



# JEFFERSON COUNTY COMMISSION

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

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

PRESIDENT

*Pasha Majdi*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*Mike Mood*

COMMISSIONER

*Steve Stolipher*

## AGENDA

JEFFERSON COUNTY COMMISSION

SECOND QUARTERLY SESSION – APRIL - JUNE 2025

THURSDAY, April 3, 2025

9:30 a.m.

County Commission Meeting Room

located at the Old Charles Town Library

200 E. Washington Street, Charles Town, WV

### **Zoom Broadcast (live):**

<https://us06web.zoom.us/j/82107573398?pwd=b4ffARD0uoRbUm4VhwfBLef4qvO7yV.1>

Meeting ID: 821 0757 3398

Passcode: 924703

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

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### **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 20, 2025 Regular Meeting Minutes DRAFT
  
2. Approval of Accounts Payable:
  - a. March 27, 2025
  - b. April 3, 2025
  
3. Approval of Manual Checks:

- a. March 27, 2025
  - b. April 3, 2025
4. Approval of Payroll:
- a. March 28, 2025
5. Approval of Requisitions
- a. April 3, 2025

## **VI. Announcements**

*Please note:*

- Draft minutes are included in the meeting packet. Draft meeting minutes are often also available separately online. See both here:  
<https://www.jeffersoncountywv.org/find-it-fast/agendas-minutes-and-webcasts>
- Jefferson County Commission spending syncs with West Virginia Checkbook (<https://www.wvcheckbook.gov/>) daily. A complete list of publicly available information, and tutorials on using the site, are available online.

Report if there are changes in the agenda if applicable.

## **VII. Public Comment**

To participate in public comment in person, please sign the public comment sign-in sheet located on the table in the back of the room. To participate virtually, please “raise your hand” on the Zoom control panel. Please submit comments via email to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org). Your name and any written comments submitted for the record will be included in the minutes.

## **VIII. Regular Agenda- It is expected that all items will include discussion and possible action**

### **New Businesses**

1. 9:40 am Jessica James, Chief Human Resource Officer
  - 1.1. Employee Service Awards
    - 1.1.a. Years of Service awards
    - 1.1.b. Mission awards
2. 9:45 pm Community Recognition: Cari Jubb named 2025 West Virginia High School Counselor of the Year
3. 9:50 am Nikki Painter, County Clerk’s Office
  - 3.1 List of estates opened since the last quarter

3.2 List of Accountings and Waivers of Final Settlement that have met all statutory requirements since the last quarter

4. 10:00 am Thomas Hansen, Jefferson County Sheriff and Treasurer
  - 4.1. Spay/ Neuter Fund Grant
  - 4.2. Part-time bailiff new hires
5. 10:10 am Todd Wilt, City of Ranson
  - 5.1. Consideration of an Order Approving and Confirming the Annexation of Approximately 10.00 Acres into the Municipal Boundary of the City of Ranson
6. 10:30 am Jefferson County Boards and Commissions (Benites-LM)
  - 6.1 Jefferson County Planning Commission appointments
  - 6.2 Public Defender Corporation for the 28<sup>th</sup> Judicial Circuit
7. 10:50 am Jefferson Arts Council (Commission request)
  - 7.1. Presentation
8. 11:00 am Resolution supporting economic development partnership with Governor Morrissey (Majdi)
9. 11:10 am Voting Representation on Boards and Commissions (Stolipher/Hefestay)
10. 11:20 am Jennifer Myers, director of Jefferson County Parks and Recreation Commission
  - 10.1. Presentation of summer programs, camps, and activities
11. 11:30 am Krista Hoffman, executive director Jefferson County Development Authority
  - 11.1. Presentation on a report on agritourism/ wineries in Jefferson County
12. 11:40 am Roger Goodwin, chief county engineer  
Michelle Mason, impact fees program specialist
  - 12.1. Adoption of Impact Fee Ordinances/ setting new impact fee rates
13. 12:00 pm Jessica James, chief human resources officer
  - 13.1 Approval of Hire – Custodial Positions (3) – Department of Fleet and Facilities Management
  - 13.2 Approval of Hire – Summer Planning Intern – Department of Engineering, Planning, and Zoning
  - 13.3 Approval of Promotion – Chief County Planner Position – Department of Engineering, Planning, and Zoning
  - 13.4 Approval of Promotions – Supervising Public Safety Dispatcher – Department of Emergency Communications

13.5 Approval of Employee Increase – Department of Emergency Communications

14. 12:15 am David Bound, chief financial officer  
14.1. FY 25 Budget Resolutions for Coal Severance and Internal Operations
15. 12:20 pm Nathan Cochran, Prosecuting Attorney’s Office  
15.1 Report by counsel on CC-19-2021-C-33.  
15.2 Discussion and review of Comcast Contract/Franchise Agreement with counsel.
16. 12:35 pm Edwina Benites-LM, county administrator  
16.1 Legislative priorities  
16.2 Community Corrections- MOU with Berkeley County  
16.3 Opioid Settlement funding update  
16.4 Lay the Levy- date approval  
16.5 Human Resources issue involving staffing in 401 (County Commission)  
16.6 Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

CORRESPONDENCE AND INFORMATION

Public Comment emails from:

Trudy Roth	Edward Reifer
Robin Tribble	Ali Printz
Lori Bahamonde-DiGiambattista	Robert Allotta
Siri McDonald	Penny Manion
Lisbeth Loughran	Nancy Adams
Toby Degenhardt	Joann Plaag
Suellen Myers	David Cebulski
Laura Degenhardt	Linda Roberts
Stephen Berzinskas	Jusuf Fuduli
Amber Kuehnel	Daniel Bullock
Cheryl Everton	Robert Everton
Charlotte Fremaux	Sue Covello
Elizabeth Wheeler	Glenn Taylor
Windsong Bergman	Andrew Beveridge
Dennis Hatcher	Ruth Hatcher
Leah Rampy	Daniel Parry
Joanne Bario	Cheryl Bennett
Carolyn Rodis	Theresa Stogner
David Ward	Irene Yates
David Gerhardt	Miriam Caprio
Kayla McCoy	Shaney McCoy

Shay McCoy  
Kathryn Bellacosa  
David Barrett  
Christina Melocik  
Roy Keeler  
Kristen Whalen  
Steven Vogel  
Sonia von Heijne  
Gabrielle Fry  
Samantha Wells  
Robin Tribble

Philip Carter Salladay  
Dawn Gerhardt  
Diana Mullis  
Amy Cunningham  
Annamary Walsh  
John Fuller  
Rosemary Graham-Gardner  
Joseph Martin  
Rick Keefer  
Patricia Tribble