Charles Town, WV 25414

(ranking greater than 95.4% to 100% of total scores) will receive a 5% merit increase in their salary.

Elected offices are not required to follow policy 217 and instead will receive a lump sum budget based on the bell curve above and salaries of current employees which they may use to provide merit increases according to policy 217, divide equally among staff, or otherwise allocate in a matter they deem fit.

Need:

Local governments in Jefferson County and surrounding governments target our staff because of their high quality, the fact they are already trained, and Jefferson County salaries have not kept pace with surrounding jurisdictions. As an example, the City of Charles Town recruited two employees from one department in one month. The cost of recruiting and training the replacements is extensive.



Jefferson County Commission
124 E Washington St, Charles Town, WV 25414

Request: Move to cloud-based computing.

Requestor: Administration/ Countywide

Cost: \$145,000

Summary:

Move to cloud-based computing. The total cost of \$175,000 would be offset by \$30,000 reductions in “on-prem” computing budgeted for FY 26

Need:



Jefferson County Commission
124 E Washington St, Charles Town, WV 25414

Request: Additional allocation
Requestor: Region 9 (Dept. 429)
Cost: \$46,000

Summary:



SERVING BERKELEY, JEFFERSON, & MORGAN COUNTIES

January 2, 2025

**DO
NOT
PAY**

Jefferson County Commission
PO Box 250
124 E. Washington Street
Charles Town, WV 25414

Re: FY 26 Annual Assessment – Region 9 Planning & Development Council

In preparation for your annual budget, we are notifying local governments of the fiscal year 2026 assessment required by State Code §8-25-12 for the period of July 1, 2025 through June 30, 2026. The breakdown of your assessment is reflected below.

Your assessment below is based on 2020 U.S. Census Bureau population numbers.

THIS IS NOT A BILL. A separate invoice will be sent in July 2025.

Member	2020 Census Population	Region 9 Assessment Fee Per Capita	Region 9 Assessment
Jefferson County	57,701	\$1.61	\$92,898.61

Member	2020 Census Population	HEPMPO Assessment Fee Per Capita	HEPMPO Assessment
Jefferson County	57,701	\$0.22	\$12,694.22

Total Assessment for FY 26 \$99,822.73

If you have any questions regarding the assessment, please feel free to contact me.

Sincerely,

Rachel C. Snaveley
Executive Director

Eastern Panhandle Regional Planning and Development Council
226 Pilot Way - Suite E • Martinsburg, WV 25405
P: 304-263-1743 • www.region9wv.com



Jefferson County Commission
 124 E Washington St, Charles Town, WV 25414

Request: 25 Additional poll workers
Requestor: County Clerk Election (Dept. 413)
Cost: \$3,000

Summary:

Increased Expenses – 413 County Clerk Elections

Background:

We have approximately 47,000 registered voters, which is an increase of 4,000 since the last redistricting in 2021. I expect this number to increase as there are several subdivisions currently under construction. While there is a large increase in residential construction, this area lacks public buildings outside of city limits. This presents a challenge when drawing new precincts.

WV Code §3-1-5 states that we can have no more than 1500 voters registered in each precinct. We currently have six precincts that are over the maximum allowed and several more that are borderline. As a result, we saw some of these precincts with extreme lines and wait times during the 2024 election. The preference would be to split precincts by name so we would not need to find new locations but I will work with GIS to determine if redrawing precinct lines will be necessary. Either way we need to plan for five additional precincts.

Pct #	Location	Registered Voter Total
4	Fellowship Bible Church	1768
17	Blue Ridge Community Center	1936
19	St James Catholic Church	2092
31	Covenant Baptist Church	2739
32	Bakerton Church	1743
34	Shepherdstown Elementary	1824

In order to facilitate the additional five precincts we will need to purchase additional voting equipment, hire more poll workers and increase the cost for ballot expenses at approximately \$188,825.00.

The County Clerk's Office has a funding source available for the cost of the election equipment (\$170,825) so it will not affect the FY26 budget. During the 2022 legislative session, Fund 061 was created to establish minimum standards for election administration, infrastructure and security that includes standards regarding cyber and physical security. The regulation requires that we are compliant to the standards set forth in WV Code R §153-55-1 which we met as of March 10, 2025.

However, the recurring costs of additional poll workers, additional maintenance coverage, polling place rental fees and ballot programming/printing will cause an increase of \$18,000. The breakdown is below.

Line Items affected by the increased number of precincts

Org	Object	Description	Cause	FY 25	FY 26	Increase
001413	410802	Part Time/ Extra Help	25 additional poll workers	\$63,000	\$66,000	\$3,000
001413	421600	Maint/Rep Equipment	Maintenance cost increase for additional equipment	\$47,000	\$53,000	\$6,000
001413	421900	Bldg/Equip Rental	Additional voting location rental fees	\$5,800	\$7,800	\$2,000
001413	434100	Materials & Supplies	Increased ballots, programming, layout and supplies	\$52,800	\$59,800	\$7,000
						\$18,000



Jefferson County Commission
124 E Washington St, Charles Town, WV 25414

Request: Maintenance additional equipment for 5 precincts

Requestor: County Clerk Elections (Dept. 413)

Cost: \$6,000

Summary:

Increased Expenses – 413 County Clerk Elections

Background:

We have approximately 47,000 registered voters, which is an increase of 4,000 since the last redistricting in 2021. I expect this number to increase as there are several subdivisions currently under construction. While there is a large increase in residential construction, this area lacks public buildings outside of city limits. This presents a challenge when drawing new precincts.

WV Code §3-1-5 states that we can have no more than 1500 voters registered in each precinct. We currently have six precincts that are over the maximum allowed and several more that are borderline. As a result, we saw some of these precincts with extreme lines and wait times during the 2024 election. The preference would be to split precincts by name so we would not need to find new locations but I will work with GIS to determine if redrawing precinct lines will be necessary. Either way we need to plan for five additional precincts.

Pct #	Location	Registered Voter Total
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31	Governor Baptist Church	1739
32	Bakerton Church	1743
34	Shepherdstown Elementary	1824

In order to facilitate the additional five precincts we will need to purchase additional voting equipment, hire more poll workers and increase the cost for ballot expenses at approximately \$188,825.00.

The County Clerk's Office has a funding source available for the cost of the election equipment (\$170,825) so it will not affect the FY26 budget. During the 2022 legislative session, Fund 061 was created to establish minimum standards for election administration, infrastructure and security that includes standards regarding cyber and physical security. The regulation requires that we are compliant to the standards set forth in WV Code R §153-55-1 which we met as of March 10, 2025.

However, the reoccurring costs of additional poll workers, additional maintenance coverage, polling place rental fees and ballot programming/printing will cause an increase of \$18,000. The breakdown is below.

Line Items affected by the increased number of precincts

Org	Object	Description	Cause	FY 25	FY 26	Increase
001413	410802	Part Time/ Extra Help	25 additional poll workers	\$63,000	\$66,000	\$3,000
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001413	434100	Materials & Supplies	Increased ballots, programming, layout and supplies	\$52,800	\$59,800	\$7,000
						\$18,000



Jefferson County Commission
 124 E Washington St, Charles Town, WV 25414

Request: Additional voting location rental fees
Requestor: County Clerk Elections (Dept. 413)
Cost: \$2,000

Summary:

Increased Expenses – 413 County Clerk Elections

Background:

We have approximately 47,000 registered voters, which is an increase of 4,000 since the last redistricting in 2021. I expect this number to increase as there are several subdivisions currently under construction. While there is a large increase in residential construction, this area lacks public buildings outside of city limits. This presents a challenge when drawing new precincts.

WV Code §3-1-5 states that we can have no more than 1500 voters registered in each precinct. We currently have six precincts that are over the maximum allowed and several more that are borderline. As a result, we saw some of these precincts with extreme lines and wait times during the 2024 election. The preference would be to split precincts by name so we would not need to find new locations but I will work with GIS to determine if redrawing precinct lines will be necessary, Either way we need to plan for five additional precincts.

Pct #	Location	Registered Voter Total
4	Fellowship Bible Church	1768
17	Blue Ridge Community Center	1936
19	St James Catholic Church	2092
31	Covenant Baptist Church	1739
32	Berkerton Church	1743
34	Shepherdstown Elementary	1824

In order to facilitate the additional five precincts we will need to purchase additional voting equipment, hire more poll workers and increase the cost for ballot expenses at approximately \$188,825.00.

The County Clerk's Office has a funding source available for the cost of the election equipment (\$170,825) so it will not affect the FY26 budget. During the 2022 legislative session, Fund 061 was created to establish minimum standards for election administration, infrastructure and security that includes standards regarding cyber and physical security. The regulation requires that that we are compliant to the standards set forth in WV Code R §153-55-1 which we met as of March 10, 2025.

However, the reoccurring costs of additional poll workers, additional maintenance coverage, polling place rental fees and ballot programming/printing will cause an increase of \$18,000. The breakdown is below.

Line Items affected by the increased number of precincts

Org	Object	Description	Cause	FY 25	FY 26	Increase
001413	410802	Part Time/ Extra Help	25 additional poll workers	\$63,000	\$66,000	\$3,000
001413	421600	Maint/Rep Equipment	Maintenance cost increase for additional equipment	\$47,000	\$53,000	\$6,000
001413	421900	Bldg/Equip Rental	Additional voting location rental fees	\$5,800	\$7,800	\$2,000
001413	434100	Materials & Supplies	Increased ballots, programming, layout and supplies	\$52,800	\$59,800	\$7,000
						\$18,000



Jefferson County Commission
124 E Washington St, Charles Town, WV 25414

Request: Material and supply ballots, layout and supplies

Requestor: County Clerk Elections (Dept. 413)

Cost: \$7,000

Summary:

Increased Expenses – 413 County Clerk Elections

Background:

We have approximately 47,000 registered voters, which is an increase of 4,000 since the last redistricting in 2021. I expect this number to increase as there are several subdivisions currently under construction. While there is a large increase in residential construction, this area lacks public buildings outside of city limits. This presents a challenge when drawing new precincts.

WV Code 53-1-5 states that we can have no more than 1500 voters registered in each precinct. We currently have six precincts that are over the maximum allowed and several more that are borderline. As a result, we saw some of these precincts with extreme lines and wait times during the 2024 election. The preference would be to split precincts by name so we would not need to find new locations but I will work with GIS to determine if redrawing precinct lines will be necessary. Either way we need to plan for five additional precincts.

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However, the recurring costs of additional poll workers, additional maintenance coverage, polling place rental fees and ballot programming/printing will cause an increase of \$18,000. The breakdown is below.

Line items affected by the increased number of precincts

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001413	434100	Materials & Supplies	Increased ballots, programming, layout and supplies	\$52,800	\$59,800	\$7,000
						\$18,000



Required Funding: Health insurance increase-Millennium Group

Requester: Administration/Countywide

Cost:

Summary:

Law Enforcement

NEW INITIATIVES

Starting Pay increases

2 New Deputy Positions

Support increases for civilian employees

Increase to Overtime

Increase to Training

Increase to Professional Services

CAPITAL OUTLAY

LPRs – if CDS is not approved

Fingerprint Scanners (3) – 7,500

JEFFERSON COUNTY, WV - PRODUCTION



POSITION VACANCY REPORT

POSITION	TYPE	MAX	FTE	FILLED	VACANT	JOB	LOC	RCND	GRD/ST	ANNUAL	SALARY	HOURLY	SALARY	
70018 BAILIFF- PART-TIME	1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT	700	PT	01PT/00	0.00	12.20	12.20	
70019 BAILIFF- PART-TIME	1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT	700	PT	01PT/00	0.00	12.20	12.20	
70020 BAILIFF- PART-TIME	1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT	700	PT	01PT/00	0.00	12.20	12.20	
70021 BAILIFF- PART-TIME	1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT	700	PT	01PT/00	0.00	12.20	12.20	
70024 BAILIFF- PART-TIME	1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT	700	PT	01PT/00	0.00	12.20	12.20	
70033 FORENSIC ANALYST-80HR	1.0000	1.0000	0.0000	1.0000	0518	FOR ANLST	700	FT	0580/00	49,654.80	23.87	23.87	23.87	
70067 BAILIFF- PART-TIME	1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT	700	PT	01PT/00	0.00	12.20	12.20	
70070 BAILIFF- PART-TIME	1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT	700	PT	01PT/00	0.00	12.20	12.20	
70071 BAILIFF- PART-TIME	1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT	700	PT	01PT/00	0.00	12.20	12.20	
70072 BAILIFF- PART-TIME	1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT	700	PT	01PT/00	0.00	12.20	12.20	
70073 BAILIFF- PART-TIME	1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT	700	PT	01PT/00	0.00	12.20	12.20	
70074 BAILIFF-FT - 70HR	1.0000	1.0000	0.0000	1.0000	0222	BAILIFF	FT	700	FT	0270/00	0.00	12.20	12.20	
70077 DEPUTY	1.0000	1.0000	0.0000	1.0000	1DEP	DEPUTY	700	DEP	1DEP/00	31,205.72	17.15	17.15	17.15	
70078 BAILIFF- PART-TIME	1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT	700	PT	01PT/00	0.00	12.20	12.20	
70079 BAILIFF- PART-TIME	1.0000	0.5000	0.0000	1.0000	0104	BAILIFF	PT	700	PT	01PT/00	0.00	12.20	12.20	
70091 DEPUTY	1.0000	1.0000	0.0000	1.0000	1DEP	DEPUTY	700	DEP	1DEP/00	53,550.12	25.75	25.75	25.75	
70501 HOME CONFINEMENT OFFICER	1.0000	1.0000	0.0000	1.0000	0110	HM CONF	FT	700	FT	0180/00	28,667.34	13.78	13.78	
TOTAL											0.0000	17.0000	216,828.10	252.70

** END OF REPORT - Generated by David Bound **

Bailiffs - 700

3 New Full-time Bailiffs

Raise starting pay to \$19.50

Law Enforcement

NEW INITIATIVES

Starting Pay increases

2 New Deputy Positions

Support increases for civilian employees

Increase to Overtime

Increase to Training

Increase to Professional Services

CAPITAL OUTLAY

LPRs – if CDS is not approved

Fingerprint Scanners (3) – 7,500



Request: Up fitting deputy cruisers

Requester: Sheriff

Cost: \$190,000

Animal Control - 716

NEW INITIATIVES

New Animal Control Officer

Increases to Overtime, Printing, Professional and Contracted Services due to increases in abuse/neglect cases

Increase to Uniforms to cover new hire.



Request: Additional Deputy Clerk position

Requester: Circuit Clerk

Cost: \$49,764

Summary: Circuit clerk wishes to add an additional deputy clerk in her office.



Request: Additional Clerk position

Requester: Assessor

Cost: \$58,960

Summary: The Assessor wishes to add an additional clerk in her office.

Fee Table:

Total Square Footage: 264,626 sqft
 Number of Buildings: 13
 Average per Building cost: \$2,205 per year

Fees: Subscription Services	Square Feet Purchased	Cost per Square Foot	Annual Cost
License Subscription			
ARC Facilities Platform	264,626	n/a	\$7,500
Building Plans	264,626	\$0.030	\$7,939
Emergency Information	264,626	\$0.020	\$5,293
O&M Documentation	264,626	\$0.030	\$7,939
Legacy Documents	0		\$0
Healthcare Compliance	0		\$0
License Subscription Total		n/a	\$28,671
Totals by Year	Year 1	Years 2-5	
License Subscription	\$28,671	\$28,671	
Quick Start Program	\$6,594	\$0	
Total		\$35,265	\$28,671
Avg Cost per Building (13 buildings)		\$2,713	\$2,205

SOW Term: July 1st, 2025 until June 30th, 2030

Total amount due July 1, 2025: \$35,265	Annual Subscription + Quick Start
Total amount due July 1, 2026: \$28,671	Annual Subscription
Total amount due July 1, 2027: \$28,671	Annual Subscription
Total amount due July 1, 2028: \$28,671	Annual Subscription
Total amount due July 1, 2029: \$28,671	Annual Subscription

Payment Terms: Fees are due annually in advance

Included Buildings, Square Footage, & Modules

#	Building	Address	Square Footage	Modules
1	911 Communications	28 Industrial Blvd Kearneysville, WV 25430	10,000	Building Plans Emergency Information O&M Documentation
2	Animal Control	161 Poor Farm Rd Kearneysville, WV 25430	3,100	Building Plans Emergency Information O&M Documentation
3	Animal Control	192 Poor Farm Rd Kearneysville, WV 25430	1,904	Building Plans Emergency Information O&M Documentation
4	Community Center	235 Sam Michaels Lane Shenandoah Junction	18,571	Building Plans Emergency Information O&M Documentation
5	County Government Bldg	393 N Lawrence St Charles Town, WV 25414	105,000	Building Plans Emergency Information O&M Documentation

Billing Address:
JEFFERSON COUNTY
COMMISSION
28 INDUSTRIAL BLVD STE 100
KEARNEYSVILLE, WV 25430
US

Quote Date:06/15/2022
Expiration Date:08/15/2022
Quote Created By:
Butch Bryant
butch.bryant@bearcom.com

End Customer:
JEFFERSON COUNTY COMMISSION
JEFFERSON COUNTY COMMISSION -
1011117472

Contract: 24310 - WEST VIRGINIA APX
CATALOG

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6000 Series	APX6000 XE				
1	H98QDF9PW6BN	APX6000 UHF R1 MODEL 2.5 PORTABLE	39	\$3,595.00	\$2,480.55	\$96,741.45
1a	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	39	\$0.00	\$0.00	\$0.00
1b	Q361AR	ADD: P25 9600 BAUD TRUNKING	39	\$330.00	\$227.70	\$8,880.30
1c	QA02006AA	ENH: APX6000XE RUGGED RADIO	39	\$880.00	\$607.20	\$23,680.80
1d	Q58AL	ADD: 3Y ESSENTIAL SERVICE	39	\$121.00	\$121.00	\$4,719.00
1e	QA00580AC	ADD: TDMA OPERATION	39	\$495.00	\$341.55	\$13,320.45
1f	H38BT	ADD: SMARTZONE OPERATION	39	\$1,320.00	\$910.80	\$35,521.20
1g	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	39	\$567.00	\$391.23	\$15,257.97
2	PMNN4547A	BATT IMPRES 2 LIION TIA4950 R IP68 3100T	57	\$203.00	\$152.25	\$8,678.25
3	PMMN4045B	REMOTE SPEAKER MIC, NC	39	\$115.24	\$86.43	\$3,370.77
4	NNTN7624C	CHARGER,CHR IMP VEH EXT NA/EU KIT	25	\$509.76	\$382.32	\$9,558.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
5	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	23	\$169.56	\$127.17	\$2,924.91
6	NNTN8844A	CHARGER, MULTI-UNIT, IMPRES 2, 6-DISP, NA/LA-PLUG, ACC USB CHGR	5	\$1,420.20	\$1,065.15	\$5,325.75
APX™ 4500 Enhanced						
7	M22QSS9PW1BN	APX4500 ENHANCED UHF R1 MOBILE	25	\$2,036.00	\$1,404.84	\$35,121.00
7a	G24AX	ENH: 3 YEAR ESSENTIAL SVC	25	\$145.00	\$145.00	\$3,625.00
7b	G831AD	ADD: SPKR 15W WATER RESISTANT	25	\$66.00	\$45.54	\$1,138.50
7c	G66BF	ADD: DASH MOUNT O2 APXM	25	\$138.00	\$95.22	\$2,380.50
7d	GA00580AA	ADD: TDMA OPERATION	25	\$495.00	\$341.55	\$8,538.75
7e	QA02756AD	ADD: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	25	\$1,727.00	\$1,191.63	\$29,790.75
7f	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	25	\$0.00	\$0.00	\$0.00
7g	GA00804AA	ADD: APX O2 CH (GREY)	25	\$541.00	\$373.29	\$9,332.25
7h	G444AH	ADD: APX CONTROL HEAD SOFTWARE	25	\$0.00	\$0.00	\$0.00
7i	W22BA	ADD: STD PALM MICROPHONE APX	25	\$79.00	\$54.51	\$1,362.75
7j	G193AK	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	25	\$0.00	\$0.00	\$0.00
7k	G426AD	ADD: ANT 1/4 WAVE WHIP 450-470 MHZ	25	\$28.00	\$19.32	\$483.00
APX™ 1500 Enhanced						
8	M36QSS9PW1BN	APX1500 ENHANCED UHF R1 MOBILE	1	\$1,858.00	\$1,282.02	\$1,282.02
8a	G24AX	ENH: 3 YEAR ESSENTIAL SVC	1	\$145.00	\$145.00	\$145.00



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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
8b	G831AD	ADD: SPKR 15W WATER RESISTANT	1	\$66.00	\$45.54	\$45.54
8c	GA00235AA	ADD: NO GPS ANTENNA NEEDED APX	1	\$0.00	\$0.00	\$0.00
8d	G66BF	ADD: DASH MOUNT O2 APXM	1	\$138.00	\$95.22	\$95.22
8e	GA00580AA	ADD: TDMA OPERATION	1	\$495.00	\$341.55	\$341.55
8f	GA00804AA	ADD: APX O2 CH (GREY)	1	\$541.00	\$373.29	\$373.29
8g	G426AD	ADD: ANT 1/4 WAVE WHIP 450-470 MHZ	1	\$28.00	\$19.32	\$19.32
8h	GA01339AA	ENH: SW P25 TRUNKING	1	\$1,177.00	\$812.13	\$812.13
8i	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1	\$0.00	\$0.00	\$0.00
8j	W22BA	ADD: STD PALM MICROPHONE APX	1	\$79.00	\$54.51	\$54.51
8k	G193AK	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	1	\$0.00	\$0.00	\$0.00

Grand Total
\$322,919.93(USD)
Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



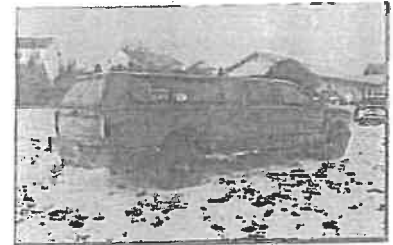
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Motorola Solutions, Inc., 500 West Monroe, United States - 60661 ~ #: 36-1115800

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY26 thru FY30

Project Name	Upfitting SERV Units
Project Number	715-26-02 FY26



Project Picture

Type	Replacement	Department 715-ESA
Useful Life	10 yrs	Contact M. Sine
Category	Auto & Trucks	Priority Essential
Location	ESA Office	
Fiscal Year Submitted	2026	

Project Description

We are ordering (2) F-350 utility trucks which will require upfitting. There is a 50/50 cost sharing on the upfitting between the Enterprise Leasing and the County.

Justification

These are utility emergency vehicles that are additional units to add to the existing fleet and will be utilized by the 2 new Safety Officer positions. These positions which will be on call at night and require a take home vehicle. The Safety Officers will also be EMS providers. Their units will not only be utility trucks but also Rapid Response EMS vehicles which will be able to supplement the system.

Estimated Project Time

Estimated up to 9months - up to 6 mths for the delivery of vehicle then 60-90 days for upfitting

Budget Impact/Other

Limited sources of external revenue. Could be expensed from ARPA.

Expenditures	FY26	FY27	FY28	FY29	FY30	Total
Vehicles Upfitting	\$ 50,000					\$ 50,000
Radios & Equipment for (1) Truck	\$ 25,000					\$ 25,000
						\$ -
						\$ -
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Funding Sources	FY26	FY27	FY28	FY29	FY30	Total
Capital Outlay	\$ 75,000					\$ 75,000
State Grant						\$ -
Federal Grant						\$ -
General Fund						\$ -
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000



Jefferson County Commission
124 E Washington St, Charles Town, WV 25414

Request: New Position: Grant Coordinator

Requestor: Administration

Cost: \$73,306

Summary:

The Jefferson County Commission would benefit from hiring a Grant Coordinator to maximize funding opportunities, reduce the financial burden on taxpayers, and support critical county initiatives. A dedicated Grant Coordinator can proactively research, apply for, and manage grants, ensuring the county secures external funding for infrastructure, public safety, economic development, and community programs. By creating an organized and effective grant process while ensuring compliance with funding requirements, this role enhances efficiency, improves grant success rates, and allows department heads to focus on service delivery. Investing in a Grant Coordinator is a strategic move to leverage available resources and advance the county's mission without over-reliance on local tax revenue.

Need:

The Jefferson County Commission does not have a dedicated grant coordinator and has relied on Region 9 for grant writing support. However, this partnership has not resulted in a return on investment and has received no grant funding to support county projects. Without a structured and proactive approach, Jefferson County risks missing valuable funding opportunities from local, state, federal, and private foundation sources that could support infrastructure, public safety, and community programs.

Given the limited success with the current approach, the Commission should explore alternative strategies to secure external funding. Establishing a dedicated Grant Coordinator would create a focused effort to identify, apply for, and manage grants, ensuring compliance and improving competitiveness for funding. A structured grant-seeking strategy would enhance financial sustainability and reduce reliance on local tax revenue, positioning the county for long-term success in funding critical initiatives.



Jefferson County Commission
124 E Washington St, Charles Town, WV 25414

Request: New Position: FOIA Paralegal

Requestor: Administration

Cost: \$73,306

Summary:

Hiring a FOIA paralegal would enhance the efficiency and accuracy of processing and responding to Freedom of Information Act (FOIA) requests for the Jefferson County Commission. A dedicated paralegal would facilitate timely compliance with requirements, reduce the administrative burden on county staff, and mitigate risks associated with delayed or incomplete responses. This role would streamline document review, redaction, and communication with requestors, improving transparency and responsiveness while ensuring adherence to state and federal laws. Investing in a FOIA paralegal would strengthen the county's ability to manage public records requests effectively and reduce potential legal liabilities.

Need:

The Jefferson County Commission has experienced a significant increase in the number of FOIA requests, leading to a drastic rise in the time required for response. As the volume and complexity of these requests grow, county staff are struggling to keep up with the demands of reviewing, redacting, and compiling records while maintaining compliance with state and federal laws. For example, one ongoing FOIA request has already required over 80 hours of staff time, costing taxpayers roughly \$5,000, with only a portion of the request fulfilled. Staff has returned 2 gigabits of information so far, with a substantial amount still under review.

The increasing FOIA workload prevents staff from completing other duties required under Code and county policy, impacting overall operations. To address these challenges, additional assistance is needed to complete required work while also improving the county's ability to provide timely and thorough responses to public records requests. Hiring a FOIA paralegal would help ensure that requests are processed efficiently and that the county remains responsive to public inquiries without overburdening existing staff.

Jefferson County Council on Aging
103 West 5th Ave., Ranson, WV 25438

During the last 15 years, we have only asked the County for assistance with Local match once.

We were fortunate enough to raise that match with Fundraisers, Donations and Billable services.

Pre-Covid we had over 100 employees. We are now down to 30 employees and unable to raise the funds alone.

Our hope is to hire additional employees, provide additional services by opening clients from our waitlist and building back to where we were.

Services currently offered:

Day Habilitation for Adults with Intellectual and/or Developmental Disabilities

Nutrition – Congregate (meals served at the center) and Home Delivered for those over the age of 60 who are unable to attend a congregate site.

Transportation – Regular and Assisted

Activities

In-Home Care – through 6 different programs

- Private Pay
- Waiver
- Medicaid
- VA
- Lighthouse
- Fair

Adult Day Care

Congregate Respite

Assistance with Medicare D Selections

Assistance with the Homestead Act

Assistance with LIEAP and SNAP enrollment

Evidence Based Programs:

- Chronic Disease Self Management
- Dining with Diabetes
- Tai Chi

Support Groups – Alzheimers

Various Other Services

During Super Storm Sandy we served as an American Red Cross Shelter and provided food for Jefferson and Morgan County

Jefferson County Council On Aging
Title III FY 2025 Allocations

ENTER ALLOCATIONS

Funding Source	Account Number	Total	
TITLE III B	8724-130	\$47,033	required match is: \$8,295
TITLE III D	8724-130	\$3,919	required match is: \$691
TITLE III E	8724-130	\$23,438	required match is: \$7,813
Title III B/D/E State	5405-200	\$39,425	\$16,799-

Note: you may decide how much, if any, state funding allocation to use for III D. Just remember that the matching requirement for III D MUST BE met with all local dollars if you choose to use all of your state allocation for Title III B. State funding can be used for 3E programs.

III C-1 Federal Allocation	8724-130	\$67,426	required match is: \$11,892
III C-2 Federal Allocation	8724-130	\$45,574	required match is: \$8,038
III C In-Home Allocation		\$109,352	Total Nutrition Match: \$19,929
III C NSIP Allocation		\$18,728	
III C State Allocation		\$13,502	
Total Nutrition		\$254,582	

\$36,728

	Minimum Requirement
C1	\$40,455.00
C2	\$27,342.40

Any LIFE for nutrition must be added to this total.

~~YOU CAN TRANSFER NO MORE THAN 40% BETWEEN C1 AND C2 FEDERAL ALLOCATIONS~~

Match for Title III B, D and C is federal dollars divided by 5.67. This match may consist of state and local dollars.

Match for Title III E is federal dollars divided by 3.

Agency Summary Report

Service Period: From 10/1/2024 to 9/30/2025

3/12/2025

- JCCOA - AGENCY SUMMARY REPORT

Prepared by B. Ashton

	Consumers/ Consumer Groups	Units	Cost
Agency: Upper Potomac Area Agency on Aging/R3			
— Fund Identifier: FAIR			
Service: FAIR Altz Inhome Respite			
Subtotal for October 2024:	5 / 0	112.50	\$1,912.50
Subtotal for November 2024:	5 / 0	100.50	\$1,708.50
Subtotal for December 2024:	5 / 0	103.75	\$1,763.75
Subtotal for January 2025:	5 / 0	90.50	\$1,538.50
Subtotal for February 2025:	6 / 0	121.00	\$2,057.00
Subtotal for Service:	6 / 0	528.25	\$8,980.25
Subtotal for Fund Identifier:	6 / 0	528.25	\$8,980.25
— Fund Identifier: LIFE			
Service: Adult Day Care			
Subtotal for October 2024:	3 / 0	78.50	\$628.00
Subtotal for November 2024:	2 / 0	61.50	\$492.00
Subtotal for December 2024:	2 / 0	56.25	\$450.00
Subtotal for January 2025:	2 / 0	35.50	\$284.00
Subtotal for February 2025:	2 / 0	46.00	\$368.00
Subtotal for Service:	3 / 0	277.75	\$2,222.00
Subtotal for Fund Identifier:	3 / 0	277.75	\$2,222.00
— Fund Identifier: Lighthouse			
Service: Lighthouse Personal Care			
Subtotal for October 2024:	22 / 0	658.00	\$11,844.00
Subtotal for November 2024:	19 / 0	532.00	\$9,576.00
Subtotal for December 2024:	20 / 0	572.25	\$10,300.50
Subtotal for January 2025:	22 / 0	570.00	\$10,260.00
Subtotal for February 2025:	23 / 0	616.25	\$11,092.50
Subtotal for Service:	26 / 0	2,948.50	\$53,073.00
Subtotal for Fund Identifier:	26 / 0	2,948.50	\$53,073.00
— Fund Identifier: State Cost Share			
Service: Lighthouse Personal Care			
Subtotal for October 2024:	2 / 0	83.00	\$1,494.00
Subtotal for November 2024:	3 / 0	83.00	\$1,494.00
Subtotal for December 2024:	2 / 0	83.00	\$1,494.00
Subtotal for Service:	6 / 0	249.00	\$4,482.00
Subtotal for Fund Identifier:	6 / 0	249.00	\$4,482.00
— Fund Identifier: Title III B			
Service: Assisted Transportation			
Subtotal for October 2024:	22 / 0	302.00	\$0.00
Subtotal for November 2024:	20 / 0	241.00	\$0.00
Subtotal for December 2024:	19 / 0	243.00	\$0.00
Subtotal for January 2025:	18 / 0	203.00	\$0.00

* Consumer counts are distinct over group totals. Grand Total represents the distinct count of consumers served.

Agency Summary Report

Service Period: From 10/1/2024 to 9/30/2025

3/12/2025

- JCCOA - AGENCY SUMMARY REPORT

Prepared by B. Ashton

	* Consumers/ Consumer Groups	Units	Cost
Agency: Upper Potomac Area Agency on Aging/R3			
— Fund Identifier: Title III B			
Service: Assisted Transportation			
Subtotal for February 2025:	18 / 0	177.00	\$0.00
Subtotal for Service:	32 / 0	1,166.00	\$0.00
Service: Transportation			
Subtotal for October 2024:	20 / 0	205.00	\$0.00
Subtotal for November 2024:	19 / 0	188.00	\$0.00
Subtotal for December 2024:	21 / 0	226.00	\$0.00
Subtotal for January 2025:	15 / 0	132.00	\$0.00
Subtotal for February 2025:	18 / 0	205.00	\$0.00
Subtotal for Service:	27 / 0	956.00	\$0.00
Subtotal for Fund Identifier:	57 / 0	2,122.00	\$0.00
— Fund Identifier: Title III C-1			
Service: Congregate Frozen/Shelf Non-Emergency Meals			
Subtotal for November 2024:	35 / 0	57.00	\$313.50
Subtotal for Service:	35 / 0	57.00	\$313.50
Service: Congregate Meals			
Subtotal for October 2024:	73 / 0	581.00	\$3,050.25
Subtotal for November 2024:	72 / 0	432.00	\$2,268.00
Subtotal for December 2024:	71 / 0	490.00	\$2,572.50
Subtotal for January 2025:	65 / 0	404.00	\$2,121.00
Subtotal for February 2025:	73 / 0	474.00	\$2,488.50
Subtotal for Service:	110 / 0	2,361.00	\$12,500.25
Subtotal for Fund Identifier:	115 / 0	2,438.00	\$12,813.75
— Fund Identifier: Title III C-2			
Service: Congregate Grab & Go			
Subtotal for October 2024:	7 / 0	49.00	\$343.00
Subtotal for November 2024:	8 / 0	45.00	\$315.00
Subtotal for December 2024:	4 / 0	41.00	\$287.00
Subtotal for January 2025:	7 / 0	39.00	\$273.00
Subtotal for February 2025:	16 / 0	41.00	\$287.00
Subtotal for Service:	23 / 0	215.00	\$1,505.00
Service: Home Delivered Emergency			
Subtotal for January 2025:	60 / 0	357.00	\$2,677.50
Subtotal for February 2025:	71 / 0	213.00	\$1,597.50
Subtotal for Service:	72 / 0	570.00	\$4,275.00
Service: Home Delivered Frozen/Shelf Non-Emergency Meals			
Subtotal for November 2024:	38 / 0	76.00	\$418.00
Subtotal for Service:	38 / 0	76.00	\$418.00
Service: Home Delivered Meals			
Subtotal for October 2024:	76 / 0	1,401.00	\$8,055.75

* Consumer counts are distinct over group totals. Grand Total represents the distinct count of consumers served.

Agency Summary Report

Service Period: From 10/1/2024 to 9/30/2025

3/12/2025

- JCCOA - AGENCY SUMMARY REPORT

Prepared by B. Ashton

	* Consumers/ Consumer Groups	Units	Cost
Agency: Upper Potomac Area Agency on Aging/R3			
Fund Identifier: Title III C-2			
Service: Home Delivered Meals			
Subtotal for November 2024:	72 / 0	1,125.00	\$6,488.75
Subtotal for December 2024:	74 / 0	1,241.00	\$7,135.75
Subtotal for January 2025:	70 / 0	1,007.00	\$5,790.25
Subtotal for February 2025:	71 / 0	1,162.00	\$6,681.50 <i>Meals</i>
Subtotal for Service:	86 / 0	5,936.00	\$34,132.00
Service: Home Delivered Pick-Up Meals			
Subtotal for October 2024:	6 / 0	68.00	\$476.00
Subtotal for November 2024:	4 / 0	47.00	\$329.00
Subtotal for December 2024:	5 / 0	63.00	\$441.00
Subtotal for January 2025:	7 / 0	31.00	\$217.00
Subtotal for February 2025:	4 / 0	50.00	\$350.00 <i>Meals</i>
Subtotal for Service:	9 / 0	259.00	\$1,813.00
Subtotal for Fund Identifier:	118 / 0	7,056.00	\$42,143.00
Fund Identifier: Title III D			
Service: III-D Chronic Disease Self-Management			
Subtotal for December 2024:	9 / 0	17.00	\$0.00
Subtotal for January 2025:	3 / 0	6.00	\$0.00
Subtotal for February 2025:	3 / 0	3.00	\$0.00 <i>hours</i>
Subtotal for Service:	9 / 0	26.00	\$0.00
Subtotal for Fund Identifier:	9 / 0	26.00	\$0.00
Subtotal for Agency:	272 / 0	15,645.50	\$123,714.00
Grand Total:	272 / 0	15,645.50	\$123,714.00

* Consumer counts are distinct over group totals. Grand Total represents the distinct count of consumers served.

CopilotPro21
Billing Entity Hour Summary
2/1/2025 - 2/28/2025

Billing Entity	Total Hours	Total Units
FAIR	121.00	121.00
Lighthouse Personal Care	616.25	616.25
Medicaid Personal Care	263.50	1,054.00
Medicaid Waiver	529.75	2,119.00
	1530.5	3910.25

Billing Entity	Service Category	Total Hours	Total Units
FAIR	FAIR	121.00	121.00
Lighthouse Personal Care	Lighthouse	616.25	616.25
Medicaid Personal Care	Personal Care	263.50	1,054.00
Medicaid Waiver	Waiver	389.75	1,559.00
Medicaid Waiver	Waiver - Live In	140.00	560.00
		1530.5	3910.25

MID ATLANTIC FIRE
7392 MARTINSBURG PIKE, SHEPHERDSTOWN, WV 25443

(304) 876-1379 Office: mafp@aol.com

REPAIR COSTS

SUBMITTED:

JCCOA
304-725-4044
AMY WELLMAN

DATE: March 7, 2025

LOCATION:

103 WEST 5th AVE.
Ranson, WV 25438

SPECIFICATIONS: REPLACE FIRE SPRINKLER BRANCH LINE PIPING ABOVE CEILINGS THRU OUT OFFICE AREAS AND SOCIAL GATHERING AREAS.

Cost of Repairs: \$ 27,850.00

INCLUDES: NEW BLACK STEEL PIPE, NEW FIRE SPRINKLERS WITH ESCUTEONS, NEW CEILING TILE FOR EACH SPRINKLER, DRY ATTIC SYSTEM TO REMAIN, FIRE SPRINKLER SYSTEM TO REMAIN ONLINE DURING INSTALL, INSTALL TO PROCEED AFTER HOURS AND MAJORITY OF WORK PERFORMED ON WEEKENDS,

EXCLUDES: WORK IN ALL OTHER AREAS.

PAYMENT: \$15,450.00 TO HELP SECURE MATERIALS, \$12,400.00 UPON COMPLETION

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATION INVOLVING EXTRA COSTS WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE.

AUTHORIZED SIGNATURE PAUL P. CATINO DATE: March 7, 2025

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS. MATERIAL PRICES ARE SUBJECT TO FAIR MARKET VALUE INCREASES.

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

DATE OF ACCEPTANCE _____

SIGNATURE _____ SIGNATURE _____



Request: Full-time position

Requester: Historic Landmarks Commission

Cost: \$49,220

Summary: The Historic Landmarks Commission is requesting a full-time staff member.

From: Daniel Lutz <p.lutz007@gmail.com>
Sent: Friday, March 14, 2025 9:27 AM
To: faxcopyranson@gmail.com
Subject: Budget Request

TO: JEFFERSON COUNTY COMMISSION

FROM: EASTERN PANHANDLE CONSERVATION DISTRICT
151 AIKENS CENTER, SUITE 2
MARTINSBURG WV 25401

DATE 14 MARCH 2025

SUBJECT: FUNDING REQUEST

COMMISSIONERS

This is a request for funding for the Eastern Panhandle Conservation District, an elected body of the State of West Virginia and affiliated with the West Virginia Department of Agriculture.

At the meeting with our legislators in February, we asked the West Virginia Legislature to appropriate one million dollars to launch a study by the 14 Conservation Districts of West Virginia along with their LOCAL EMERGENCY PLANNING Counterparts to prevent and mitigate wildfires in West Virginia as well as to control these conflagrations when they occur. The long-range weather forecast is for a fourth summer in as many years of severe drought conditions.

In the meeting, Senator Rucker inquired as to why we could not include flood control programs for mitigation and prevention. As there was no reason not to do so, floods were added to the proposal.

Delegate Funkhouser pointed out that on a ten-to-one matching basis, Federal funds might be obtained to implement these programs.

With this in mind, work is advancing on this proposal, which will be discussed at the District Operations Committee meeting at our quarterly meeting next month at Cedar Lakes.

The Eastern Panhandle Conservation District is planning to add a Conservation Outreach Education Specialist (herein called "SPECIALIST") to begin work on this study. Besides the study, the SPECIALIST(S) will make periodic presentations in all the Eastern Panhandle Schools concerning the following areas:

- 1) General Conservation
- 2) ENVIROTHON Competition Teams
- 3) Promotion of Native Species in District
- 4) Compliance with 319 Guidelines for Chesapeake Bay Preservation funding
- 5) Public presentations at local fairs, shows, etc.
- 6) Presenting at area watershed conferences
- 7) Promoting Conservation Farmer of the Year Nominations
- 8) Other such duties as may arise

anticipated salary and expenses \$65,000 i.e \$40,000 salary \$25,000 expenses

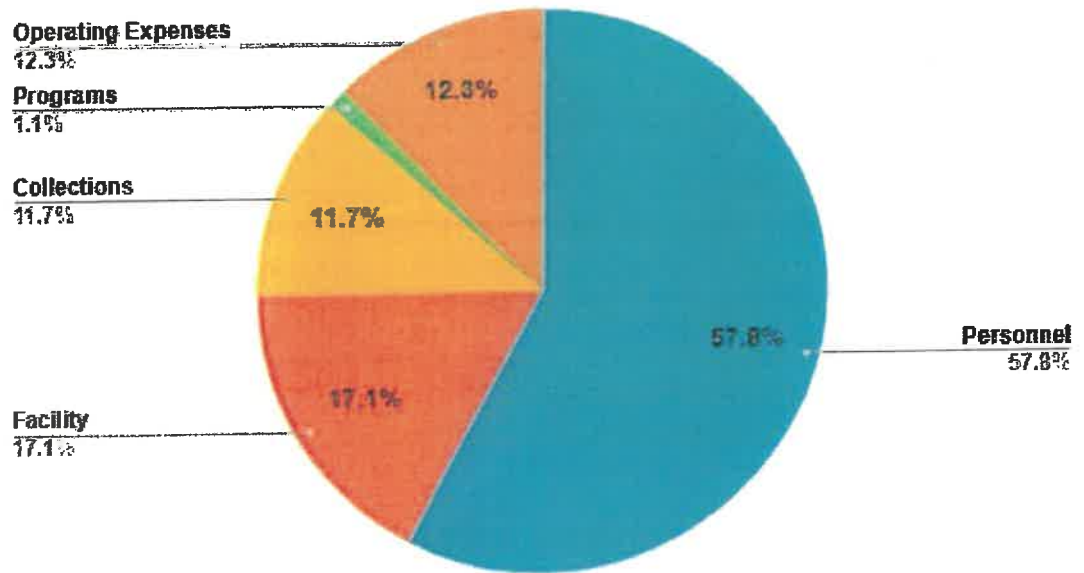
Timestamp	Item to be funded, i.e. office furniture	Name	Email	Organization	Cost in excess of funds allocated for this purpose	Project summary	Why is the project needed?
3/12/2025 15:46:05	test	test	test	test	test	test	test
3/12/2025 16:00:58	test	David	dbound@jeffersoncount	County Commission			
3/13/2025 16:51:14	Salaries and Benefits	Terrence Reidy	terrence.j.reidy@wv.gov	Jefferson County Board	\$253,789	1 Materials	Funding of staff for comt County financial support of pers
3/14/2025 15:02:29	JCPRC Full-Time Staff Contribution	Jennifer Myers	jmyers@jcprc.org	Jefferson County Parks	\$586,049		This contribution helps t JCPRC exists to provide places



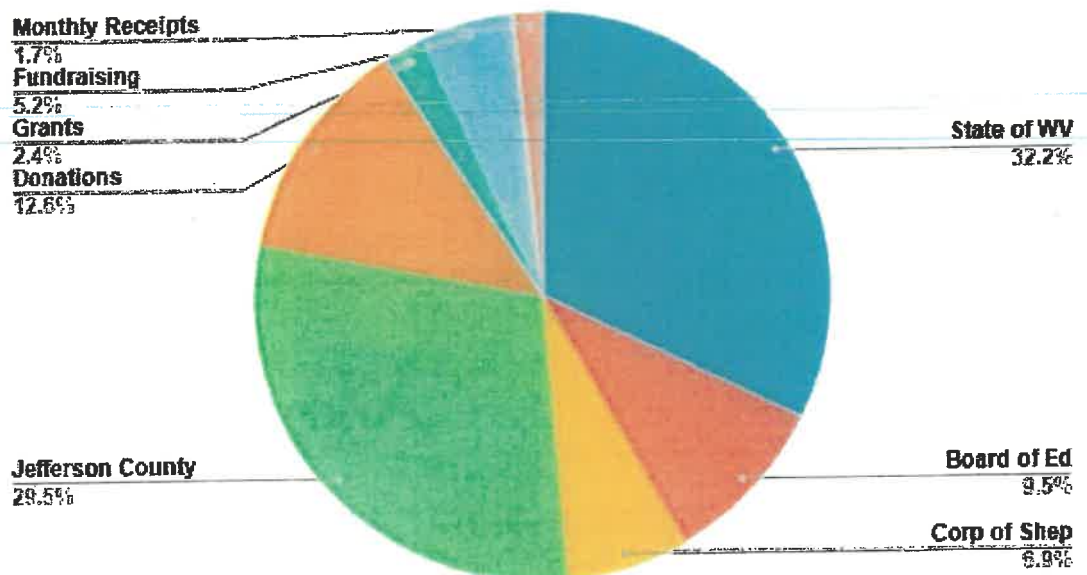
Shepherdstown
Public Library

145 Higbee Lane, Shepherdstown, WV 25443 | 304-876-2783 | sheplibrary.org
Christy Hagerty, Director | sheplibrary.org

SPL Expenses Forecast FY25



SPL Income Forecast FY25

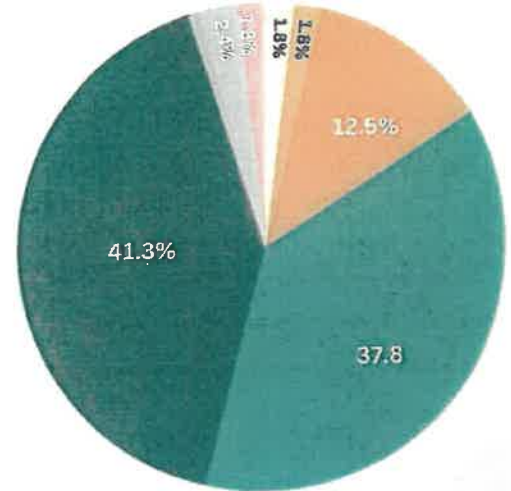


Bolivar Harpers Ferry Public Library

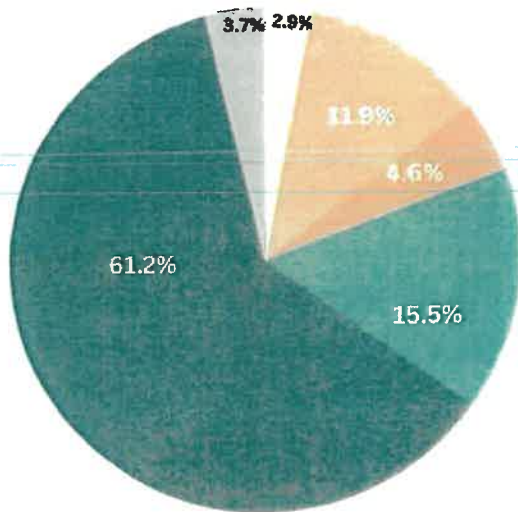
151 Polk Street, Harpers Ferry, WV 25425 | 304-535-2301 | bolivarhharpersferrylibrary.com
 Sara Curley, Library Director | directoreabhfppl.org

Operating Revenue FY 2

- State of West Virginia 41.3%
- Jefferson County 37.8%
- Board of Education 12.2%
- Town of Harpers Ferry 1.8%
- Town of Bolivar 1.8%
- Donations .7%
- Monthly Receipts 2.4%



Operating Expenses FY 25

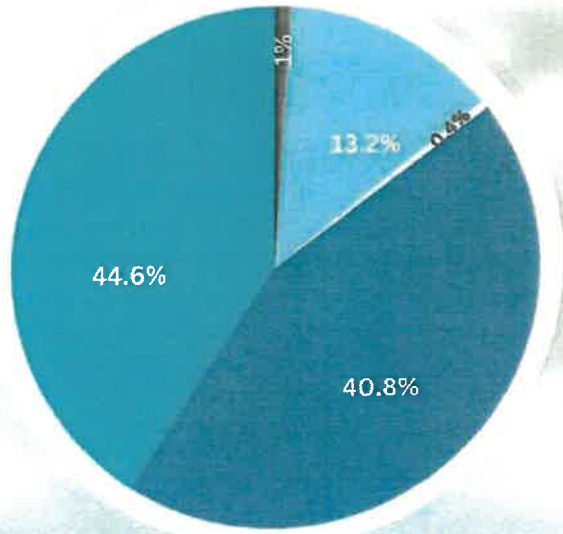


- Personnel 61.2%
- Collections 15.5%
- Programs 4.6%
- Facilities and Equipment 11.9%
- Contracted Services 2.9%
- Other (supplies, insurance, etc.) 3.7%
- Gourd the Bearded Dragon .2%

South Jefferson PUBLIC LIBRARY

49 Church Street, Summit Point, WV 25446 | 304-725-6227 | sojeffersonlibrary.com
Dana Jenkins, Library Director | jenskinsd@sojeffersonlibrary.com

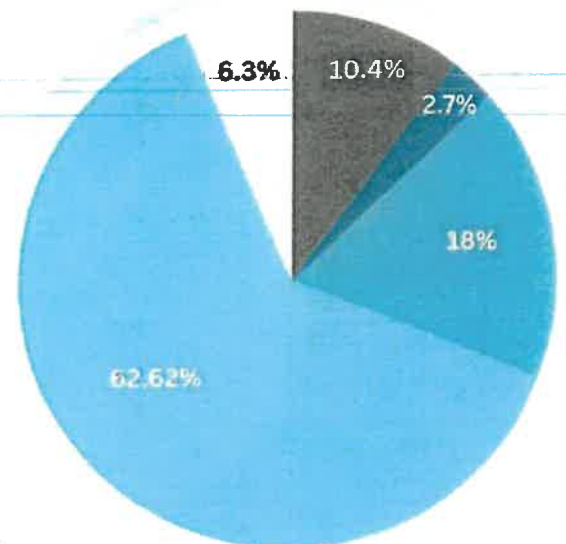
Operating Revenue FY25



- State of West Virginia 44.6%
- Jefferson County 40.8%
- Board of Education 13.2%
- Monthly Receipts 1%
- Donations 0.4%

Operating Expenses FY25

- Personnel 62.6%
- Collections 18%
- Programs 2.7%
- Facilities and Equipment 10.4%
- Other 6.3%





Request: Operating expenses

Requester: Charles Town Library

Cost: \$101,400

Summary: The Charles Town Library is requesting additional funds for operating expenses.



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

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: Edwina Benites-LM

Date: March 6, 2025

Re: Funding for the Social Services Coordinator position

Funding for the Social Services Coordinator position will conclude with the June 20, 2025, payroll. The last working day in the office will be June 13, 2025.

Efforts to Secure Funding

County staff has actively explored multiple options for the position:

- *Municipal Contributions:* The Commission approved \$150,000 for this effort in November 2022. Staff understands that the funding request included a statement that the municipalities would contribute to the position. In 2024, without any municipal contributions, staff followed up at a presentation with the Jefferson County mayors to request financial support for the position. As a result, the City of Charles Town contributed \$13,902.31; however, no other municipality provided funding.
- *Self-Funding Proposal:* Staff understands that the initial funding proposal described the position as "self-funded" through administrative fees collected through grant application. However, the County has not received any administrative funds to offset costs.
- *Opioid Fund Investment Strategy:* Staff has made at least four presentations to the Commission to advocate for using opioid settlement funds to establish an investment fund that could cover 50% of the position's cost without impacting taxpayers. This initiative would require, however, contributions from the municipalities to cover the outstanding balance.
- *Information request:* Staff has requested information regarding grant work of the position and has yet to receive backup.
- *Transition Support:* To support the transition, staff has initiated efforts to provide education, training, and career coaching to assist the Social Services Coordinator in securing another position with the County.



Request: Predictive Groundwater Flow Model

Requester: US Geological Service

Cost: \$800,000



Four consoles at Blue Ridge Site (page 8)	9-1-1 Communication Center	\$40,000
Recording device (page 9)	9-1-1 Communication Center	\$63,363
Fire gear replacement (page 10)	Emergency Services Agency	\$92,700
Fire engine replacement (page 11)	Emergency Services Agency	\$200,000
ALS 360 Stryker Lease/Maintenance Program (page 12)	Emergency Services Agency	\$750,000
Ambulance replacement (page 13)	Emergency Services Agency	\$670,000
Upfitting SERV units (page 14)	Emergency Services Agency	\$50,000



Jefferson County Commission
124 E Washington St, Charles Town, WV 25414

Request: License plate reader

Requestor: Sheriff (Dept. 700) CAPITAL IMPROVEMENT

Cost: \$117,000

Summary:

Capital Improvement Program
Jefferson County Commission, West Virginia

FY'26 thru FY'30

Project Name	License Plate Readers			
Project Number				
Type	New Purchase	Department	Sheriff's Office	
Useful Life	5 years	Contact	Debbie Lowe	
Category	Equipment	Priority	1	
Location	Sheriff's Office			
Fiscal Year Submitted	2026			
<small>Project Picture</small>				
Project Description	To replace existing stationary License Plate Readers (LPRs) and install units at an additional site.			
Justification	<p>LPRs provide a vital investigative tool. LPRs scan the license plates of vehicles that pass through them. They can alert law enforcement to stolen vehicles, vehicles of interest, and can even aid in solving murders and finding missing people. There are currently units deployed in all travel lanes on Rt 340 at the Bollinger light that are beyond their life expectancy. These units were instrumental in helping solve a murder of a man who was dumped in Jefferson County after being killed in MD. We were able to do so by searching for the license plates of individuals of interest and creating the timeline of when they entered and left the County. Being able to have additional units on other roadways would greatly aid our mission. These new units would also give us nationwide access instead of only WV that we currently have.</p> <p>We have quotes to replace existing units (60,248.40) and to place additional units at the following locations: Rt 9 Bypass East and West near Berkeley Co Line (20,706.88); Rt 9 East near VA Line (25, 124.20); Rt 51 near Berkeley Co Line (20,706.88)</p>			
Estimated Project Time	Would span most of FY26			
Budget Impact/Other	** A CDS request was also placed for this project. ** Other Costs would include Annual license and warranty costs			

Expenditures	FY'26	FY'27	FY'28	FY'29	FY'30	Total
Equipment	116,791	-	-	-	-	116,791
Total	116,791	-	-	-	-	116,791
Funding Sources	FY'26	FY'27	FY'28	FY'29	FY'30	Total
Capital Outlay	116,791	-	-	-	-	116,791
State Grant	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-
General Fund	-	-	-	-	-	-
Total	116,791	-	-	-	-	116,791



Jefferson County Commission
124 E Washington St, Charles Town, WV 25414

Request: Radios

Requestor: Emergency Services (Dept. 711)

Cost:

Summary:



QUOTE-1788107
APX Radios and Accessories

Billing Address:
JEFFERSON COUNTY
COMMISSION
28 INDUSTRIAL BLVD STE 100
KEARNEYSVILLE, WV 25430
US

Quote Date: 06/15/2022
Expiration Date: 08/15/2022
Quote Created By:
Butch Bryant
butch.bryant@bearcom.com

End Customer:
JEFFERSON COUNTY COMMISSION
JEFFERSON COUNTY COMMISSION -
1011117472

Contract: 24310 - WEST VIRGINIA APX
CATALOG

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6000 Series	APX6000 XE				
1	H98QDF9PW6EN	APX6000 UHF R1 MODEL 2.6 PORTABLE	99	\$3,696.00	\$2,480.85	\$96,741.45
1a	Q667BB	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	99	\$0.00	\$0.00	\$0.00
1b	Q861AR	ADD: P25 9600 BAUD TRUNKING	99	\$330.00	\$227.70	\$8,882.30
1c	QA02036AA	ENH: APX6000XE RUGGED RADIO	99	\$860.00	\$607.20	\$23,662.80
1d	Q68AL	ADD: 5Y ESSENTIAL SERVICE	99	\$121.00	\$121.00	\$4,719.00
1e	QA00580AC	ADD: TDMA OPERATION	99	\$496.00	\$341.66	\$13,320.46
1f	H38BT	ADD: SMARTZONE OPERATION	99	\$1,320.00	\$910.80	\$36,621.20
1g	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	99	\$567.00	\$391.23	\$16,267.97
2	PWNN4847A	BATT IMPRES 2 LIION TIA4950 R IP68 S100T	67	\$203.00	\$162.26	\$8,676.26
3	PWNN4048B	REWOTE SPEAKER MIC, NC	99	\$116.24	\$86.43	\$3,370.77
4	NNTN7624C	CHARGER_CHR IMP VEH EXT NAVEU KIT	25	\$609.76	\$362.32	\$9,658.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively, "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc. 300 West Warren, United States - 60091 • © 2021-1115800



Jefferson County Commission
 124 E Washington St, Charles Town, WV 25414

Request: Furniture
Requestor: 9-1-1 Communication Center (Dept. 712)
Cost: \$230,000

Summary:

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'26 thru FY'30

Project Name Console Furniture Refresh
Project Number

Type Replacement / Emp: Department 712
Useful Life 15-20 years Contact Jeffrey Polczynski
Category Priority 1
Location Emergency Communications
Fiscal Year Submitted FY26



Project Picture

Project Description
 9-1-1 Center Console Furniture Replacement

Justification
 This is the project to replace the console furniture in the PSAP. The current furniture is 18 years old and some components are failing (legs and control boxes) which are impossible to replace due to parts unavailability (no longer manufactured for this model of console). The PSAP wishes to take advantage of enhanced environmental controls, better wire/cable management, and improved design of existing product. The vendor, XYBIX Inc., estimates that new console furniture budgetary figures are approximately 20-25K per console. This includes all of the components such as environmental controls, cable management, mounts, rollers, movable legs (raising/lowering), and design and installation services. This is a major impact to operations and would require the PSAP to stand up a temporary dispatch center in the EOC while remodeling takes place in the center. Coupled with this project is the floor/carpet replacement and the center painting project.

Estimated Project Time
 The expectation that after authorization, the project would be completed within 12-18 months

Budget Impact/Other
 This is a one-time expenditure that will replace two decades old equipment and material (carpeting, sound-dampening, etc).

Expenditures	FY26	FY27	FY28	FY29	FY30	Total
Equipment	230,000	-	-	-	-	230,000
Total	230,000	-	-	-	-	230,000
Funding Sources	FY26	FY27	FY28	FY29	FY30	Total
Capital Outlay	230,000	-	-	-	-	230,000
State Grant	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-
General Fund	-	-	-	-	-	-
Total	230,000	-	-	-	-	230,000




Jefferson County Commission
 124 E Washington St, Charles Town, WV 25414

Request: Flooring
Requestor: 9-1-1 Communication Center (Dept. 712)
Cost: \$22,000

Summary:

Capital Improvement Program FY26 thru FY30
 Jefferson County Commission, West Virginia

Project Name	Carpet/Flooring Replacement
Project Number	
Type	Replacement / Emp. Department 712
Useful Life	16-20 years
Category	Contact Jeffrey Polczynski
Location	Priority 1
Fiscal Year Submitted	Emergency Communications FY26



Project Description

Flooring/Carpet Replacement

Justification

This is the project that will be in conjunction with the replacement of the console furniture in the PSAP. The current carpeting is 18 years old and is a specialized carpeting that is laid over top of a raised floor. The existing raised floor is NOT proposed to be replaced as this flooring is still viable. The existing carpeting has lived its useful life and although has been cleaned multiple times, is at the point of end of life. The ECC wishes to explore a non-carpeting solution that utilizes the same squares technology for many different reasons. 1) Reduce dust and dirt. Air quality in the ECC is critical and ensuring good air quality is essential to maintaining a healthy staff. 2) Static electricity is a detriment to critical infrastructure. A non-carpet material may further assist in reducing static electricity. This project would be a major impact to operations and would require the PSAP to stand up a temporary dispatch center in the EOC while remodeling takes place in the center. Coupled with this project is the console furniture replacement and the center painting project.

Estimated Project Time

The expectation that after authorization, the project would be completed within 12-18 months

Budget Impact/Other

This is a one-time expenditure that will replace two decades old equipment and material (carpeting, sound-dampening, etc).

Expenditures	FY26	FY27	FY28	FY29	FY30	Total
Equipment	22,000	-	-	-	-	22,000
Total	22,000	-	-	-	-	22,000

Funding Sources	FY26	FY27	FY28	FY29	FY30	Total
Capital Outlay	22,000	-	-	-	-	22,000
State Grant	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-
General Fund	-	-	-	-	-	-
Total	22,000	-	-	-	-	22,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'26 thru FY'30

Project Name	Dispatch Center Painting
Project Number	



Project Picture

Type Replacement / Emp **Department** 712
Useful Life 15-20 years **Contact** Jeffrey Polczynski
Category **Priority** 1
Location Emergency Communications
Fiscal Year Submitted FY26

Project Description
Painting / ECC Center refresh

Justification
This is the project that will be in conjunction with the replacement of the console furniture and carpet replacement projects. The ECC requires a refresh of paint to the spaces used for critical operations. This project would be a major impact to operations and would require the PSAP to stand up a temporary dispatch center in the EOC while remodeling takes place in the center. Coupled with this project is the console furniture replacement and the carpeting replacement project.

Estimated Project Time
The expectation that after authorization, the project would be completed within 12-18 months

Budget Impact/Other
This is a one-time expenditure that will replace two decades old equipment and material (carpeting, sound-dampening, etc).

Expenditures	FY26	FY27	FY28	FY29	FY30	Total
Equipment	10,000	-	-	-	-	10,000
Total	10,000	-	-	-	-	10,000
Funding Sources	FY26	FY27	FY28	FY29	FY30	Total
Capital Outlay	10,000	-	-	-	-	10,000
State Grant	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-
General Fund	-	-	-	-	-	-
Total	10,000	-	-	-	-	10,000



Jefferson County Commission
 124 E Washington St, Charles Town, WV 25414

Request: Four consoles at Blue Ridge site
Requestor: 9-1-1 Communication Center (Dept. 712)
Cost: \$40,000

Summary:

Capital Improvement Program FY26 thru FY30
 Jefferson County Commission, West Virginia

Project Name Project Number	Control Station Console	<p>Project Picture</p>
Type	Replacement / Emf. Department 712	
Useful Life	10 years Contact Jeffrey Polczynski	
Category	Priority 1	
Location	Emergency Communications	
Fiscal Year Submitted	FY26	

Project Description

Replacement of end of life radio equipment

Justification

Four control station consoles currently at the Blue Ridge site are long past service life and no longer supported by Motorola. These devices provide patching capability to agencies that provide mutual aid services into Jefferson County as well as for apparatus leaving Jefferson County and working in an adjacent county. Two consoles are in the VHF frequency range and two are in the 800MHz frequency range. These devices allow coordination of communications with Loudoun, Frederick (MD), Clarke, and Frederick (VA). The existing devices are 18 years old and must be replaced.

Estimated Project Time

The expectation that after authorization, the project would be completed within 12 months

Budget Impact/Other

This is a one time expenditure to replace equipment

Expenditures	FY26	FY27	FY28	FY29	FY30	Total
Equipment	46,000	-	-	-	-	46,000
Total	46,000	-	-	-	-	46,000

Funding Sources	FY26	FY27	FY28	FY29	FY30	Total
Capital Outlay	46,000	-	-	-	-	46,000
State Grant	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-
General Fund	-	-	-	-	-	-
Total	46,000	-	-	-	-	46,000



Jefferson County Commission
124 E Washington St, Charles Town, WV 25414

Request: Recording device

Requestor: 9-1-1 Communication Center (Dept. 712)

Cost: \$63,363

Summary:

Capital Improvement Program FY26 thru FY30
Jefferson County Commission, West Virginia

Project Name	Eventide NexLog Recorder Replacement			Project Picture
Project Number				
Type	Replacement / Emp:	Department 712		
Useful Life	7-10years	Contact Jeffrey Polczynski		
Category		Priority 1		
Location	Emergency Communications			
Fiscal Year Submitted	FY26			

Project Description

Replacement of end of life recording/archiving equipment

Justification

The ECC maintains recording equipment which records all telephone and radio traffic in the ECC. The device also records and captures screens for CAD. The current Eventide Nexlog recorder is seven years old and at end of life. With the migration to NGB-1-1 and the necessity to pursue next-generation capabilities, the recorder requires upgrading to take advantage of NGB-1-1 capabilities involved with storage and archiving.

Estimated Project Time

The expectation that after authorization, the project would be completed within 6-12 months

Budget Impact/Other

This is a one time expenditure to replace equipment

Expenditures	FY26	FY27	FY28	FY29	FY30	Total
Equipment	63,363	-	-	-	-	63,363
Total	63,363	-	-	-	-	63,363

Funding Sources	FY26	FY27	FY28	FY29	FY30	Total
Capital Outlay	63,363	-	-	-	-	63,363
State Grant	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-
General Fund	-	-	-	-	-	-
Total	63,363	-	-	-	-	63,363

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY26 thru FY30

Project Name	Fire Gear (PPE) Replacement Program
Project Number	715-25-02 Updated for FY26



Project Picture

Type	Replacement	Department	715-ESA
Useful Life	10 yrs	Contact	M. Sine
Category	Equipment	Priority	Essential
Location	Varies		
Fiscal Year Submitted	2026		

Project Description

Replacement program for firefighter personal protective gear. Purchase replacement and additional sets to replace expired sets and have replacement sets for each fighter in the event their primary gear is contaminated or damage.

Justification

This is a replacement program for structural firefighting gear of which has a 10 year life. Currently every employee is issued 1 primary set of gear. Some employees who more actively participate in firefighting activities have been issued a 2nd (back-up) set. High levels of cancer causing carcinogens are frequently found on the gear after a fire suppression event. It is a health and safety recommendation that the gear is washed and dried immediately after each fire. Every set of gear also goes out annually for an advanced cleaning, inspection, and if needed repair. During either normal or advanced clean any employee who is not issued a 2nd set is without the gear as little as 24hrs and up to 1 week which makes them unable to participate in firefighting activities. Due to the fact that we have limited staffing and volunteer response can be low, taking an employee out of service due to lack of gear sidelines the employee from being an effective firefighter and possibly even prevents them from saving a life. Limiting the available personnel increases the chances/risks of injury, accidents, or even death. The ESA has 30 sets of gear that expire within the next 2 years. We must replace at least 10 sets per year for the next 2 years to maintain inventory levels. Having 60 fulltime employees (based on FY26 staffing levels) with 2 sets each requires minimum purchase of 12 sets/yr and 3 extra sets/yr to maintain an adequate inventory.

Estimated Project Time

Gear: 90 days plus manufacturer availability

Budget Impact/Other

Limited sources of external revenue. Program will require endless commitment of Capital Outlay funds.

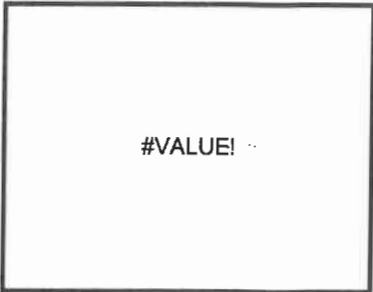
Expenditures	FY26	FY27	FY28	FY29	FY30	Total
Vehicles & Equipment	\$ 92,700	\$ 95,400	\$ 98,100	\$ 100,800	\$ 103,500	N/A
						\$ -
						\$ -
Total	\$ 92,700	\$ 95,400	\$ 98,100	\$ 100,800	\$ 103,500	N/A

Funding Sources	FY26	FY27	FY28	FY29	FY30	Total
Capital Outlay	\$ 92,700	\$ 95,400	\$ 98,100	\$ 100,800	\$ 103,500	N/A
State Grant	\$ -	\$ -	\$ -	\$ -	\$ -	
Federal Grant	\$ -	\$ -	\$ -	\$ -	\$ -	
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 92,700	\$ 95,400	\$ 98,100	\$ 100,800	\$ 103,500	N/A

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'26 thru FY'30

Project Name	Fire Engine Replacement
Project Number	715-25-06



Type	Replacement	Department	715-ESA
Useful Life	20 yrs from new	Contact	M. Sine
Category	Auto & Trucks	Priority	Essential
Location	ESA Office		
Fiscal Year Submitted	2026 Revised 2025 Original		

Project Picture

Project Description

Request to replace the Training Fire Engine with newer pre-owned unit. *This project was previously approved for FY25 @ \$100,000. We are having difficulty locating a unit that meets our needs/requirements within that price range. We are asking to approve a revised cost @ \$200,000 for FY26. This includes \$150,000 for Engine & \$50,000 for CAD equipment, radios, & installation.*

Justification

The Agency acquired a used fire engine several years ago. It is used for all types of fire training including drivers training. This unit is **34 years old** and has required moderate maintenance expenses over the years. It is seeing increased usage every year as we continue to expand our fire training programs. We would like this unit to have the capability of responding on emergencies should they arise during training or other times when staff are present at the main office. The unit is road ready for non-emergency use but requires replacement of all tires and needs additional structural body work to be used for emergency response. Estimate for tires is \$10,000 and we have not got estimates for the other repairs. Due to its age it lacks the safety features of newer units as well as having an overall out of date design that is not consistence with VFD engines in our county. Due to the increase usage of this unit and to have the ability to have it available the unit as an emergency response vehicle it is recommended that it be replaced with a newer unit. *The original plan was to purchase a unit from Bakerton Fire Dept but that did not workout. Additionally now that we are a certified FD and plans are coming to gether to build a Burr Park Public Safety Center the engine will need of be utilized as a response unit for that station.*

Estimated Project Time

3-6 months

Budget Impact/Other

No sources of external revenue at this time. There is potential for future grant funding once we have a response ready unit.

Expenditures	FY'26	FY'27	FY'28	FY'29	FY'30	Total
Vehicles & Equipment	200,000	-	-	-	-	200,000
						-
						-
Total	200,000	-	-	-	-	200,000

Funding Sources	FY'25	FY'26	FY'27	FY'28	FY'29	Total
Capital Outlay	200,000	-	-	-	-	200,000
State Grant	-	-	-	-	-	-
Federal Grant	-	-	-	-	-	-
General Fund	-	-	-	-	-	-
ARPA	-	-	-	-	-	-
Total	200,000	-	-	-	-	200,000

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY'26 thru FY'30

Project Name	ALS 360 Stryker Lease/Maintenance Program
Project Number	715-26-01



Project Picture

Type	Replacement	Department 715-ESA
Useful Life	10 yrs	Contact M. Sine
Category	Equipment	Priority 1 - Essential
Location	Varies	
Fiscal Year Submitted	FY26	

Project Description

Lease, Maintenance, & Replacement program for multiple product lines all sold by Stryker: Life Pak Cardiac Monitor, Power Pro Stretcher, Power Load System, Stairchair Pro, LUCAS CPR Device, AED's

Justification

Multiple product lines sold by Stryker are utilized in the operation of the EMS system in Jefferson County. All of the products typically have a servicable lifespan of 10 years. This ALS 360 program is a 10 year complete lease service replacement program offered by Stryker. These products are typical purchased and maintained under seperate contract on varing intervals. Through this program all products will have a continous service agreement and life cycled at the beginning and mid-contract. Through this program there is a cost savings due to the commitment of all product to a single agreement. This contract is a consistant yearly fee that is easier to budget than intermitten large purchases and it ensures we always have the most modern equipment.

Estimated Project Time

Service contract will be effective immediatly after signing contract. Within 6 months after signing the contract the County will receive replacement of the all currently owned products which will be upgraded to the most current model. At yr 5 we will again receive all new replacment equipment at the most current model.

Budget Impact/Other

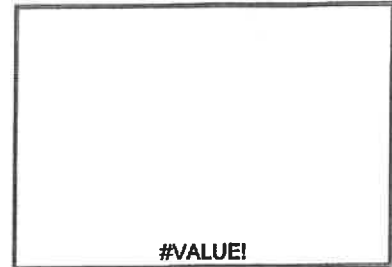
This is a 10 yr contract that creates a consistant expenditure that is easier to budget annually.

Expenditures	FY26	FY27	FY28	FY29	FY30	Total
Equipment	\$ 750,000	#####	#####	#####	#####	N/A
Total	\$ 750,000	#####	#####	#####	#####	N/A
Funding Sources	FY26	FY27	FY28	FY29	FY30	Total
Capital Outlay	\$ 750,000	#####	#####	#####	#####	N/A
State Grant						-
Federal Grant						-
General Fund						-
Total	\$ 750,000	#####	#####	#####	#####	N/A

Capital Improvement Program
Jefferson County Commission, West Virginia

FY'26 thru FY'30

Project Name	Ambulance Replacement Program
Project Number	715-25-01 Revised for FY26



Project Picture

Type	Replacement	Department	715-ESA
Useful Life	10 yrs	Contact	M. Sine
Category	Auto & Trucks	Priority	1 - Essential
Location	Varies		
Fiscal Year Submitted	FY26		

Project Description

Replacement program for ambulance fleet of 10 units. Upon Delivery of new units fleet should increase to 11 as new staffing levels for FY26. The first 2 yrs require 2 units ea FY then 1 per FY indefinitely until size of fleet increases.

Justification

Expected life span of ambulance is 10 yrs. Currently have 4 units 10yrs or older 3 of which is over 100000mi. Older higher mileage units obviously require more maintenance and have a high rate of downtime. Technology (electrical equip, etc) used in the components often become obsolete which result in increased cost of repair and significantly longer downtime.

Estimated Project Time

24-30 mths for the first purchase (Initial purchase includes 6mth of design, consult vendors, and RFP) then 18-24mths afterward

Budget Impact/Other

No sources of external revenue. Program will require endless commitment of Capital Outlay funds.

Expenditures	FY26	FY27	FY28	FY29	FY30	Total
Vehicles & Equipment	\$ 670,000	\$ 345,000	\$ 355,000	\$ 365,000	\$ 370,000	N/A
Total	\$ 670,000	\$ 345,000	\$ 355,000	\$ 365,000	\$ 370,000	N/A

Funding Sources	FY26	FY27	FY28	FY29	FY30	Total
Capital Outlay	\$ 670,000	\$ 345,000	\$ 355,000	\$ 365,000	\$ 370,000	N/A
State Grant	\$ -	\$ -	\$ -	\$ -	\$ -	
Federal Grant	\$ -	\$ -	\$ -	\$ -	\$ -	
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 670,000	\$ 345,000	\$ 355,000	\$ 365,000	\$ 370,000	N/A

Capital Improvement Program
 Jefferson County Commission, West Virginia

FY26 thru FY30

Project Name	Upfitting SERV Units
Project Number	715-26-02 FY26



Project Picture

Type	Replacement	Department 715-ESA
Useful Life	10 yrs	Contact M. Sine
Category	Auto & Trucks	Priority Essential
Location	ESA Office	
Fiscal Year Submitted	2026	

Project Description

We are ordering (2) F-350 utility trucks which will require upfitting. There is a 50/50 cost sharing on the upfitting between the Enterprise Leasing and the County.

Justification

These are utility emergency vehicles that are additional units to add to the existing fleet and will be utilized by the 2 new Safety Officer positions. These positions which will be on call at night and require a take home vehicle. The Safety Officers will also be EMS providers. Their units will not only be utility trucks but also Rapid Response EMS vehicles which will be able to supplement the system.

Estimated Project Time

Estimated up to 9months - up to 6 mths for the delivery of vehicle then 60-90 days for upfitting

Budget Impact/Other

Limited sources of external revenue. Could be expensed from ARPA.

Expenditures	FY26	FY27	FY28	FY29	FY30	Total
Vehicles Upfitting	\$ 50,000					\$ 50,000
Radios & Equipment for (1) Truck	\$ 25,000					\$ 25,000
						\$ -
						\$ -
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Funding Sources	FY26	FY27	FY28	FY29	FY30	Total
Capital Outlay	\$ 75,000					\$ 75,000
State Grant						\$ -
Federal Grant						\$ -
General Fund						\$ -
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Tom Hansen

Department or Organization: Sheriff and Treasurer

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

PRO Grant Award
Duncan FTO Retro Pay

Funds for FY25 Lease Vehicle Equipment Costs

Please provide a description of your request or presentation, including any background information:

- We have been awarded 15,000 for the continuation of the PRO at Jefferson High School
- Duncan was released from FTO on December 13, 2023, so his pay for release should be made retroactive to December 13, 2024.
- We require funding for 50% of the equipment that was placed into the leased vehicles

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

Recommended Motion (type out wording of the motion you would like the Commission to approve):

I move to accept the 15,000 award for the PRO Grant and authorize the President to sign all related documents.
I move to approve the payment of retro pay to Thomas Duncan in the amount of \$1334.85.
I move to approve the funds in the amount of _____ representing 50% of equipment costs for the FY25 vehicles.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information:

Phone Number: 304-728-3205

Email Address:

dlowe@jeffersoncountywv.org



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

PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Steve Stolipher

COMMISSIONER

Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 20, 2025

Re: Sheriff's request: PRO grant acceptance

PRO Grant Award

The Jefferson County Sherriff's Office has been awarded \$15,000 as part of a match to continue the PRO at Jefferson High School. The grant requires a match, which the Sherriff's office does through the payment of salaries. The Sherriff's Office requests a motion to accept the award.

No additional match is required.



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
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 20, 2025

Re: Duncan Retro Pay

Duncan Retro Pay

According to the Sheriff's Office, Thomas Duncan was released from FTO on December 13, 2024, and should have received a pay increase. The Clerk's Office does not approve retro pay without Commission approval.

Amount requested:	\$ 1,241.72
Amount budgeted for position Deputy	\$92,373.00
Allocation requested for position Field Trained	\$ 1,241.72
Total difference:	\$91,131.28



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PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 20, 2025

Re: Equipment for leased vehicles

The Sheriff requests the following amounts for equipment installation on newly leased vehicles:

March	\$103,332.21
<u>April</u>	<u>\$109,990.69</u>
Total	\$213,322.90

Available sources of funding:

- Unencumbered Capital Outlay funds \$ 945,790.00
- Unencumbered Coal Severance funds \$ 46,358.50
- Unencumbered opioid settlement funding \$1,237,030.10
- Jefferson County Commission financial stability fund \$4,082,655.00

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Daniel Lutz

Department or Organization: EASTERN PANHANDLE CONSERVATION DISTRICT

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice:

If a specific date is needed, please provide reason for specific date:

~~6 Feb 2025~~ DPP

Date Requested – 2nd Choice:

6 MAR 2025 - Budget

Subject (Wording to be placed on agenda):

CONSIDERATION

PRESENT BUDGET REQUEST

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N

Yes

If so, how much? \$

matching of state funds up to \$25000

Provide exact financial impact/request:

\$25000

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

MOVE TO APPROVE \$25000 FROM JCC TO MATCH STATE FUNDS FOR OUTREACH EDUCATION SPECIALIST

Attach supporting documents for request, or request may be denied.

If not attached, explain:

WILL PRESENT BUDGET OF DISTRICT

Is equipment needed?

NO

Projector

Y/N

Internet/Wi Fi

Y/N

Telephone for conference call

Y/N

IN PERSON

Contact information:

Email address:

p.lutz007@gmail.com

Phone Number:

304 725 0966 land
304 886 5771 cell

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Edwina Benites

From: Edwina Benites
Sent: Friday, February 14, 2025 7:12 AM
To: 'Daniel Lutz'
Cc: Don Whetzel; Talon LeFevre; David Tabb
Subject: RE: Fw: Message from Hunter House

Danny:

Commissioner Majdi would like to consider your request at the meeting next week (February 20th). Please let me know if you cannot make this meeting.

Eddie



Edwina Benites-LM
County Administrator

Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284

From: Daniel Lutz <p.lutz007@gmail.com>
Sent: Tuesday, January 28, 2025 10:58 AM
To: Edwina Benites <ebenites@jeffersoncountywv.org>
Cc: Don Whetzel <DWhetzel@wvca.us>; Talon LeFevre <tlefevre@wvca.us>; David Tabb <sssi27@yahoo.com>
Subject: Re: Fw: Message from Hunter House

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Thank you for the update. I have no problem presenting for the Budget Process, whenever that can be scheduled.

With your blessings, I would like to keep the 6 March 2025 request for agenda time.

The only change will be to request the Commission to adopt the provisions set forth in Article 7 Section 1, paragraph 3 subset "u." of the West Virginia Code. Accompanying us will be District Operations Manager Don Whetzel. Also, County Engineer Roger Goodwin will be involved also.

In the immediate area, Berkeley, Morgan and Hampshire Counties have adopted 7-1-3u. There is no required expense to the county for implementing this code section.

The motion to be presented will request that the Commission adopt the principles as set forth in WEST VIRGINIA CODE Article 7-1-3u.

Danny Lutz, Chair

Eastern Panhandle Conservation District

On Sun, Jan 26, 2025 at 5:08 PM Edwina Benites <ebenites@jeffersoncountywv.org> wrote:

Danny:

I spoke with Commissioner Majdi about your agenda request, and he agrees that its best to get you in during budget consideration.

David, mind adding Danny Lutz to the presenters for outside groups? I've attached Danny's original request here. Also, in the meantime, could you update Danny on the approximate date we will consider outside groups?

Eddie



Edwina Benites-LM
County Administrator
Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284

From: helpdesk@jeffersoncountywv.org <helpdesk@jeffersoncountywv.org>

Sent: Thursday, January 23, 2025 11:03:45 AM

To: ebenites@jeffersoncountywv.org <ebenites@jeffersoncountywv.org>

Subject: Message from Hunter House

Edwina Benites

From: Daniel Lutz <p.lutz007@gmail.com>
Sent: Friday, February 14, 2025 8:04 AM
To: Edwina Benites
Cc: Don Whetzel; Robbie Boarman
Subject: Re: Fw: Message from Hunter House

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Ms. Benites:

Please inform Commissioner Majdi that I cannot be available for the 20 February 2025 County Commission meeting.

My duties as Conservation District Supervisor require my attendance at meetings with our legislative delegation in Charleston that morning. This legislative breakfast conference has been scheduled for months prior to this request.

Our supervisors have also requested an appointment with the governor the same day, and we will be appearing before the House of Delegates Budget Committee hearings that day.

Also, this notice is too short for getting the witnesses to support the adoption of 7-1-3u by the County Commission.

May I renew my request for the 6 March meeting to present this matter?

Sincerely,
Danny Lutz, Chair
Eastern Panhandle Conservation District

On Fri, Feb 14, 2025 at 7:11 AM Edwina Benites <ebenites@jeffersoncountywv.org> wrote:

Danny:

Commissioner Majdi would like to consider your request at the meeting next week (February 20th). Please let me know if you cannot make this meeting.

Eddie



Edwina Benites-LM
County Administrator
Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284

From: Daniel Lutz <p.lutz007@gmail.com>
Sent: Tuesday, January 28, 2025 10:58 AM
To: Edwina Benites <ebenites@jeffersoncountywv.org>
Cc: Don Whetzel <DWhetzel@wvca.us>; Talon LeFevre <tlefevre@wvca.us>; David Tabb <sssi27@yahoo.com>
Subject: Re: Fw: Message from Hunter House

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The only change will be to request the Commission to adopt the provisions set forth in Article 7 Section 1, paragraph 3 subset "u." of the West Virginia Code. Accompanying us will be District Operations Manager Don Whetzel. Also, County Engineer Roger Goodwin will be involved also.

In the immediate area, Berkeley, Morgan and Hampshire Counties have adopted 7-1-3u. There is no required expense to the county for implementing this code section.

The motion to be presented will request that the Commission adopt the principles as set forth in WEST VIRGINIA CODE Article 7-1-3u.

Danny Lutz, Chair

Eastern Panhandle Conservation District

On Sun, Jan 26, 2025 at 5:08 PM Edwina Benites <ebenites@jeffersoncountywv.org> wrote:

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Eddie



Edwina Benites-LM
County Administrator
Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284

From: helpdesk@jeffersoncountywv.org <helpdesk@jeffersoncountywv.org>
Sent: Thursday, January 23, 2025 11:03:45 AM
To: ebenites@jeffersoncountywv.org <ebenites@jeffersoncountywv.org>
Subject: Message from Hunter House

Edwina Benites

From: Edwina Benites
Sent: Tuesday, February 25, 2025 9:35 AM
To: 'Daniel Lutz'
Cc: agenda
Subject: RE: 7-1-3u Agenda item 6 March

Danny-

A can guarantee no meeting because I only put together the draft agendas and do not make decisions on the final agenda. That being said, I will move your request to the March 20th meeting folder.

Eddie



Edwina Benites-LM
County Administrator
Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284

From: Daniel Lutz <p.lutz007@gmail.com>
Sent: Monday, February 24, 2025 5:14 PM
To: Edwina Benites <ebenites@jeffersoncountywv.org>
Subject: 7-1-3u Agenda item 6 March

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Ms. Benites:

May we postpone the 7-1-3u agenda item until the 20 March meeting?

I have a medical conflict that has arisen, and one of our presenters has a family court issue that is scheduled on 6 March as well?

Regrets,
Danny Lutz Chair
Eastern Panhandle Conservation District

WEST VIRGINIA CODE

≡ MENU

CHAPTER 7. COUNTY COMMISSIONS AND OFFICERS.

CHAPTER 7. COUNTY COMMISSIONS AND OFFICERS.

All Articles

Article 2

ARTICLE 1. COUNTY COMMISSIONS GENERALLY.

§7-1-3u. Authority of counties and municipalities to treat streams to prevent floods.



To protect people and property from floods, counties and municipalities are hereby empowered to rechannel and dredge streams; remove accumulated debris, snags, sandbars, rocks and any other kinds of obstructions from streams; straighten stream channels; and carry out erosion and sedimentation control measures and programs.

For stream treatment to prevent floods as provided in this section, counties and municipalities are hereby further empowered to levy, within all Constitutional and statutory limitations; acquire property by purchase, exercise of the right of eminent domain, lease, gift or grant; accept any and all benefits, moneys, services and assistance which may be available from the federal and state government or any private source; issue and sell bonds within the Constitutional and statutory limitations prescribed by law for the issuance and sale of bonds by counties and municipalities for public purposes generally. Any such levy shall be equal and uniform throughout the county or municipality.

The power and authority granted in this section, may be exercised by any county or municipality in cooperation with each other or separately as provided in section three-i of this article. Any county or municipality which exercises any power or authority set forth in this section shall comply with all applicable provisions of federal and state laws and rules and regulations lawfully promulgated thereunder.

The term "stream" as used in this section means any watercourse, whether natural or man-made, distinguishable by banks and a bed, regardless of their size, through which water flows continually or intermittently, regardless of its volume.

Previous [§7-1-3tt. Restriction on the regulation of trades, occupations, and professions.](#)

§7-1-3u. Authority of counties and municipalities to treat streams to prevent floods.

Next [§7-1-3v. Floodplain and mudslide area management; legislative findings; power and authority; enforcement; provisions cumulative.](#)



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Search for phrases with double quotes around the phrase like this: "claims commission"

Use a + symbol in front of a word to include it and use a - in front of a word to exclude it from searches like this: +railroad -sign

If you type multiple words without quotes or +/- symbols, the search will look for all results containing any of the words

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Signed Bills For §7-1-3U

1975 REGULAR SESSION
Enrolled House Bill 839

Bill History For §7-1-3U

2006 REGULAR SESSION
SB206

1975 REGULAR SESSION
HB839

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM, county administrator

Department or Organization: Commission Administration

Estimation of amount of time needed for appointment: 30

Date Requested – 1st Choice: **March 20, 2025**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

1. Jefferson County Board of Zoning Appeals appointments
2. Jefferson County Historic Landmarks Commission appointments
3. HOME Consortium of the Eastern Panhandle appointment

Please provide the County Commission with a description of your request or presentation, including any background information:

See attached.

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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

PRESIDENT

Pasha Majdi

VICE PRESIDENT

Mike Mood

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Steve Stolipher

To: Commissioner Pasha Majdi
Commissioner Steve Stolipher
Commissioner Mike Mood
Commissioner Cara Keys
Commissioner Jack Hefestay

From: Edwina Benites-LM, county administrator

Re: Boards and Commissions, March 20, 2025

Summary:

1. Jefferson County Board of Zoning Appeals appointments
2. Jefferson County Historic Landmarks Commission appointments
3. HOME Consortium of the Eastern Panhandle appointment

1. Jefferson County Board of Zoning Appeals appointments

Applicants nominated for interview:

1. Elliot Kletter
2. Kelly Browne
3. Mikala Shremshock
4. Bryan Derrickson
5. Keith Selmer

Suggested motions:

- Motion to appoint _____ to the Board of Zoning Appeals for an unexpired term ending January 1, 2028.
- Motion to appoint _____ as an alternate on the Board of Zoning Appeals for an unexpired term ending January 1, 2028.
- Motion to appoint _____ as an alternate on the Board of Zoning Appeals for an unexpired term ending January 1, 2027.

2. Jefferson County Historic Landmarks appointments

Applicants nominated for interview:

1. Leigh Koonce
2. Lyle Rush
3. John Henry Dale
4. David Gignilliat

Suggested motions:

- Motion to appoint _____ to the Historic Landmarks Commission for an unexpired term ending March 31, 2027.
- Motion to appoint _____ to the Historic Landmarks Commission for a 3-year term ending March 31, 2028.
- Motion to appoint _____ to the Historic Landmarks Commission for a 3-year term ending March 31, 2028.

3. **HOME Consortium of the Eastern Panhandle appointment**

Applicants nominated for interview:

1. Charles Morris

Suggested motions:

- Motion to appoint _____ to be a Jefferson County representative on the HOME Consortium with a 3-year term March 20, 2028.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: David Bound

Department or Organization: Commission

Estimation of amount of time needed for appointment: 5 Minutes

Date Requested – 1st Choice: **MARCH 20, 2025**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Request Commission approval of Fiscal Year 2026 Budget**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y**/N

If so, how much? \$ 40,755,310

Provide exact financial impact/request: FY26 revenues and expenses

- * Budget approval- operating expenses
- * Budget approval- Capital Outlay
- * Budget approval- Coal Severance

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- * Motion to approve FY26 budgeted operating expenses as discussed.
- * Motion to approve FY26 budgeted Capital Outlay as discussed.
- * Motion to approve FY26 budgeted Coal Severance as discussed.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y**/N Internet/Wi Fi **Y**/N Telephone for conference call **Y**/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 20, 2025

Re: Fiscal Note: Coal Severance

The Commission must approve the Coal Severance account for FY26. Typically, the Commission leaves this account unbudgeted to allow for unexpected expenditures.

Current unencumbered Coal Severance funds	\$ 46,358.50
<u>FY26 estimated Coal Severance revenues</u>	<u>\$ 190,000.00</u>
 Total estimated Coal Severance funds through FY26	 \$ 200,000.00

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jessica James, CHRO/assistant deputy administrator**

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1st Choice: **March 20, 2025**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

- ✚ **Approval of Hire – Building Permit Technician – Jefferson County Department of Engineering, Planning, and Zoning**
- ✚ **Approval of Compensation During Temporary Assignment – Jefferson County Department of Emergency Communications** ✚
- Review of Amendment to Policy 208 – Absence Time With Pay – Section re: Bereavement Leave**
- ✚ **Merit Policy Update**
- ✚ **Approval of Solicitation- Grants Administrator—Jefferson County Administration**

Please provide the County Commission with a description of your request or presentation, including any background information:

1. Staff has identified a candidate for the position of Building Permit Technician within the Jefferson County Department of Engineering, Planning, and Zoning, and is requesting to hire for the Grade 4, full-time, 80-hour position.
2. Two public safety dispatchers within the JC Emergency Communications Center have been temporarily assigned to the role of supervising public safety dispatcher (SPSD) after the resignation of one SPSPD and the promotion of another SPSPD to her current role as training coordinator. As such, these employees are now eligible for a temporary increase in compensation in accordance with County Policy 212 – *Compensation During Temporary Assignment*.
3. The County currently mourns the loss of Donald “Donnie” Lee Dunn, Jr., technician/AEMT with the Jefferson County Emergency Services Agency, who passed unexpectedly on Saturday, March 8. Donnie dedicated years of service to our community through his work and volunteerism, and he will be greatly missed. While the County currently has a Bereavement section within our *Absence Time with Pay* policy, we’re offering an amendment to the policy to include up to three hours of administrative leave to provide employees with the necessary time to attend the funeral services of colleagues who pass away while actively employed with the County.
4. Merit Policy update
5. Approval of Solicitations-Grants Administrator-Jefferson County Administration

Is this a funding request? Y/N - NO –

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Dept. of Engineering, Planning, and Zoning Request

I move to approve the hire of _____ as a full-time, 80-hour, Grade 4 Building Permit Technician with the Jefferson County Department of Engineering, Planning, and Zoning, at a salary of \$46,500, effective _____, 2025.

Department of Emergency Communications Requests

I move to approve the temporary placement of public safety dispatcher, Caileigh Oliver-Miller, from a Grade 5 to a Grade 6 during her assignment as acting supervising public safety dispatcher, with an hourly wage of \$27.64, effective March 9, 2025.

I move to approve the temporary placement of public safety dispatcher, Mallory Soderlund, from a Grade 5 a Grade 6 during her assignment as acting supervising public safety dispatcher, with an hourly wage of \$27.64, effective March 16, 2025.

Policy Amendment Request

I move to approve the amendment to Policy 208 – Absence Time with Pay, section re: Bereavement to include up to three hours of (paid or unpaid) administrative leave for attendance of an employee funeral or memorial service, as presented.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information: Jessica James

Email address: jjames@jeffersoncountywv.org

Phone Number: 304-728-3282

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not applicable



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To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 20, 2025

Re: Fiscal Note: Approval to hire- building permit technician

The Administration seeks to a building permit technician in the Department of Engineering, Planning, and Zoning.

Amount budgeted for this position: \$ 41,530

Proposed salary: \$ 46,500

Difference: (-\$4,970)

Although this amount is more than the amount budgeted for the position in FY25, \$46,500 is consistent with the grade and step of the work experience of employee to be hired- 2 years of experience as a permit technician, grade 4.

The county planner retired making \$8,042.63 above the maximum for the pay scale, grade 7. \$1,994 of the amount budgeted for the county planner was used for the hire of the zoning administrator. \$4,970 of the amount budgeted for the county planner will be used for the hire of the permit technician.



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To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: March 20, 2025

Re: Fiscal Note: Approval to temporarily appoint- supervising public safety dispatcher

Jefferson County Policy 212 provides for compensation during temporary assignments. Two public safety dispatchers are in the acting role of supervisory public safety dispatchers while interviews are held for permanent appointments to these positions. Temporary appointment are limited to no more than six months.

Employees receiving compensation during temporary assignments will receive pay increases of one step or the pay at the first step of the grade of the position they are filling, whichever is greater.

Amounted budget for each of the
supervisory public safety dispatcher positions \$32.64/ hour

Proposed temporary assignments:
Caileigh Oliver-Miller: from \$26.81 to \$27.64 /hr \$5/ hour under budget
Mallory Soderlund: from \$26.01 to \$27.64/hr \$5/ hour under budget

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	COMPENSATION DURING TEMPORARY ASSIGNMENTS		Approved: 12/12/ 2012
Policy Number:	212		Author: TTB
Associated:	Calculation of Compensation Policy, Classification Plan Policy		Note – Requires Commission Approval

A temporary assignment involves someone filling in for another appointed employee because of the need to:

- Fill a position caused by an approved leave of absence, resignation, illness, death, etc.:
- Provide vacation relief scheduling; or
- Meet an emergency situation.

An employee filling in for another appointed worker must perform the essential duties listed on the new job description, just as an employee must carry out the prescribed duties of that office. Temporary assignments may not be filled retroactively, unless authorized by the Commission.

An employee selected to fill a temporary position for another appointed worker shall receive the higher rate beginning on the tenth (10th) work day of the temporary assignment if the vacant position has a salary grade.

- The higher rate shall be the entry level step on the higher salary grade, or one step above the employee’s current rate of pay, whichever is higher, until such time as the vacant position is filled.
- If the entry level step on the higher salary grade is less than the employee’s current rate of pay, the employee shall be placed on the higher salary grade with an increase in pay of not less than one pay step above their current hourly rate.
- If the vacant position is in the lower salary grade, the employee shall retain their current rate of pay.

When an employee or deputy temporarily fills in for an elected official, that person shall receive an increase in salary beginning on the tenth (10th) work day of the temporary assignment.

The elected official’s current salary will be aligned with the last step of the closest supervisory salary grade. The person temporarily assigned to the elected official’s duties will then have their salary determined consistent with one of the methods described above.

Should the elected official’s salary exceed the highest step listed on the Commission’s approved salary schedule, then the person shall receive reasonable compensation as determined by the Commission.

Temporary assignments shall not exceed six months in duration, unless an extension is approved by the Commission, and shall not affect the employee’s review date.

A temporary assignment shall end when the elected official’s position is filled through an election or appointment.

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Absence Time with Pay	Approved:	6/2/2011
Policy Number:	208	Revised::	7/16/2015 9/3/2015
Associated:			

Policy

The Jefferson County Commission will provide paid absence time for full-time (non-sworn) employees of Jefferson County under certain conditions.

Provisions

Paid absence days shall include Holidays, Vacation, Sick Leave, Bereavement, Court Leave, Annual Military Training, and Authorized Leave (AL).

The benefit year for the purpose of calculating accrued leave shall be based in regular hours paid, limited to 70/80 hours in a pay period. Regular hours paid shall not include overtime or on-call hours.

A day is based upon the County's established number of hours in the work day for an employee's particular position and shall never exceed eight (8) hours. Annual leave cannot be accrued for hours not paid nor for hours worked beyond the normal workweek which shall not exceed 40 hours.

The benefit year for Maintenance , Animal Control, Assessor's Office, Emergency Communications staff, Homeland Security, Sworn Deputies, and Department Heads shall be 2080 hours. The balance of the County employees will have a benefit year of 1820 hours.

Sheriff's Deputies' vacation accrual is given in accordance with West Virginia Code 7-14-17a and sick day accrual is given in accordance with West Virginia Code 7-14-17b, both of which are different from this policy.

Use of paid time benefit: It is not permitted to substitute a different paid benefit time in place of another to avoid "unpaid" status. Accrued leave can only be applied to the category from which it is earned. Therefore, accrued sick leave cannot be applied as vacation leave or vice versa. Exception: In the event an employee has scheduled a vacation day and the Courthouse/County Government is closed due to natural disaster or adverse weather, the employee may reschedule their vacation day.

Procedures

Holiday Pay

- The Jefferson County Commission will adopt the observed Holiday schedule as prescribed by WV Code.
- Full-time employees will be compensated one day off of Holiday pay for all designated holidays.
- Non-exempt employees who work on a holiday shall receive their regular rate of pay for each hour worked on the designated holiday, plus holiday pay.

- Designated holidays shall be recognized from the period 10:00 p.m. to 10:00
- Holidays occurring during approved vacation or sick leave will be considered as holiday pay and will not be charged against any accrued leave (sick or vacation).
- To qualify for holiday pay, the employee must work the last scheduled workday before the holiday and the first scheduled workday following the holiday or have had vacation leave pre-approved.

The following County personnel shall observe calendar holidays which differ from the official Holiday Schedule:

- Emergency Communications
- Sworn Law Enforcement Officers

Vacation Accrual

Vacation Leave is a reward for service and offers the employee a break from the daily routine. Vacation time is earned according to the following schedule:

Emplymt Anniversary	Length of Continuous Service	Mo. Rate of Accrual	Accrued Days	Lifetime Maximum Days
0-5	after 1 mo. -59 th	1.25 days	15	20
5-10	60 th mo. – 119 th	1.5 days	18	23
10-15	120 th mo. – 179 th	1.75 days	21	26
15 plus	180 th mo.	2 days	24	29

- Vacation is earned based on completed service as of the first day of the month.
- Vacation days accrued over the maximum accrual number are lost. At no point during the year can the number of vacation days exceed the maximum accrual amount; also at fiscal year-end the maximum number of vacation days that can be carried over cannot exceed the maximum accrual amount. Absences in excess of the accrual are taken without pay. Time worked in excess of 70/80 hours does not add to the vacation accumulation.
- Vacation leave should be scheduled in advance at the convenience of the Elected Official/Department Head. Consideration should be given to any specific request of an employee.
- Requests for same vacation time within one department will be decided by service time.
- Newly hired employees will be credited with and eligible to use three (3) days of vacation upon completion of their probationary period, based upon the approved rate of accrual. Absence time during the probationary period is taken without pay.
- Vacation pay is based on the employee’s regular hourly rate of pay for the number of hours of vacation leave used. Holidays are not charged against scheduled accrued vacation or to sick leave when supported by acceptable medical verification.
- Accrued but unused vacation days are reimbursed upon termination of employment (voluntary or otherwise) not to exceed the maximum accrual based on years of service.

SICK LEAVE

Accrual of Sick Leave

- Sick leave is defined as time off with pay because of personal or family illness or injury.
- Sick leave is accrued at a rate equivalent to one and a half (1.5) days per month. Time worked in excess of 70/80 hours does not add to the accumulation.
- Accrued sick leave may be taken during the probationary period.

Sick leave accrues while an employee is absent from work due to illness, injury, or caring for a sick family member and is receiving a paycheck.

Intermittent Sick Leave

Intermittent sick leave is defined as short term absence from work due to a minor medical condition, e.g., cold, flu, etc. Intermittent sick leave is recognized for family members to include; spouse, child, parent, grandparent, or any other member of the household. At the Elected Official/Department Head's discretion, a physician's statement (verification) may be requested at any time.; five (5) or more consecutive days of sick leave require a physician's statement.

To qualify for approved sick leave, the employee shall notify his/her immediate supervisor by the start of their scheduled shift of work, or in accordance with established office procedures.

Extended Sick Leave

Extended sick leave is defined as a prolonged absence from work due to a serious medical situation, e.g., surgery, recovery from serious illness, childbirth, etc. Any extended sick leave which meets the requirements for FMLA shall run concurrently with FMLA. The Elected Official/Department Head shall comply with FMLA provisions pertaining to certification and recertification, when applicable.

An employee shall be eligible for extended sick leave if he/she has sufficient accrued sick leave, or extended by vacation leave at the employee's option, to cover the duration of the absence. A physician's statement describing the medical condition and stipulating the needed time off work is required.

The Elected Official/Department Head shall maintain a record in the employee's personnel file. Notice shall be given to the payroll administrator of the anticipated duration of the leave in order to ensure continuity of benefits and related issues.

The Elected Official/Department Head shall be responsible for assuring that the employee has sufficient accrued sick leave and vacation leave at the employee's option, to cover the period of absence specified by the attending physician. If there is not sufficient accrued leave available, the employee will be placed on leave without pay. The employee shall be responsible for payment of all optional medical, life, vision, dental and family coverage(s). The payment will be calculated by the benefits administrator or payroll clerk. Those funds must be remitted to the Jefferson County Sheriff's Tax office by the first day.

If the employee's physician orders additional time off work beyond the original approved

leave of absence, the Elected Official/Department Head shall immediately notify the payroll administrator to insure the continuation of medical benefits.

Suspected Misuse of Leave

When an employee appears to have a pattern or incident of leave that is inconsistent with the reasons provided in this policy, the Elected Official/Department Head may request appropriate substantiation of the employee's claim for leave.. Misuse of leave may include, but is not limited to, frequent use of sick leave rendering employee's services undependable; requesting sick leave for days where annual leave was previously denied; and requesting unplanned leave in connection with scheduled days off, which days off include annual leave, weekends, and holidays. The Elected Official/Department Head shall provide the employee with notice of the requirement for appropriate substantiation at the time the request for unplanned leave is made.

Bereavement

An employee may be granted up to three (3) days of paid leave for the death in the immediate family. Immediate family shall refer to the employee's spouse/significant other, children, grandchildren, stepchildren, father, step-father, mother, step-mother, legal guardian, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law. Leave may commence upon notice of the death.

An employee may be granted up to two (2) days paid leave upon the death of an employee's grandparent, spouse's grandparents, aunt, uncle, cousin, niece, nephew, brother-in-law, or sister-in-law. Leave may commence at the discretion of the Elected Official/Department Head.

One day funeral leave with pay may be granted at the discretion of the Elected Official/Department Head.

Employees who must attend a family member's funeral which does not fall within the immediate family category and must travel in excess of two hundred (200) miles may be granted paid leave at the discretion of the Elected Official/Department Head.

Military Leave

a. State Active Duty and Reserve Military Service. -- In accordance with the provisions of W. Va. Code §15-1F-1(a), all officers and employees of the County who are members of the National Guard or of any of the reserve components of the armed forces of the federal government are entitled to a leave of absence from employment without loss of pay, status, or efficiency rating, on all days during which they are engaged in drills or parades, or for examination to determine fitness for duty, inactive duty training, funeral honors duty for the State or federal government, active duty for training or active service for the State all to include reasonable travel time to and from the duty location, for a maximum period of thirty working days, not to exceed two hundred forty (240) hours, in any one calendar year when ordered or authorized by proper authority. An

employee need not exhaust all annual leave or sick leave. Furthermore, the leave of absence is considered as time worked for the County in computing seniority, eligibility for salary increase and experience with the agency. The terms of this subdivision do not apply under the provisions of any military selective service act. An employee shall provide to the appropriate department head or elected official written notification of an obligation or intention to perform military duty and such written orders, as soon as available, in support of the request for military leave. None of the unused days of military leave for which an officer or employee is eligible under this subdivision may be carried over and used in the next calendar year. An employee on extended federal active duty or full-time National Guard duty is eligible for leave provided in this subdivision only in the year he or she is called to active duty, and in subsequent years only after he or she has been discharged from military duty and returned to County employment.

b. Federal Active Duty. -- In accordance with the provisions of W. Va. Code §15-1F-1(b), all officers and employees of the County who are ordered or called to active duty by properly designated federal authority are eligible for an additional leave of absence from employment without loss of pay, status, or efficiency rating for a maximum period of thirty working days, not to exceed two hundred forty (240) hours, for a call to active duty, active duty for training, initial active duty for training, or full-time National Guard duty, all to include reasonable travel time to and from the duty location. All officers and employees of the State called to federal active duty or full-time National Guard duty who have not used all or some portion of the thirty working days of military leave granted by subdivision (a) of this subsection are eligible to use those unused days in the same calendar year prior to using the thirty days for which they are eligible under this subdivision, up to a maximum of sixty days, not to exceed four hundred eighty (480) hours, for a single call to active duty. None of the unused days for which an officer or employee is eligible under subdivision (a) may be carried over and used in the next calendar year. An employee on extended federal active duty or full-time National Guard duty is eligible for leave provided in subdivision (a) of this subsection only in the year he or she is called to active duty, and, in subsequent years, only for a subsequent call to duty and only after he or she has been discharged from military duty and returned to County employment. The term "without loss of pay" means that the employee shall continue to receive his or her normal salary or compensation, notwithstanding the fact that the employee may have received other compensation from federal or state sources during the same period. Separate orders that result in consecutive active duty assignments in which the employee does not return to work shall be considered a single call to active duty. An employee will only be eligible for an additional 30 days under subdivision (b) for a subsequent call to duty only after he or she has returned to County employment.

Jury Duty

Employees who receive notice that they have been selected for jury duty are required to notify their supervisor no later than their next scheduled work day. Time off from work due to jury duty shall be with pay, based on the employee's regular rate of pay for the number of hours off work. Employees are expected to return to work once they have been excused from

jury duty during regular working hours.

The employee is required to remit any payment received for services rendered as a jurist. The employee may retain mileage reimbursement and any payment for services rendered while serving as a jurist during non-work hours

Administrative Leave

In the event the Courthouse/County Government is closed due to natural disaster, adverse weather conditions, etc. an employee will be excused from attending work without loss of compensation.

Essential staff will be advised when/how to report for duty, if necessary.

Liberal Leave

In the event adverse weather conditions exist and an employee feels that it is unsafe to travel to work, liberal leave will be in effect. Liberal leave allows an employee to take a day's vacation or a day off without pay if unable to get to work. Employees are responsible for contacting their supervisor to advise if they choose Liberal Leave or request other accommodations. Essential staff will be advised when/how to report for duty.

Record Keeping

Elected Officials/Department Heads or their designee will be responsible for record keeping pertinent to these guidelines. This record keeping does not preclude any records required by the Clerk of the County Commission or the payroll clerk.

Amendment to Absence Time with Pay Policy – Bereavement Section

Purpose: To provide County employees with the necessary time to attend the funeral services of colleagues who pass away while actively employed with the County.

Policy Addition: Employees shall be granted up to three (3) hours of administrative leave, (*with/without pay*) to attend the funeral or memorial service of a fellow County employee who passes away while actively employed with the County. This leave is intended to allow employees to pay their respects and support their colleagues and the deceased's family.

Guidelines:

1. The administrative leave is granted for attendance at a funeral or memorial service occurring during the employee's scheduled work hours.
2. Employees must notify and obtain approval from their immediate supervisor in advance of utilizing this leave.
3. The leave is granted per occurrence and is not deducted from any other leave balances.
4. Departmental operations and staffing requirements will be taken into consideration to ensure essential services remain unaffected.
5. If additional time is needed, employees may use other accrued leave, subject to approval by their supervisor.

Effective Date: This amendment shall take effect immediately upon approval and shall be incorporated into the County's Absence Time with Pay Policy (Policy 208) under the Bereavement section.

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Annual Performance Appraisal	Approved:	03/20/2025
Policy Number:	217	Author:	James
Associated:	Compensation	Original- Grove 6/21/2018 Revised- James 10/17/2024	

PURPOSE:

The purpose of the Jefferson County Commission Annual Employee Assessment is to provide a structured, consistent approach to evaluating employee performance. This policy encourages open discussions regarding employee contributions, achievements, and areas for growth, ensuring that evaluations align with the County’s mission. The County’s mission emphasizes exemplary constituent relations, professionalism, and pride in work, the Commission, and the County.

Performance appraisals also serve as a basis for determining merit-based salary increases, providing training opportunities, and, when necessary, taking corrective actions, including demotion or dismissal. This system does not preclude disciplinary actions that may be taken according to the County’s disciplinary policies.

COVERED EMPLOYEES:

This policy applies to all probationary and regular County Commission employees. Employees in elected offices are only covered if the elected official has adopted this policy for their staff.

PERFORMANCE REVIEW PERIOD:

The performance review period will assess employee performance as of **October 1** and consider the previous 12 months, from **October 1 to October 1** of the following year. Employee performance will be evaluated based on their contributions, alignment with the County’s mission, and achievement of Key Performance Indicators (KPIs). KPIs are measurable values that track progress toward specific objectives.

DEPARTMENT HEAD RESPONSIBILITIES:

Department Heads are responsible for ensuring that all employees under their supervision are evaluated annually in alignment with this policy. They will establish KPIs and educate employees on expectations related to KPIs, professionalism, constituent relations, engagement, and ownership. Additionally, Department Heads are expected to meet with their direct reports quarterly to assess progress on these expectations and to address any incidents of non-performance or substandard performance throughout the review period.

EMPLOYEE RESPONSIBILITIES:

Employees are expected to perform their duties at a “Meets Expectations” level or higher. Employees must meet or exceed their KPIs. Those struggling to meet KPIs or expectations are expected to proactively seek assistance from their Director to enhance their performance.

MERIT INCREASE ELIGIBILITY CRITERIA:

To be eligible for merit increases, employees must meet the following criteria:

- Be employed full-time with the Commission.
- Not be placed on an employee improvement plan during the review period.
- Take any required training.
- Achieve at least a "Meets Expectations" rating on all mission-based assessments, including professionalism, constituent relations, and engagement in their work.
- Achieve a "Meets KPI" rating for annual KPIs. While not all KPIs may be met quarterly, a "Meets KPI" rating on an annual basis is required for merit consideration.

PERFORMANCE RATINGS:

The performance appraisal uses a three-tier rating system:

- **Exceeds Expectations:** Performance consistently surpasses expected standards.
- **Meets Expectations:** Performance meets job standards and expectations, delivering intended results.
- **Needs Improvement:** Performance falls short of expectations, requiring immediate corrective action.

EMPLOYEE RESPONSE TO APPRAISAL:

Employees who receive a "Needs Improvement" rating on their annual performance appraisal may submit a written statement to be included in their Official Personnel File. The content of the performance appraisal, including comments, ratings, and merit increases, is not subject to the County’s grievance procedure.

UNSATISFACTORY PERFORMANCE:

Supervisors will address specific incidents of unsatisfactory performance or non-performance throughout the appraisal period, up to and including disciplinary action. Repeated or serious incidents of unsatisfactory performance will be reflected in the employee’s annual performance appraisal and may affect merit-based salary increases.

PERFORMANCE-BASED SALARY INCREASES:

Merit increases will be determined based on an attached rubric that evaluates employee performance and growth over the review period. Employees must achieve an overall rating of "Meets Expectations" or higher to qualify for salary increases. Base salaries will not exceed the maximum of the classified pay band. Temporary employees are not eligible for annual salary increases.

FINAL CONSIDERATIONS:

This Annual Employee Assessment policy ensures that employee evaluations are aligned with the County's mission and reward employees for their growth over the review period. All evaluations will adhere to the County's Equal Employment Opportunity policies, ensuring assessments are based solely on objective, performance-related factors.

Quantifiable Annual County Employee Review Rubric

Requirements to be Considered for Merit Promotions	
Criteria	Requirement
Professionalism	Must meet or exceed expectations
Constituent relations	Must meet or exceed expectations
KPI Performance	Must meet or exceed expectations in each Key Performance Indicator (KPI)
Personnel Improvement Plan	Must not be on a Personnel Improvement Plan (PIP) during any point in the review period
HR Series Classes	Each employee must complete two (2) HR Series Classes in the review period- Oct. 1- Oct. 1.

Training and Skill Development¹			
Criteria	Point Value	Proof/ Requirement	Assessed Value
Continuous, full-time employment (Oct. 1- Oct. 1)	20 points	Must be employed continuously as a full-time employee	
Additional HR Series Classes	10 points per class (max 20)	Max: 2 additional classes. Must supply evidence of completion/ attendance.	
Minor Skill Development/ Certification	10 points per skill/ certification (max 20)	Max: 2 skills/ certifications, proof required, HR/ director approval	

¹ Must be approved by director/ HR before attending. Proof must be submitted to HR within 7 days of completion. Minor Skill Development/ Certification includes those programs with 30 minutes-8 hours of training. Significant Certification includes training programs that take 8-24 hours. Master skill certification includes completion of multi-month or multi-year training. Master Skill Certifications are high-level certifications that can only be obtained once in a lifetime and may require on-going continuing education. See director/ HR for a list of approved Master Skill Certifications. In order to earn points in the training and skill development category, the training must be beneficial but not be required for position.

Significant Skill Certification	30 points per skill certification (max 30)	Max- 1 skill certification, proof required, HR/ director approval	
Master Skill Certification	80 points (1 max)	Director/ HR approval required; see director/ HR for an approval list of qualifying certifications.	
Associates, Bachelors, Masters, etc. degree	80 points (1 max)	Max- 1 skill certification, proof required, HR/ director approval	

Leadership Development			
Criteria	Point Value	Proof/ Requirement	Assessed Value
Task Force Involvement (Minimum of 2 quarters)	20 points per task force (max 40 points)	Max- 2 taskforces. Proof required, Manager approval	
Department or County-Level Task Force Leadership (Minimum of 2 quarters)	Additional 40 points. Max 40.	Max- 1 task force. May still participate in one additional task force. Proof required, Manager approval. Can only receive credit as a leader OR member of a task force, not both.	
Completion of Jefferson County Mentor/Mentee Program	80 points	Proof required, Manager/HR approval	
Completion of Jefferson County Leader-in-Training Program	80 points	Proof required, Manager/HR approval	
Completion of Approved Non-Commission	80 points	Proof required, Manager/HR approval	

Leadership Program			
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KPI Achievement (Key Performance Indicators)			
Criteria	Point Value	Proof/ Requirement	Assessed Value
Beating KPI by 5%	10 points per KPI (max 30 points)	Supervisor verification required	
Beating KPI by 10% or more	20 points per KPI (max 60 points)	Supervisor verification required	

Note: Without meeting each KPI, employees are not eligible for any merit increase.

Awards			
Criteria	Point Value	Proof/ Requirement	Assessed Value
Earning the County's Outstanding Professionalism Award	20 points	Outstanding Professionalism Certificate	
Earning the County's Exemplary Constituent Services Award	20 points	Exemplary Constituent Services Award	
Community-based awards for County Service	20 points	Director/ hr approval and proof of award- see HR for examples	

Merit Increase Eligibility

- Should the Commission approve a merit increase, employees will earn a score based on this rubric. Employees score will determine the amount of merit increases to each salary. Merit percentages will be based on a “bell curve” with:
 - Those who meet the qualifications for merit and are in the lowest scoring block of employees (ranking greater than 0 to 13.6% of total scores) will receive a 1% merit increase in their salary.

- Those who meet the qualifications for merit and are in the second lowest scoring block of employees (ranking greater than 13.6% to 47.7% of total scores) will receive a 2% merit increase in their salary.
 - Those who meet the qualifications for merit and are in the middle scoring block of employees (ranking greater than 47.7% to 81.8% of total scores) will receive a 3% merit increase in their salary.
 - Those who meet the qualifications for merit and are in the second highest scoring block of employees (ranking greater than 81.8% to 95.4% of total scores) will receive a 4% merit increase in their salary.
 - Those who meet the qualifications for merit and are in the highest scoring block of employees (ranking greater than 95.4% to 100% of total scores) will receive a 5% merit increase in their salary.
 - For employees who have not been employed for the entire review period, they are eligible for merit under the following conditions:
 - They have met all the requirements found in the Requirements to be Considered for Merit Promotion tables found on page 1.
 - Their total score will first be calculated and then deducted by the time the employee was not employed by the County. ie, If an employee was hired on November 1st, 31 days after the review period began, the employee may only receive credit for 334/365 (91.5%) of total points earned.
 - There is no opportunity to earn more than 100% of the approved merit.
-

Other considerations

- Should the Commission not approve a merit increase in any one fiscal year, employees may “rollover” up to 50 points into their next merit review cycle beginning for points earned after October 1, 2024. If merit is approved by the Commission, no points will roll over the following review period.
 - If an employee received a promotion over the review period, the employee is may only earn scores for work completed while at the promoted position. ie, exceeding KPI as a junior staffer will not count toward the employee’s total points, only exceeding KPI at the promoted position.
-

Evaluation Example

An employee who:

- Meets or exceeds their KPI (required for merit consideration)
- Is not on a personnel improvement plan during the review period
- Is continuously employed as a full-time employee (20 points)

- Completes the required HR Series classes
- Takes 2 additional HR Series classes (20 points)
- Participates in 1 task force (20 points)
- Develops 1 minor skill (10 points)
- Beats one KPI by 5% (10 points)
- Beats one KPI by more than 10% (20 points)

Total Points = 100 points (100% of merit approved by the Commission).

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM, county administrator

Department or Organization: Commission Administration

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: **March 20, 2025**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

1. Congressionally Directed Spending Updates
2. Boards and Commissions policy update
3. Community Corrections
4. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

Please provide the County Commission with a description of your request or presentation, including any background information:

See attached

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y Internet/Wi Fi Y Telephone for conference call Y

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



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

PRESIDENT

Pasha Majdi

VICE PRESIDENT

Mike Mood

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Steve Stolipher

To: Commissioner Pasha Majdi
Commissioner Steve Stolipher
Commissioner Mike Mood
Commissioner Cara Keys
Commissioner Jack Hefestay

From: Edwina Benites-LM, county administrator

Re: County Administrator Report, March 20, 2025

Summary:

1. Congressionally Directed Spending Updates
2. Boards and Commissions policy update
3. Community Corrections
4. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

1. Congressionally Directed Spending Update

On March 14, 2025, Congress passed a funding bill to fund government operations through the end of the federal fiscal year- September 30, 2025. The funding bill included no congressionally directed spending (CDS) requests, including the Commission's requests.

At its April 4, 2024, meeting, the Jefferson County Commission voted to apply for congressionally directed funding and tasked me with submitting applications for the following projects:

1. **\$100,000** – Replace outdated radios with modern, interoperable technology and implement other technology upgrades (Jefferson County Office of Homeland Security and Emergency Management).
2. **\$350,000** – Purchase an additional ambulance (Jefferson County Emergency Services Agency).
3. **\$500,000** – Expand the Jefferson County Emergency Services Agency building in Ranson (Jefferson County Emergency Services Agency).
4. **\$500,000** – Address sinkhole repair, parking lot improvements, building demolition, and stormwater management on the Jefferson County Charles Town campus (Fleets and Facilities).
5. **\$100,000** – Replace license plate readers (Jefferson County Sheriff's Office).
6. **\$350,000** – Procure a BearCat armored vehicle (Jefferson County Sheriff's Office).

The previous version of the bill included:

1. **\$500,000** for the expansion of the Ranson ESA building was included in the Senate Labor-Health-Human Services appropriations bill.
2. **\$120,000** for license plate readers was included in the Senate Commerce-Justice-Science appropriations bill.

The remaining requests were not funded at this stage.

Additional Funding Efforts:

Although Region 9 was not used for these congressionally directed spending applications, we requested their expertise to pursue competitively awarded grant funding for the same projects.

Legislative Outlook:

Congress will soon begin consideration of FY26 funding bills. We are working closely with our federal representatives to advocate for the federal requests (see attached) the Commission approved in January 2025.

2. Boards and Commissions Policy update

The Commission frequently appoints individuals to boards and commissions with specific political, magisterial, and residency requirements. In the past, there have been disputes regarding an applicant's residency within the county or a particular magisterial district. To provide clarity and consistency, the attached updated Boards and Commissions policy explicitly states that voter registration records will be used to verify residency.

3. Community Corrections

On March 6, 2025, the Jefferson County Day Report requested Commission authorization to apply for FY26 funding through the State of West Virginia as the county's designated day report entity. However, just days later, on March 11, the organization notified the Commission that it would no longer apply for the grant and would cease operations on June 30, 2025. Recognizing the critical role day report programs play in promoting positive judicial outcomes and reducing taxpayer costs compared to incarceration, Commission staff acted swiftly to meet with stakeholders. The Commission should discuss and potentially approve direction on the future approach to maintaining these essential services.

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Appointment to County Boards, Committees and Commissions	Approved	03/20/2025
Policy Number:	901	Author:	E. Benites- LM
Associated:			Revised: 5/7/2009 3/6/2025

Jefferson County

Administrative Policies and Procedures

TOPIC: Appointment to County Boards, Committees and Commissions

PURPOSE

This directive sets forth the comprehensive process for items pertaining to appointments to the County’s boards and commissions including advertising for candidates, processing information to the Commission, interviewing of candidates, appointment timetables and oaths of office.

POLICY

Policy on Appointments to Boards and Commissions

1. The Commission will make appointments to the following boards and commissions, as well as ad hoc boards and commissions, as needed. Appointments will include:
 - Board of Health
 - Board of Zoning Appeals
 - Building Commission
 - Charles Town Utility Board
 - E 9-1-1 Council
 - Eastern Panhandle Transit Authority – Pan Tran
 - Extension Service
 - Hagerstown Eastern Panhandle Metropolitan Planning Organization
 - Harpers Ferry-Bolivar Library Board
 - Historic Landmarks Commission
 - HOME Consortium
 - Homeland Security/LEPC
 - Jefferson County Convention & Visitors Bureau
 - Jefferson County Development Authority
 - Jefferson County Farmland Protection Board
 - Jefferson County Parks and Recreation Commission
 - Jefferson County Planning Commission

<i>Jefferson County Policies & Procedures</i>			
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Associated:			Revised: 5/7/2009 3/6/2025

- Jefferson County Property Safety Board
 - Jefferson County Solid Waste Authority
 - Region 9 Economic Development Council
 - South Jefferson Library Commission
 - Water Advisory Committee
2. Appointment terms and eligibility requirements are determined by each board or commission's bylaws and/or State law.
 3. All appointed board and commission members must:
 - Take an oath of office and share the documentation with the Commission Administration.
 - Complete Ethics and Open Meeting Act training through the West Virginia Ethics Commission.
 4. Zoning Board of Appeals Alternate Positions:
 - Alternate members shall have all powers and duties of regular board members when sitting on a case and shall continue participation until a final decision is reached.
 - Alternate members shall serve by rotation based on seniority of appointment to the board.
 5. Training for Planning Commission Members:
 - Newly appointed members to the Jefferson County Planning Commission must attend a training seminar/orientation provided by the Jefferson County Office of Planning and Zoning.
 - Training must be completed within two (2) months of appointment to familiarize members with the laws and procedures governing the Planning Commission.

Standard Operating Guidance for Boards and Commissions

1. Term Expirations and Reappointments:
 - Board and commission members will be notified by email shortly before the expiration of their term.
 - Members may reapply for membership as long as it is not prohibited by the body's bylaws or State law.

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Appointment to County Boards, Committees and Commissions	Approved	03/20/2025
Policy Number:	901	Author:	E. Benites- LM
Associated:			Revised: 5/7/2009 3/6/2025

2. Advertising Openings:

- The Commission will advertise openings at least twice on social media and via email distribution lists.
- Interested applicants should submit the following to boards@jeffersoncountywv.org:
 - Resume
 - Cover letter
 - First name
 - Last name
 - Date of birth
 - Mission Agreement Requirement: Applicants must complete the attached mission agreement and submit it with their application.
- It is recommended that applicants ensure their application is received, as some applications may be viewed as spam by email filtering systems.
- Some boards and commissions have residency and/or political affiliation requirements. Submitted information may be used to verify eligibility and conduct background checks such as court history and debarment.
- Residency and political affiliation will be determined by voter registration.

3. Public Disclosure:

- Information submitted during the application process, as well as information discovered during background reviews, may be shared publicly at the public meeting and included in a public packet.

4. Application Process:

- Applications are rolling; however, no additional applications will be considered once the agenda has been posted.
- Commission Administrative staff will notify applicants via email of the agenda containing their interview.
- Attendance at the interview (either virtually or in person) is not required but is highly recommended.
- At the direction of the Commission president, the county administrator will send a packet of eligible applicants to each commissioner. Each commissioner may select one applicant to interview at the next commission meeting for every open seat.

5. Vacancies:

- If a vacancy occurs due to a member's inability or decision not to complete their term, the vacant position must be filled through an unexpired term appointment.

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Appointment to County Boards, Committees and Commissions	Approved	03/20/2025
Policy Number:	901	Author:	E. Benites- LM
Associated:			Revised: 5/7/2009 3/6/2025

- The unexpired term appointment will serve the remainder of the term for the individual being replaced.
6. Responsibility for Reporting Vacancies:
- Boards and commissions are responsible for notifying the County Commission Administration of vacancies due to resignation or other factors that may affect this policy and/or guidance.

BYLAWS
JEFFERSON COUNTY DEVELOPMENT AUTHORITY

ARTICLE I
NAME AND PLACE OF BUSINESS

Section 1. Name: Jefferson County Development Authority, hereinafter referred to as the “Authority.”

Section 2. Place of Business: The principal office of the Authority shall be in Jefferson County, West Virginia.

ARTICLE II
PURPOSE AND COMPLIANCE WITH APPLICABLE LAWS

Section 1. General: The Authority is organized under West Virginia Code §7-12 *et. seq.* and an order of the Jefferson County Commission dated February 15, 1979.

Section 2. Purpose: The purpose of the Authority is set forth in West Virginia Code §7-12-2, *Purposes.*

Section 3. Powers and Authorities. The Authority is assigned powers and authority by West Virginia Code §7-12-1 *et. seq.* and the Jefferson County Commission order of February 15, 1979.

Section 4. Compliance with Applicable Laws. The Authority shall observe and comply with all applicable local, state, and federal laws. If a conflict arises between the provisions of these bylaws and the applicable West Virginia Code, the West Virginia Code shall govern. If any article, section, or provision of these bylaws is held to be unconstitutional, all remaining articles, sections, and provisions shall nevertheless remain valid.

ARTICLE III
MANAGEMENT AND MEMBERSHIP OF THE AUTHORITY

Section 1. Membership. The management and control of the Authority, its property, operations, business, and affairs shall be lodged in a board of thirteen (13) persons.

Section 2. Appointment of Members. The Jefferson County Commission shall appoint voting members of the Authority pursuant to West Virginia Code §7-12-1 *et. seq.*

All members must be approved by the County Commission and sworn in by the County Clerk before they can make motions or vote in any Authority meeting or attend executive sessions.

Section 3. Term of Members. Members shall be appointed for a term of three years. A member may be reappointed for such additional terms as the County Commission may deem proper. Successors to vacant positions will serve out the positions' unexpired term before qualifying for a full, three-year term. Members in office at the expiration of their term shall continue to serve until a successor has been appointed and qualified.

Section 4. Resignation or Removal of Members. If a member of the Authority resigns, the Executive Director shall immediately notify the County Commission and request the appointment of a qualified person to fill the vacancy left by the resigning member. The County Commission may remove any member of the board by an order duly entered of record and may appoint a successor member for any member so removed.

Section 5. Vacancies. If requested to do so by the County Commission, the members shall recommend to the County Commission the names of qualified persons for appointment to fill either pending or existing vacancies in the membership.

Section 6. Attendance. If any member fails to attend three (3) consecutive, regular meetings of the Authority without an acceptable excuse, the Board may recommend to the County Commission that the offending member be removed from the board and a successor member appointed.

ARTICLE IV MEETINGS OF THE AUTHORITY MEMBERS

Section 1. Time and Place. The Authority members shall meet on the third Tuesday of each month at 3:00 pm at the office of the Jefferson County Development Authority and virtually or at a place and time otherwise designated for the meeting. If the meeting day falls on a legal holiday, the meeting shall be held the following day or another day designated.

Section 2. Quorum. A majority of appointed board seats (7) of the Authority constitute a quorum and no action of the Authority shall be official unless authorized by a quorum at a regular or special meeting.

Section 3. Voting. Each member of the Authority present, in-person or virtually, shall have one vote on each matter under consideration by the Authority.

Section 4. Special Meetings. Special meetings of the Authority may be called by the President or by at least two (2) members. Special meeting requests shall be made in writing to the Executive Director.

Section 5. Emergency Meeting. Emergency meetings may be called by the President for an imminent threat to public health or safety; an imminent threat of damage to public or private property; or an imminent material financial loss or other imminent substantial harm to a public agency, its employees, or the members of the public which it serves.

Section 6. Meeting Notice. Notice, a proposed agenda, and any supporting documentation shall be given to each member by the Executive Director. This notice shall be provided at least three (3) business days before a regularly scheduled meeting date, and at least two (2) calendar days before a special meeting. In the instance of an emergency meeting, notice shall be provided as soon as practicable before the meeting and the meeting agenda and minutes must include the facts and circumstances of the emergency.

The meeting notice will also be provided to the Jefferson County Commission at the same time members are notified to be published in a practice consistent with Jefferson County Commission public meetings.

Section 7. Agenda. The Executive Director shall prepare and send the meeting agenda. A member who wishes to include an item on the agenda shall notify the Executive Director at least seven (7) calendar days before a regularly scheduled meeting.

Section 8. Meeting Format. The format for all regular meetings of the Authority members shall be as follows:

- I. Call to Order
- II. Determination of Members Present and Existence of a Quorum
- III. Public Comment Period
- IV. Review/ Approve Minutes
- V. Review/ Approve Treasurer's Reports
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Director's Report
- X. Member Comment
- XI. Adjournment

Nothing in the above format precludes adding items to or deleting specific items from the agenda, including but not limited to executive sessions as authorized by the West Virginia Open Meetings Act.

All meetings shall be conducted according to Robert's Rules of Order and in accordance with the West Virginia Open Governmental Proceedings Act.

**ARTICLE V
CONFIDENTIALITY OF EXECUTIVE SESSION**

Section 1. Executive Session. An executive session may be called by a majority vote of the members present for purposes of discussing such matters as are authorized in executive session by public agencies pursuant to West Virginia Code § 6-9A-4, *Exceptions*.

Section 2. Confidentiality and Non-Disclosure Agreement. Confidentiality is paramount in the business of the Authority. Appointed members and others participating in the business of the Authority must adhere to those expectations in all dealings inside and outside of the official meeting atmosphere.

**ARTICLE VI
OFFICERS**

Section 1. Officers. The officers of the Authority shall be the President, Vice President, Secretary, and Treasurer. Each officer must be a member of the Authority. The same member may serve as both Secretary and Treasurer. In such instances, the officer will be the “Secretary-Treasurer.”

Section 2. Election of Officers. Annually, all officers of the Authority shall be elected by the members at the Authority’s June regularly scheduled meeting. Newly elected officers shall assume their duties on July 1 annually. Officers shall serve until the next annual election and until their successors are duly elected and qualified. Officers may be reelected for successive terms.

Section 3. Officer Vacancies. Any vacancy occurring among the officers shall be filled by a vote of the membership at the first available regular or special meeting of the Authority.

**ARTICLE VII
DUTIES OF OFFICERS AND EXECUTIVE DIRECTOR**

Section 1. President. The President shall preside as chair at all meetings of the membership of the Authority. The President shall appoint all committee members and shall be an ex-officio member of all committees. The President shall attend to the executive business of the Authority and exercise such powers as may be conferred by the members, by these bylaws, and as prescribed by law. The President shall execute, and if necessary, acknowledge for the record, any deeds, deeds of trust, contracts, notes, bonds, agreements, or other papers necessary, requisite, proper, or convenient to be executed by or on behalf of the Authority when and if directed by the members of the Authority.

Section 2. Vice President. If the President is absent or for any reason unable to discharge any of the duties of the office, then the same shall be discharged by the Vice President or in the absence of the Vice President, by any remaining officer.

Section 3. Secretary. The Secretary of the Authority shall be its recording officer and shall, when practicable, be present at all meetings of the members, and shall keep or cause to be kept a regular record of the proceedings of such meetings. The Secretary shall sign the minutes of the meetings. The Secretary shall have charge of the minutes, be the custodian of deeds and other important writings and papers of the Authority, and shall also perform such other duties as the office may have under law or as may be conferred from time to time by the membership. Minutes of the meetings of the Authority may be taken by a person other than a member of the Authority at the discretion of the Secretary.

Section 4. Treasurer. The Treasurer shall have general charge of the funds and monies of the Authority. Checks written from the Authority's account shall be signed by such person or persons as the membership from time to time prescribes. The Treasurer shall keep or cause to be kept proper and accurate books of accounts and receipts and vouchers for disbursement made by or through the Authority and shall prepare and submit such reports and statements of the financial condition of the Authority as the members may from time to time prescribe, and shall perform such other duties as may devolve under the law or as may be conferred on the Treasurer by members of the Authority.

Funds shall be expended following Jefferson County Commission Finance Policies and guidance of the West Virginia State Auditor.

Section 5. Executive Director. The Authority, with the support of the Jefferson County Commission, shall appoint an Executive Director to act as its chief executive officer, to serve at the will and pleasure of the Authority. The Authority, acting through its Executive Director, may employ any other personnel considered necessary and may appoint counsel and legal staff for the Authority and retain such temporary engineering, financial, and other consultants or technicians as may be required for any special study or survey consistent with the provisions of these bylaws.

The Executive Director shall provide for the day-to-day management of the Authority and make every attempt to advise and execute the wishes of the Authority.

The Executive Director shall annually prepare a budget to be submitted to the Authority for its review and approval prior to the commencement of each fiscal year's budget process. The budget shall contain a detailed account of all planned and proposed expenditures and revenue for the upcoming fiscal year, including a detailed list of employees by title, salary, cost of projected benefits, and total compensation.

Costs incidental to the administration of the Authority, including office expenses, personnel service expenses, and current expenses, shall be paid in accordance with the guidelines issued by the Authority and the Jefferson County Commission.

The Executive Director has no vote.

Section 6. Disbursement and Authorized Legal Signers of the Authority. The President, Vice President, Secretary, Treasurer, and Executive Director shall have the authority to receive and disburse funds and sign documents on behalf of the Authority. No disbursement or liability shall be made on behalf of the Authority unless it shall have been authorized by two of the five positions listed above. The Executive Director will be one of the signers except in the instance of a vacancy in the position. The Treasurer shall sign all disbursements, along with either the President, the Vice President, the Secretary, or the Executive Director. If the Treasurer is not able to sign a disbursement, then two of the remaining three officers may sign for such disbursement.

ARTICLE VIII COMMITTEES

Section 1. Standing Committees. The Authority shall have the following standing committees:

1. Business Development and Marketing Committee
2. Government and Legislative Affairs Committee

The Executive Director shall provide advice and assistance to all committees.

Section 2. Business Development and Marketing Committee. The Business Development and Marketing Committee is tasked with developing strategies to encourage businesses to locate in Jefferson County and developing strategies to foster growth in the community through assisting existing businesses. The Committee will work to identify future opportunities to develop suitable industrial and business sites. The Committee shall have the duty to develop any and all projects toward economic improvement consistent with the West Virginia Code and deemed prudent by the Authority.

The Business Development and Marketing Committee meets quarterly on the fourth Wednesday of January, April, July, and October at 3:00 pm unless another time is approved and appropriately noticed.

Section 3. Government and Legislative Affairs Committee. The Government and Legislative Affairs Committee is tasked with developing policies and acting as a liaison between the Authority and government and legislative bodies and in furtherance of the Authority's activities.

The Government and Legislative Affairs Committee meets quarterly on the second Thursday of January, April, July, and October at 3:00 pm unless another time is approved and appropriately notice.

Section 4. Ad Hoc Committees. The President may create temporary, ad hoc committees to accommodate the needs of the Authority.

Section 5. Committee Membership and Appointment of Members. Each member must serve on at least one committee. The President will determine committee membership and committee chairs.

Each committee chair may provide for advisory or volunteer positions on their respective committees. These advisory and/ or volunteer positions, however, do not take on the responsibilities and privileges of membership. These advisors and volunteers cannot vote nor can they attend executive sessions without the request of the President of the Authority.

ARTICLE IX FISCAL YEAR

The Fiscal Year of the Authority shall commence on July 1 of each year and continue through June 30 of the following calendar year.

ARTICLE X AMENDMENTS

Section 1. Amendments. These bylaws may be amended at any regular or special meeting of the Authority by a two-thirds vote of the entire membership; provided, however, that written notice, shall be sent in accordance with Article IV Section 6 of these bylaws. The written notice shall provide the proposed amendment and be given to each member at least 10 days prior to the regular or special meeting at which the proposed amendment will be considered.

Section 2. Approval by the County Commission. Bylaws changes shall be submitted to members of the Jefferson County Commission for their approval within ten (10) days after the adoption by the Authority. Bylaw amendments shall become effective by final approval of the Jefferson County Commission.

ARTICLE X INDEMNIFICATION

The Authority shall indemnify any past, present, or future officer or employee of the Authority against claims arising from an act or omission of such past, present, or future officer or employee within the scope of such individual's duties. Such indemnification shall include reasonable costs and expenses incurred in defending such claims. Nothing contained herein shall require the Authority to pay punitive damages, exemplary damages, or damages arising from the commission of a crime by such individual, and the Authority shall not be required to provide for the defense or indemnification of such individual when the act or omission which caused the injury was the result of actual fraud, actual malice, gross negligence, or willful misconduct of such individual, or the event of a claim against such individual by the State of West Virginia or the Authority. The

determination as to whether an individual’s conduct falls within any of the above exceptions shall be made by the Authority, in consultation with the West Virginia Attorney General.

**ARTICLE XI
DISTRIBUTION OF ASSETS UPON DISSOLUTION**

Upon the dissolution of the Authority, any and all funds and assets held by the Authority, after the payment of its obligations, shall automatically pass to and become the property of the County Commission of Jefferson County, West Virginia, to be used for public improvements and other public purposes as said Commission shall deem proper.

_____ President	_____ Vice President	_____ Secretary
_____ Treasurer	_____ Executive Director	_____ Jefferson County Commission President

Previously revised: June 6, 2024

Revised: _____, 2025

BYLAWS

JEFFERSON COUNTY WATER ADVISORY COMMITTEE

ARTICLE I NAME AND PLACE OF BUSINESS

Section 1. Name: Jefferson County Water Advisory Committee, hereinafter referred to as the “WAC.”

ARTICLE II PURPOSE AND COMPLIANCE WITH APPLICABLE LAWS

Section 1. General: The WAC is organized under the Jefferson County resolution approved March 20, 2025.

Section 2. Purpose: The purpose of, and goals for the WAC are to provide recommendations and to be responsive to the Jefferson County Commission regarding Jefferson County’s water availability, quality, and sustainability; the protection of water resources through education concerning good stewardship and best management practices, the promotion of recreational access, and the participation in planning and regional coordination in furtherance these goals.

ARTICLE III MANAGEMENT AND MEMBERSHIP OF THE WAC

Section 1. Membership. The WAC consists of nine (9) voting members:

1. One (1) staff member of the Jefferson County Health Department;
2. One (1) staff member of the Jefferson County Department of Engineering, Planning and Zoning;
3. One (1) staff member of the Charles Town Utility Board;
4. One (1) staff member of the Shepherdstown Water Department;
5. One (1) staff member of Harpers Ferry Water Works;
6. One (1) staff member of Harpers Ferry- Bolivar Public Service District;
7. One (1) staff member of the West Virginia State Department of Environmental Protection;
8. One (1) member of the public; and
9. One (1) county commissioner who will only have voting privileges in the event of a tie.

Section 2. Appointment and Terms of Members. The Jefferson County Commission shall appoint members of the WAC for a period of three (3) years with terms expiring on January 15th. In 2025, the first appointees will be appointed with staggered terms.

A member may be reappointed for such additional terms as the County Commission may deem proper. Successors to vacant positions will serve out the positions' unexpired term before qualifying for a full, three-year term. Members in office at the expiration of their term shall continue to serve until a successor has been appointed and qualified.

The County Commission representative's term will expire on January 1 annually. All members must be approved by the County Commission and sworn in by the County Clerk before they can make motions or vote in any WAC meeting or attend executive sessions.

Section 4. Resignation or Removal of Members. If a member of the WAC resigns, the President or Vice President of WAC shall immediately notify the County Commission and request the appointment of a qualified person to fill the vacancy left by the resigning member. The County Commission may remove any member of the WAC by an order duly entered of record and may appoint a successor member for any member so removed.

Section 5. Vacancies. If requested to do so by the County Commission, the members shall recommend to the County Commission the names of qualified persons for appointment to fill either pending or existing vacancies in the membership.

ARTICLE IV MEETINGS OF THE WAC MEMBERS

Section 1. Time and Place. The WAC members shall meet on the third Tuesday of each month at 3:00 pm at the office of the Jefferson County Commission meeting room and virtually or at a place and time otherwise designated for the meeting. If the meeting day falls on a legal holiday, the meeting shall be held the following day or another day designated.

Section 2. Quorum. A majority of appointed board seats constituting five (5) of the WAC members will constitute a quorum and no action of the WAC shall be official unless authorized by a quorum at a regular or special meeting.

Section 3. Voting. Each member of the WAC present, in-person or virtually, shall have one vote on each matter under consideration by the WAC. The Commission representative will only have the ability to vote in the event of a tie.

Section 4. Special Meetings. Special meetings of the WAC may be called by the President of the WAC.

Section 6. Meeting Notice. Notice shall be provided at least three (3) business days before a regularly scheduled meeting date, and at least seven (7) calendar days before a special meeting.

The meeting notice will also be provided to the Jefferson County Commission at the same time members are notified and should be published by Commission staff in a practice consistent with Jefferson County Commission public meetings.

Section 7. Agenda. The President shall prepare and send the meeting agenda. A member who wishes to include an item on the agenda shall notify the President at least seven (7) calendar days before a regularly scheduled meeting.

Section 8. Meeting Format. The format for all regular meetings of the WAC members shall be as follows:

- I. Call to Order
- II. Determination of Members Present and Existence of a Quorum
- III. Public Comment Period
- IV. Review/ Approve Minutes
- V. Old Business
- VI. New Business
- VII. Member Comment
- VIII. Adjournment

Nothing in the above format precludes adding items to or deleting specific items from the agenda, including but not limited to executive sessions as authorized by the West Virginia Open Meetings Act.

All meetings shall be conducted according to Robert’s Rules of Order and in accordance with the West Virginia Open Governmental Proceedings Act.

ARTICLE V CONFIDENTIALITY OF EXECUTIVE SESSION

Section 1. Executive Session. An executive session may be called by a majority vote of the members present for purposes of discussing such matters as are authorized in executive session by public agencies pursuant to West Virginia Code § 6-9A-4, *Exceptions*.

ARTICLE VI OFFICERS

Section 1. Officers. The officers of the WAC shall be the President, Vice President, and Secretary. Each officer must be a member of the WAC.

Section 2. Election of Officers. Annually, all officers of the WAC shall be elected by the members at the WAC’s January regularly scheduled meeting. Officers shall serve until the next annual election and until their successors are duly elected and qualified. Officers may be reelected for successive terms.

Section 3. Officer Vacancies. Any vacancy occurring among the officers shall be filled by a vote of the membership at the first available regular or special meeting of the WAC.

ARTICLE VII DUTIES OF OFFICERS

Section 1. President. The President shall preside as chair at all meetings of the membership of the WAC. The President shall attend to the executive business of the WAC and exercise such powers as may be conferred by the members and by these bylaws.

Section 2. Vice President. If the President is absent or for any reason or unable to discharge any of the duties of the office, then the same shall be discharged by the Vice President or in the absence of the Vice President, by any remaining officer.

Section 3. Secretary. The Secretary of the WAC shall be its recording officer and shall, when practicable, be present at all meetings of the members, and shall keep or cause to be kept a regular record of the proceedings of such meetings. The Secretary shall sign the minutes of the meetings. The Secretary shall have charge of the minutes, be the custodian of deeds and other important writings and papers of the Authority, and shall also perform such other duties as the office may have under law or as may be conferred from time to time by the membership. Minutes of the meetings of the Authority may be taken by a person other than a member of the Authority at the discretion of the Secretary.

Funds shall be expended following Jefferson County Commission Finance Policies and guidance of the West Virginia State Auditor.

ARTICLE VIII AMENDMENTS

Section 1. Amendments. These bylaws may be amended at any regular or special meeting of the WAC by a two-thirds vote of the entire membership; provided, however, that written notice, shall be sent in accordance with Article IV Section 8 of these bylaws. The written notice shall provide the proposed amendment and be given to each member at least 10 days prior to the regular or special meeting at which the proposed amendment will be considered.

Section 2. Approval by the County Commission. Bylaws changes shall be submitted to members of the Jefferson County Commission for their approval after the adoption by the WAC. Bylaw amendments shall become effective by final approval of the Jefferson County Commission.

Approved: March 20, 2025

Pasha Madji
President, Jefferson County Commission



Office of Sheriff and Treasurer of Jefferson County

Law Enforcement Office
102 Industrial Blvd.
Kearneysville, WV 25430
304-728-3205
Fax 304-728-3299

Tax Office
PO Box 9
Charles Town, WV 25414
304-728-3220
Fax 304-728-4034

Animal Control Office
161 Poor Farm Road
Kearneysville, WV 25430
304-728-3289
Fax 304-728-4889

March 14, 2025

To: County Commission
County Clerk
Prosecuting Attorney

From: Sheriff Hansen

Subject: Bank Securities/Bonding – County Bank Accounts

The following is an overview of the various County Bank Accounts which hold County Monies and the Securities/Bonding for each of these accounts:

Bank of Charles Town	Account balance of \$24,647,996.39 as of 2/28/25. (\$25,000,000.00 in pledged securities.)
Jefferson Security Bank	Account balance of \$264,945.21 as of 2/28/25. (\$300,000.00 in pledged securities.)
United National Bank	Account balance of \$4,108,790.76 as of 2/28/25. (\$5,500,000.00 in pledged securities, all other amounts are covered by FDIC)
Truist	Account balance of \$12,313,287.77 as of 2/28/25. (\$13,500,000.00 in pledged securities.)

It is my recommendation that the pledged securities with Truist be decreased to \$12,500,000.00.

In accordance with the memorandum dated September 28, 2006 concerning bonding of depositories, the Chief Tax Deputy will continue to monitor all accounts on a monthly basis to assure that each account is sufficiently collateralized. Should it be determined that adjustments in securities on respective accounts are needed, the banking institution will be contacted for this purpose.

Public Comment for Jefferson County Planning Commission meeting for March 11, 2025

I, **David Tabb**, a lifelong resident/taxpayer make the following comments to the Mountain Pure Bottling Plant:

PUBLIC COMMENT –

I would like to remind the members of the Planning Commission that you were appointed by the Jefferson County Commission. Some of you were appointed by the previous Commission and some by the current Commission.

Your by-laws require you to understand and abide by the Planning and Zoning rules and laws, separate and apart, from the County Commission. This Commission's only authority is within these rules and laws. Planning and Zoning is independent from any other agency.

The Planning and Zoning staff is the administrator to the procedures, rules and laws.

It's essential that this Commission understand those rules and laws. Any discussion or interaction with the Jefferson County Commission, the applicant or investor is forbidden.

The only time this Commission is allowed to associate with the applicant is within the agenda of a scheduled meeting. The applicant's contact with the Planning and Zoning staff should only be for administrative purposes and filings.

If any affiliations have occurred outside the agenda, then you are required to recuse yourself from the decision. This includes any financial distribution of funds from the applicants or investor to any organization, that you may be affiliated with.

With all that has been stated, the agenda tonight is with the Mountain Pure/Sidewinder proposal, that the Commission is required to have reviewed all rules and laws along with the agenda packs pertaining to the application (11/12/24 - 604 pages. 12/17/24 - 965 pages. 3/11/25 - 3,768 pages), to include the public comments submitted tonight.

My question to the Commission is whether you have reviewed all the requirements of the rules and laws and whether the application is correct and complete to include that all public comments have been addressed.

March 13, 2025

To: Jefferson County Commission

From: Gino E. Sisco

I am writing to you to let you know of my strong support for the budget request being made by Jefferson County Health Officer Terrence Reidy MD for the Jefferson County Health Department (JCHD).

As some of you know I was the Administrator for the JCHD and have an inside look into how the JCHD is run and funded. The JCHD is staffed by dedicated public servants that have been underfunded by the State of West Virginia as well as the Jefferson County Commission (JCC). These public servants are underpaid relative to other local jurisdictions and due to inadequate support the JCHD has lost many employees, including sanitarians and nurses, to neighboring health departments in Virginia and Maryland.

Unfortunately, the State of West Virginia is considering cutting funding to public health which will reduce the revenue to the JCHD and force either layoffs or salary reductions. Any loss of revenue will lead to more staff leaving for neighboring health departments seeking better pay.

An investment in the JCHD by the JCC would go a long way toward mitigating the underfunding from the state while also indicating to the community that public health is an important part of the quality of life in Jefferson County. I hope that the JCC votes to financially support JCHD again as it had up until 2011.

Thank you,

Gino E. Sisco


A handwritten signature in blue ink, consisting of a stylized 'G' followed by a long horizontal line extending to the right.

Shopping List:

Dear Members of the County Commission

Just recently I found out about a plan for a company to put a water bottling facility in Jefferson County - Our Jefferson County!

There are so many reasons for turning this down & I'm sure you have heard them already so I am appealing to you to please turn this down. Rip it in the bud, so to speak.

This is very concerning to Jefferson County residents that actually trust in you with their votes. Please don't turn against us now. 

Virginia Campbell
(J.C. resident)

RECEIVED

MAR 07 2025

County Commission
of Jefferson County, WV