



# JEFFERSON COUNTY COMMISSION

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

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

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

PRESIDENT

*Pasha Majdi*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*Mike Mood*

COMMISSIONER

*Steve Stolipher*

## AGENDA

JEFFERSON COUNTY COMMISSION

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.

---

### **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 **pg.25**
  - 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 **pgs. 26-34**
  - 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 **pgs. 34-46**
    - 4.1. Spay/ Neuter Fund Grant
    - 4.2. Part-time bailiff new hires
  5. 10:10 am Todd Wilt, City of Ranson **pgs. 47-61**
    - 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) **pgs. 62-66**
    - 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) **pgs. 67-74**
    - 7.1. Presentation
  8. 11:00 am Resolution supporting economic development partnership with Governor Morrissey (Majdi) **pgs. 75-76**
  9. 11:10 am Voting Representation on Boards and Commissions (Stolipher/Hefestay) **pg. 77**
  10. 11:20 am Jennifer Myers, director of Jefferson County Parks and Recreation Commission **pg. 78**
    - 10.1. Presentation of summer programs, camps, and activities
  11. 11:30 am Krista Hoffman, executive director Jefferson County Development Authority **pgs. 79-91**
    - 11.1. Presentation on a report on agritourism/ wineries in Jefferson County
  12. 11:40 am Roger Goodwin, chief county engineer **pgs. 92-133**  
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 **pgs. 134-139**
    - 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 **pgs. 140-144**  
 14.1. FY 25 Budget Resolutions for Coal Severance and Internal Operations
15. 12:20 pm Nathan Cochran, Prosecuting Attorney’s Office **pg. 145**  
 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 **pgs. 146-155**  
 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 pgs. 156-237**

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

# Minutes

## Jefferson County Commission

Thursday, March 20, 2025

---

A meeting of the Jefferson County Commission was held on Thursday, March 20, 2025, during the first quarterly session at 6:00 p.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 20, 2025, meeting is available on the Jefferson County Commission website.

**Prayer: Pastor Mark Compton**

**Pledge of Allegiance**

**Pledge of allegiance to the West Virginia flag**

**APPROVAL OF MINUTES**

Commissioner Majdi motioned to approve the:

- 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

The motion was approved unanimously.

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK NUMBER	VENDOR NAME	UNCLEARED
92011	ALBERT HOCKMAN	5,250.00
92012	AMERIFLEX	122.40
92013	BOLAND TRANE SERVICES INC	1,648.00
92014	BUREAU OF CHILD SUPPORT	376.62
92015	CARRIE ORR	1,548.82
92016	COMPTROLLER OF MARYLAND	1,318.02
92017	EFTPS IRS TAXES	153,085.19
92018	ELIZABETH MALONEY	448.73

92019		EMPOWER RETIREMENT	6,938.42
92020		FIRST CITIZENS BANK & TRUST CO	2,230.47
92021		FRONTIER	13,118.92
92022		GUTTMAN OIL CO	5,404.23
92023		INFORMER SYSTEMS LLC	5,304.00
92024		J.C. EHRlich	908.07
92025		JEFFERSON SECURITY BANK	3,933.00
92026		JEFFREY POLCZYNSKI	559.48
92027		MARSHALL UNIVERSITY RESEARCH CORP	160.00
92028		MICHAEL MONAGHAN	350.62
92029		MOTOROLA SOLUTIONS INC	39,338.75
92030		NAPA AUTO PARTS	1,139.67
92031		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
92032		PA SCDU	320.00
92033		PATTON BUILDING SERVICES, INC	11,999.00
92034		R.E. MICHEL CO. LLC	1,146.47
92035		RETIREE HEALTH BENEFIT TRUST	8,240.00
92036		RICE TIRES CO	542.95
92038		SHERIFF OF JEFFERSON COUNTY	25.53
92039		STATE TAX DEPARTMENT	250.00
92040		SUMMIT COMMUNITY BANK	317.22
92041		TARA VANN	194.00
92042		THE JOURNAL	98.80
92043		THOMAS DUNCAN	603.42
92044		TINT WIZARD	700.00
92045		USPS-POC	20,000.00
92046		WV DEPUTY SHERIFF RETIREMENT SYSTEM	26,150.57
92047		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	44,234.79
92048		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	332.09
92049		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	50,314.16
92050	FG/009	SHERIFF OF JEFFERSON COUNTY	5,645.03
92051	SG/010	JEFFERSON DAY REPORT CENTER	38,750.00
92052	BS/011	SHERIFF OF JEFFERSON COUNTY	8,861.84
92053	AM/053	SHERIFF OF JEFFERSON COUNTY	2,333.89
<b>Total</b>			<b>465,308.17</b>

Commissioner Majdi motioned to approve the accounts payable for March 13, 2025 in the amount of \$ 465,308.17. The motion was approved unanimously.

CHECK NUMBER		VENDOR NAME	UNCLEARED
92054		84 LUMBER	15.36
92055		AT&T	5,201.55
92056		ATLANTIC EMERGENCY SOLUTIONS, INC.	86.00
92057		BEGIN COUNSELING PLLC	1,082.82
92058		CARDINAL HEALTH 110, LLC	633.00
92059		ENTERPRISE FM TRUST	665.99
92060		FIDELITY POWER SYSTEMS	3,351.00
92061		GUTTMAN OIL CO	10,410.70
92062		HIRERIGHT	119.40
92063		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
92064		JEFFERSON COUNTY DEVELOPMENT AUTHORITY	26,250.00
92065		JOSEPH FORMAN	41.55
92066		MID ATLANTIC ENTRY MD LLC	832.50
92067		MILLENIUM INSURANCE GROUP	900.00
92068		QUADIANT INC	704.20
92069		R.E. MICHEL CO. LLC	315.01
92070		RICE TIRES CO	1,184.90
92071		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	3,200.00
92072		SOFTWARE SYSTEMS INC	2,349.90
92073		SPIRIT OF JEFFERSON	89.52
92074		STEVEN HOLZ	40.93
92075		TEK ADVISORS LLC	7,467.43
92076		THOMPSON GAS	363.06
92077		UNIFIRST	317.34
92078		US BANK	77,056.31
92079		VITAL SIGNS	142.50
92080	GS/004	GENERAL COUNTY FUND J FEE	15,689.62
92081	FG/009	BERKELEY COUNTY SHERIFFS OFFICE	1,212.36
92082	FG/009	SHEPHERDSTOWN POLICE DEPT	143.80
92083	FG/009	RANSON POLICE DEPT	1,344.61
<b>Total</b>			<b>163,611.36</b>

Commissioner Majdi motioned to approve the accounts payable for March 20, 2025, in the amount of \$ 163,611.36. The motion was approved unanimously.

**APPROVAL OF MANUAL CHECKS**

		March 13, 2025		
		OTHER FUNDS		

Check #	Fund	Vendor	Amount
348	DG/003	SHERIFF OF JEFFERSON COUNTY	28.35
956	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING	3,369.60
957	HD/008	SATELLITE TRACKING OF PEOPLE	918.40
1227	AV/056	KNIGHT CONSULTING SERVICE	300.00
398	AR/207	SHERIFF OF JEFFERSON COUNTY	2,832.13
1915	CO/246	SIRNA APPRAISAL AND NATURAL RESOURCES	3,000.00
175	PI/249	MINGHINI'S	36,884.32
423	WV/369	SHERIFF OF JEFFERSON COUNTY	865.00
<b>TOTAL</b>			<b>48,197.80</b>

Commissioner Majdi motioned to approve the manual checks for March 13, 2025, in the amount of \$ 48,197.80. The motion was approved unanimously.

March 20, 2025			
OTHER FUNDS			
Check #	Fund	Vendor	Amount
958	HD/008	US BANK	91.42
1228	AV/056	US BANK	787.80
384	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD	129,309.57
1916	CO/246	84 LUMBER	601.13
1917	CO/246	US BANK	1,765.75
<b>TOTAL</b>			<b>132,555.67</b>

Commissioner Majdi motioned to approve the manual checks for March 20, 2025, in the amount of \$ 132,555.67. The motion was approved unanimously.

### **APPROVAL OF PAYROLL**

Commissioner Majdi motioned to approve the payroll for March 14, 2025 in the amount of \$ 473,397.07. The motion was approved unanimously.

**APPROVAL OF REQUISITIONS**

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
IT/GIS	25064	\$ 19,055.00	ESRI	annual renewal
<b>GRAND TOTAL</b>		\$ 19,055.00		

Commissioner Majdi motioned to approve the requisition for March 20, 2025, in the amount of \$ 19,055.00. The motion was approved unanimously.

**PUBLIC COMMENT:**

Public comment was received by:

Colin Stine

Natalie Grantham-Friend

Bob Tabb

Christine Wimer

Rebecca Thompson

David Tabb

Philip Baker-Shenk

**PRESENTATIONS**

1. Angie Banks- Assessor

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
John M. Hill, Jr.	PP	Middleway	\$636.00	312405
Angela J. Hill	PP	Middleway	\$417.78	312485

**Tax ticket apportionments**

Commissioner Stolipher motioned to approve the tax ticket apportionment, ticket number 312405 in the amount of \$ 1053.78 as presented by Mrs. Banks. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

2. Cara Keys, Jefferson County Commissioner

**Girl Scout Youth Leadership Awards**

Commissioner Keys presented Youth Leadership Awards to the following Girl Scout Troops:

- Troop 15104
- Troop 15099
- Troop 15125
- Troop 15120
- Troop 15006
- Troop 15096
- Troop 15143
- Troop 15130

3. Jefferson County Commission

**Public Hearing FY-26 Draft Budget**

Commissioner Stolipher motioned to close the public hearing. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

4. Sheriff Thomas Hansen, Jefferson County Sheriff and Treasurer

**PRO Grant Award**

Commissioner Stolipher motioned to accept the \$15,000 award for the PRO Grant and authorize the President to sign all related documents. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

**Duncan FTO Retro Pay**

Commissioner Stolipher motioned to approve the payment of retro pay to Thomas Duncan in the amount of \$1,334.85. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

**Funds for FY25 Lease Vehicle Equipment Costs**

There was no action taken on this agenda item.

5. Daniel Lutz, Eastern Panhandle Conservation District; Erin Kreiger, Field Operations Manager of the West Virginia Conservation Agency

**Discussion of West Virginia Code Section 7-1-3u**

Commissioner Stolipher motioned to table the agenda item and to have staff look into the agreement when time permits. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

## 6. Jefferson County Boards and Commissions

### **Jefferson County Board of Zoning Appeals Appointments**

The commission received nominations to interview:

- Elliot Kletter
- Kelly Browne
- Mikala Shremshock
- Bryan Derrickson
- Keith Selmer

*Elliot Kletter was nominated by Commissioner Hefestay and Commissioner Stolipher. Mikala Shremshock was nominated by Commissioner Mood and Commissioner Keys.*

Commissioner Stolipher motioned to close nominations. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Keys motioned to appoint Mikala Shremshock to the Board of Zoning Appeals for an unexpired term ending January 1, 2028. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

*Elliot Kletter was nominated by Commissioner Stolipher, Commissioner Mood, and Commissioner Hefestay.*

Commissioner Mood motioned to close nominations. The motion was seconded by Commissioner Stolipher and approved unanimously.

Commissioner Mood motioned to appoint Elliot Kletter as an alternate on the Board of Zoning Appeals for an unexpired term ending January 1, 2028. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

*Keith Selmer was nominated by Commissioner Stolipher and Commissioner Mood. Bryan Derrickson was nominated by Commissioner Hefestay. Kelly Browne was nominated by Commissioner Keys.*

Commissioner Stolipher motioned to close nominations. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Mood motioned to appoint Keith Selmer as an alternate on the Board of Zoning Appeals for an unexpired term ending January 1, 2027. The motion was seconded by Commissioner Stolipher

### **Jefferson County Historic Landmarks Commission Appointments**

The commission received nominations to interview:

- Leigh Koonce
- Lyle Rush
- John Henry Dale
- David Gignilliat

*Leigh Koonce was nominated by Commissioner Hefestay and Commissioner Mood.*

Commissioner Stolipher motioned to close nominations. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Hefestay motioned to appoint Leigh Koonce to the Historic Landmarks commission for 3-year term ending March 31, 2028. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

*Lyle Rush was nominated by Commissioner Hefestay and Commissioner Keys.*

Commissioner Stolipher motioned to close nominations. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Mood motioned to appoint Lyle Rush to the Historic Landmarks commission for 3-year term ending March 31, 2028. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

*John Henry Dale was nominated by Commissioner XXX.*

Commissioner Stolipher motioned to close nominations. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Stolipher motioned to appoint John Henry Dale to the Historic Landmarks commission for 3-year unexpired term ending March 31, 2027. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

### **HOME Consortium of the Eastern Panhandle Appointment**

The commission received nominations to interview:

- Charles Morris

Commissioner Stolipher motioned to appoint Charles Morris to be a Jefferson County representative on the HOME Consortium with a 3-year term March 20, 2028. The

motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

7. David Bound, Chief Financial Officer

**Budget Approval-Operating Expenses**

Commissioner Stolipher motioned to approve FY26 budget as presented on page 31, Administrative Priority Requests, Required Funding with a transfer from Region 9 to the grant writer position at \$73,300, \$116,000 for health insurance increase, and to fund \$29,112.50 to include benefits towards the Social Services Coordinator. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

**Budget Approval – Capital Outlay**

Commissioner Stolipher motioned to approve FY26 budgeted Capital Outlay as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

**Budget Approval – Coal Severance**

Commissioner Stolipher motioned to approve FY26 budgeted Coal Severance as presented. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

8. Jessica James, Chief Human Resource Officer

**Approval to Hire-Building Permit Technician-Jefferson County Department of Engineering, Planning and Zoning**

Commissioner Stolipher motioned to approve the hire of Leslie Grimmell 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 April 7, 2025. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

**Approval of Compensation during Temporary Assignment Jefferson County Department of Emergency Communications**

Commissioner Stolipher motioned 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. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Commissioner Stolipher motioned to approve the temporary placement of Public Safety Dispatcher, Mallory Soderlund, 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 16, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

**Review of Amendment to Policy 208-Absence With Time With Pay-Section re: Bereavement Leave**

Commissioner Stolipher motioned to approve the amendment to Policy 208-Absence Time with Pay, section re: Bereavement to include up to three hours of paid administrative leave for attendance of an employee funeral or memorial service, as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

**Merit Policy Update**

Commissioner Stolipher motioned to approve the merit policy update as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

**Approval of Solicitation-Grants Administrator-Jefferson County Administration**

No action was taken on this agenda item.

9. Edwina Benites-LM, County Administrator

**Congressionally Directed Spending Update**

County Administrator Benites-LM gave an update on the congressional directed spending requests. No action was taken on this agenda item.

**Boards and Commissions Policy Update**

Commissioner Stolipher motioned to adopt the updated policy 901 as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

**Community Corrections**

Commissioner Mood motioned to approve the community corrections plan as presented by staff. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Commissioner Stolipher motioned to authorize Commissioner Majdi sign the letter of support on behalf of the Jefferson County Commission to express our full support for the Berkeley County's application of the FY 26 West Virginia Community Corrections Grant on our behalf. The motion was seconded by Commissioner Mood and 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 8:01p.m. to receive legal advice involving or affecting the construction planning, purchase, sale or lease of property for county office space and/or courthouse space. The motion was seconded by Commissioner Hefestay and approved unanimously.

Commissioner Stolipher motioned to return to regular session at 8:58 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Keys motioned to:

1. Accept the purchase and sale agreement for 330 N. George Street, Charles Town, WV, dated March 20, 2025, in the amount of \$6,952,000.
2. Direct an earnest money deposit in the amount of \$140,000 to be deposited with the escrow agent, Conrad and Luttrell, within five days of today's date.
3. Direct all environmental, survey, and title work for the purchase to be completed, along with all other necessary pre-closing acts, and all necessary related expenditures, direct the County Administrator to coordinate these acts and expenditures, authorize the Commission President to supervise these acts and expenditures, and execute all necessary documents related thereto.
4. Authorize the Building Commission to proceed with all necessary financial arrangements for the purchase and present the necessary documents to the Commission for review, approval and execution.
5. Expand and authorize the usage of the \$13 million of previously encumbered funds from the capital outlay account for the purchase of 393 N. Lawrence St., Charles Town, WV to include the purchase of 330 North George St., Charles Town, West Virginia.
6. Amend the Capital Improvement Plan to include the purchase of 330 N. George St., Charles Town, WV.
7. Amend the Impact Fee Study to include the purchase of 330 N. George St., Charles Town, WV.
8. Authorize the Commission President to sign the purchase and sale agreement dated March 20, 2025, and all other documents necessary to bring the purchase and sale agreement to closing.

The motion was seconded by Commissioner Mood and approved unanimously.

## 10. OLD BUSINESS

### **Jefferson County Development Authority bylaws**

No action was taken on this agenda item.

### **Water Advisory Committee bylaws**

This agenda item was tabled for updates and amendments to be brought before the commission at a later date.

### **Adjourn**

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 10:50 p.m.

---

Pasha Majdi, PRESIDENT

Respectfully submitted  
Jacqueline C. Shadle  
Jefferson County Clerk

Colin Shaw

7633 Florey Springs  
25443

Mr.

LCD A - must protect Agriculture.

Agriculture is the largest economic engine in the county accounting for numerous jobs including farmers, suppliers, <sup>shops</sup> repair shops, equipment dealers, truck drivers grain dealers.

Agriculture built all the ~~main~~ county & municipal buildings. We must protect agriculture as good idea is for ICE to propose a \$400 million bond to be used exclusively by the farmland protection board to preserve farmland.

More houses means more taxes. Let me repeat that more houses means more taxes. Home owner association fees are simply urban taxes.

More houses, more taxes to pay for more teachers more capacity for drinking water, larger capacity for sewage treatment. More Greater need for first responders

\$300,000 houses require the buyers to have \$100,000 salaries or \$50 per hour jobs. There are not many jobs in Jefferson County that pay that much. Houses need to be built for county residents. \$150,000 to \$200,000 for average price.

Colin Stine  
7633 Flowery  
Springs Road

Support tourism.

Cars and Trucks do not help tourism

For example 340 goes around Harpers Ferry  
a tourism mecca. We have two other jewels  
in our county: Shepherds town and Middleway.  
We should limit traffic in Middleway, Lower the speed  
limit in town. The speed limit should be enforced  
encourage tourism, encourage walking. Create  
a pamphlet that describes the history and architecture at  
Middleway.

## Public Comment for Jefferson County Commission meeting for March 20, 2025

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

### **PUBLIC COMMENT –**

Within the last week, that included the Planning and Zoning and the JCDA meetings (special sessions), it is clear that the public is engaged to challenge these two departments including the JCC. These challenges are not at an end. The JCC is not accustomed to *not* getting their way and with the four (4) newly elected Commissioners, it's very disappointing that this problem still exists. These candidates' platforms were to challenge the JCC, Planning and Zoning and the JCDA. Now, it appears that the JCC, and these departments are still doing "*business as normal*".

### **Item #3 – Public Hearing – 2026 Budget**

The FY 2026 budget seems to favor the JCC (1.8M), the JC Prosecuting Attorney (1.9M) and IT data processing (1.2M) for a total of \$5,019,237., (13% of a 40M budget).

Why would you put 16.9% of a budget (\$6,560,886, line 699) for emergency contingency? What was the previous year's expenditures that would justify this line item? I am concerned that the JCC is funding hidden agendas.

### **Item #10 – JCDA By-laws**

On page 1, section 1, membership is incomplete/invalid. WV Code requires "*...no fewer than 12 and no more than 21...*" members. This section, by listing 13 members, limits the JCDA from any consideration for additional needs/services to accomplish their obligations to the county.

There are no provisions under WV Code to allow the JCC to hold a voting position on the JCDA board. The JCDA's by-laws should also include a listing of the committees since the instructions, within the by-laws, have very specific requirements of a committee.

This needs to be corrected before adopting.

I received the JCDA financial statements for 2023 and 2024 (public records). Both statements list "*accrued interest payable*" under liabilities. In 2023 it's listed as \$888,896. In 2024 it's listed as \$934,373. The disturbing part of this is the "*borrowed*" amount is not listed within the financial statement and it appears they have a loan that the JCDA has not paid any of the interest.

I encourage Jefferson County property owners/taxpayers to stay engaged against the JCC and, the departments under their control, to end this dictator style of government that has been their practice.

*"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!**

David Tabb  
107 Tabb Lane  
Harpers Ferry, WV 25425  
SSSI27@Yahoo.com  
304-676-5976

The Office of Planning and Zoning  
116 East Washington St, Ste 200  
P.O. Box 716  
Charles Town, WV 25414

March 19, 2025

To Whom it May Concern,

I, David Tabb, am concerned that the JCC is requesting Planning and Zoning to eliminate the historical and archaeological regulation and requirements. I would encourage Planning and Zoning to leave the historical and archaeological regulations within their original requirements.

With your request to hire an outside firm to write the provisions for the solar text amendment should be abandoned. The solar provision should have never be allowed without being presented to the public for a vote.

How did any solar facilities get approved if the current solar text provisions are not proper or legal?

The residents of Jefferson County are accustomed to a certain way of life that needs to be preserved.

Respectfully Submitted,



David Tabb

David Tabb  
107 Tabb Lane  
Harpers Ferry, WV 25425  
SSSI27@Yahoo.com  
304-676-5976

The Jefferson County Development Authority  
1949 Wiltshire Road, Suite 4  
Kearneysville, WV 25430

March 19, 2025

To Whom it May Concern,

I, David Tabb, believe if the County Commission wants to reduce the number of voting members within the Development Authority that throughout the re-write of the by-laws, you should remove the County Commission of voting privileges; due to the conflict of interest.

The Jefferson County Commission should not solely make appointments to the JCDA. Other groups, such as the Eastern Panhandle Conservation District, Labor Council and the Historical Society, i.e., should be able to make appointments, separate and apart, in order to have all of the county's interest groups represented.

Furthermore, I asked within my public comment of the March 18, 2025 meeting, under WV Code 7-12-12, for your annual accounting reports for the years 2023 and 2024. These reports have already been submitted to the State Tax Commissioner so to print a copy should not be a burden on the JCDA.

Respectfully Submitted,



David Tabb



# WEST VIRGINIA CODE



## CHAPTER 7. COUNTY COMMISSIONS AND OFFICERS.

### CHAPTER 7. COUNTY COMMISSIONS AND OFFICERS.

Article 11B

All Articles

Article 12A

#### ARTICLE 12. COUNTY AND MUNICIPAL DEVELOPMENT AUTHORITIES.

### **§7-12-3. Management and control of county authority vested in board; appointment and terms of members; vacancies; removal of members.**



The management and control of a county authority, its property, operations, business, and affairs shall be lodged in a board of not fewer than 12 nor more than 21 persons who shall be appointed by the county commission and be known as members of the authority. The county commission shall appoint one member to represent the county commission on the board. Members of the board shall be appointed by the county commission. The members of the authority first appointed shall serve respectively for terms of one year, two years and three years, divided equally or as nearly equal as possible between these terms. Thereafter, members shall be appointed for terms of three years each. A member may be reappointed for such additional term or terms as the county commission may deem proper. If a member resigns, is removed or for any other reason his or her membership terminates during his or her term of office, a successor shall be appointed by the county commission to fill out the remainder of his or her term. Members in office at the expiration of their respective terms shall continue to serve until their successors have been appointed and have qualified. The county commission may at any time remove any member of the board by an order duly entered of record and may appoint a

*Christine Wimmer - public comment*



# WEST VIRGINIA CODE

≡ MENU

CHAPTER 7. COUNTY COMMISSIONS AND OFFICERS.

## CHAPTER 7. COUNTY COMMISSIONS AND OFFICERS.

Article 11B

All Articles

Article 12A

ARTICLE 12. COUNTY AND MUNICIPAL DEVELOPMENT AUTHORITIES.

### §7-12-7. Powers generally.



(a) The development authority is hereby given power and authority as follows: (1) To make and adopt all necessary bylaws and rules for its organization and operations not inconsistent with laws; (2) to elect its own officers, to appoint committees and to employ and fix compensation for personnel necessary for its operation; (3) to enter into contracts with any person, agency, governmental department, firm or corporation, including both public and private corporations, and generally to do any and all things necessary or convenient for the purpose of promoting, developing and advancing the business prosperity and economic welfare of the county in which it is intended to operate, its citizens and industrial complex, including, without limiting any of the foregoing, the construction of any building or structure for lease to the federal government or any of its agencies or departments, and in connection therewith to prepare and submit bids and negotiate with the federal government or such agencies or departments in accordance with plans and specifications and in the manner and on the terms and conditions and subject to any requirements, regulations, rules and laws of the United States of America for the construction of said buildings or structures and the leasing thereof to the federal government or such agencies or departments; (4) to amend or supplement any contracts or leases or to enter into new, additional or further contracts or leases upon such terms and conditions, for such consideration



# JEFFERSON COUNTY COMMISSION

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

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

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

PRESIDENT

*Pasha Majdi*

VICE PRESIDENT

*Mike Mood*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*Steve Stolipher*

COMMISSIONER

*Jack Hefestay*

## Years of Service Awards:

Glen Kilmer	20 years of service with the Jefferson County Sheriff's Dept.
Douglas Pittinger	10 years of service with the Jefferson County Sheriff's Dept.
Caileigh Oliver-Miller	5 years of service with Emergency Services 9-1-1
Heather Day	1 year of service with the Jefferson County Clerk's Office
Michael Bradley	1 year of service with the Engineering Department

Exemplary Professionalism Award:            Laura Kuhn

Outstanding Constituent Relations Award:    Luke Seigfried

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Nikki Painter**  
Department or Organization: **Probate**  
Estimation of amount of time needed for appointment: **10 minutes**  
Date Requested – 1<sup>st</sup> Choice: **April 3, 2025**  
*If a specific date is needed, please provide reason for specific date:*  
Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Quarterly Review of New Estates, Accountings and Waivers of Final Settlements**

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

- 1. List of estates opened since the last quarter**
- 2. List of Accountings and Waivers of Final Settlement that have met all statutory requirements since the last quarter**

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*):

**To approve the list of estates opened since last quarterly review and closure of estates that have met all statutory requirements**

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

# United States of America

State of West Virginia



County of Jefferson, ss:

## Appointment List

Notice is hereby given that the following estate(s) have been opened for probate from 1/10/2025 thru 3/26/2025 in the Jefferson County Clerk's Office at PO Box 208, Charles Town, WV 25414-0208.

---

ESTATE NUMBER: **4778**  
APPOINT DATE: 02/13/2025  
ESTATE NAME: **CAROLYN SUE WATSON**  
EXECUTRIX KELLY DERONDA  
ATTORNEY PATRICK HENRY III  
222 W JOHN STREET  
MARTINSBURG, WV 25401-3222

---

ESTATE NUMBER: **4793**  
APPOINT DATE: 01/29/2025  
ESTATE NAME: **CARRIE ANN CRUM**  
ADMINISTRATOR JOHN CRUM

---

ESTATE NUMBER: **4962**  
APPOINT DATE: 01/17/2025  
ESTATE NAME: **SIGRID RENATE SUMMERS**  
ADMINISTRATRIX JESSICA SNYDER

---

ESTATE NUMBER: **5051**  
APPOINT DATE: 02/07/2025  
ESTATE NAME: **THELMA M KAETZEL**  
CO EXECUTOR SUSAN KAY WATERS  
CO EXECUTOR STEPHEN DALE CARPER

---

ESTATE NUMBER: **5079**  
APPOINT DATE: 01/23/2025  
ESTATE NAME: **MILDRED BONAVEE PRICE**  
ANCILLARY ADMINISTRATOR RANA DIANE GANTT

---

ESTATE NUMBER: **5083**  
APPOINT DATE: 01/10/2025  
ESTATE NAME: **RUSSELL EUGENE LLOYD**  
EXECUTRIX SHELLEY GUSTINES

---

ESTATE NUMBER: **5085**  
APPOINT DATE: 01/28/2025  
ESTATE NAME: **ROGER LEE SEAL**  
EXECUTRIX LINDA L SEAL

---

ESTATE NUMBER: **5087**  
APPOINT DATE: 01/16/2025  
ESTATE NAME: **MARGIE JANE COURTNEY**  
ADMINISTRATOR DAVID COURTNEY APPOINTMENT REVOKED 2/25/2025  
SURETY JAMES COURTNEY BOND REVOKED 2/25/2025

---

ESTATE NUMBER: **5088**  
APPOINT DATE: 01/13/2025  
ESTATE NAME: **PAULETTE MARIE CORBIT**  
EXECUTOR THOMAS STEPHENS CORBIT

---

ESTATE NUMBER: **5089**  
APPOINT DATE: 01/15/2025  
ESTATE NAME: **FRANCIS XAVIER CAMPANELLA**  
EXECUTRIX MARGARET SIMMONS  
FIDUCIARY COMMISSIONER BRADLEY C SNOWDEN  
6148 WINCHESTER AVENUE  
INWOOD, WV 25428-4509

---

ESTATE NUMBER: **5090**  
APPOINT DATE: 01/15/2025  
ESTATE NAME: **NELLIE BUCHANAN MENDER**  
ANCILLARY ADMINISTRATOR JOYCE CAROLE THOMAS  
ANCILLARY ADMINISTRATOR MARIA TERESA MILLER

---

ESTATE NUMBER: **5091**  
APPOINT DATE: 01/15/2025  
ESTATE NAME: **LAWRENCE B REED JR**  
EXECUTOR LAWRENCE B REED III

---

ESTATE NUMBER: **5092**  
APPOINT DATE: 01/17/2025  
ESTATE NAME: **ROBERT HAROLD SPAULDING**  
EXECUTRIX BOBBIE JO DEHAVEN

---

ESTATE NUMBER: **5093**  
APPOINT DATE: 01/17/2025  
ESTATE NAME: **SAMUEL MARTIN ODEN JR**  
ADMINISTRATRIX VALERIE ODEN  
ATTORNEY JOHN K DORSEY  
104 W CONGRESS STREET  
CHARLES TOWN, WV 25414-1622

---

ESTATE NUMBER: **5096**  
APPOINT DATE: 01/29/2025  
ESTATE NAME: **RONALD LEONARD ROSSBACH**  
ADMINISTRATRIX DIANA ROSSBACH

---

ESTATE NUMBER: **5098**  
APPOINT DATE: 01/23/2025  
ESTATE NAME: **JANET MARGUERITE ECKERT**  
ADMINISTRATRIX CHERYL JANET JOHNSON

---

ESTATE NUMBER: **5102**  
APPOINT DATE: 01/27/2025  
ESTATE NAME: **DARLENE D MUSE**  
EXECUTRIX CAROLYN SIEGEL

---

ESTATE NUMBER: **5106**  
APPOINT DATE: 01/29/2025  
ESTATE NAME: **DALE LYNN HORENSKY-COYLE**  
EXECUTOR JOHN PATRICK COYLE  
ATTORNEY JAMES T KRATOVIL  
211 W WASHINGTON STREET  
CHARLES TOWN, WV 25414-1531

---

ESTATE NUMBER: **5107**  
APPOINT DATE: 01/31/2025  
ESTATE NAME: **CECIL DENNIS DICKINSON**  
EXECUTOR KEVIN S DICKINSON

---

ESTATE NUMBER: **5108**  
APPOINT DATE: 02/03/2025  
ESTATE NAME: **MARGARET VANDYKE MAYER SEE ESTATE #1609**  
ADMINISTRATOR DBN PETER KNOLL  
ATTORNEY HENRY W MORROW JR  
PO BOX 409  
CHARLES TOWN, WV 25414

---

ESTATE NUMBER: **5111**  
APPOINT DATE: 02/05/2025  
ESTATE NAME: **RUTH IZETTA MANUEL**  
EXECUTOR DENNIS MANUEL

---

ESTATE NUMBER: **5112**  
APPOINT DATE: 02/05/2025  
ESTATE NAME: **SERENA FAY RIPPEON**  
ADMINISTRATOR GARRY WAYNE KETTERMAN

---

ESTATE NUMBER: **5113**  
APPOINT DATE: 02/07/2025  
ESTATE NAME: **THOMAS ALAN POTTS**  
EXECUTOR RICHARD C SECKINGER  
ATTORNEY F SAMUEL BYRER  
202 WEST LIBERTY STREET  
CHARLES TOWN, WV 25414-1520

---

ESTATE NUMBER: **5114**  
APPOINT DATE: 02/07/2025  
ESTATE NAME: **MARY ANNE CORR**  
ANCILLARY ADMINISTRATOR DANIEL J CORR JR

---

ESTATE NUMBER: **5117**  
APPOINT DATE: 02/10/2025  
ESTATE NAME: **KATHLEEN MARY RICH**  
ADMINISTRATRIX JENNIFER S PESHOFF

---

ESTATE NUMBER: **5118**  
APPOINT DATE: 02/11/2025  
ESTATE NAME: **MARGARET VIRGINIA GRANTHAM**  
EXECUTOR EDMOND CURTIS GRANTHAM

---

ESTATE NUMBER: **5119**  
APPOINT DATE: 02/11/2025  
ESTATE NAME: **JANE JENNISON**

---

ESTATE NUMBER: **5121**  
APPOINT DATE: 02/18/2025  
ESTATE NAME: **JANE ELIZABETH SEE**  
EXECUTOR ARNOLD RAY SEE JR

---

ESTATE NUMBER: **5122**  
APPOINT DATE: 02/18/2025  
ESTATE NAME: **MICHAEL THOMAS GOSMAN**  
ADMINISTRATOR HENRY W MORROW JR  
ATTORNEY HENRY W MORROW JR  
PO BOX 459  
CHARLES TOWN, WV 25414-0459

---

ESTATE NUMBER: **5123**  
APPOINT DATE: 02/19/2025  
ESTATE NAME: **GEORGE CALVIN WILLINGHAM**  
ADMINISTRATRIX MEGAN RAE WILLINGHAM  
SURETY CAROL WILLINGHAM

---

ESTATE NUMBER: **5124**  
APPOINT DATE: 02/20/2025  
ESTATE NAME: **DEBORAH DRIVER COLE**  
EXECUTOR DANIEL DRIVER CULBERTSON  
ATTORNEY VINCENT J MATA  
25 S. ROYAL AVENUE  
FRONT ROYAL, VA 22630-3201

---

ESTATE NUMBER: **5125**  
APPOINT DATE: 02/21/2025  
ESTATE NAME: **TANYA ILENE MICHELLE LYONS**  
ADMINISTRATRIX KIRSTEN LYONS

---

ESTATE NUMBER: **5126**  
APPOINT DATE: 02/24/2025  
ESTATE NAME: **ELLIS NORMAN COOK**  
EXECUTRIX RAELENE E COOK

---

ESTATE NUMBER: **5127**  
APPOINT DATE: 02/24/2025  
ESTATE NAME: **ROBERT GEORGE GERARD**  
ADMINISTRATRIX DIANA F GERARD

---

ESTATE NUMBER: **5129**  
APPOINT DATE: 02/25/2025  
ESTATE NAME: **LAWANNA GAIL SHERMAN**  
EXECUTOR TRAVIS C SHERMAN

---

ESTATE NUMBER: **5131**  
APPOINT DATE: 02/25/2025  
ESTATE NAME: **BARBARA JANE CASTELL**  
EXECUTRIX DEBORAH L MARSHALL

---

ESTATE NUMBER: **5133**  
APPOINT DATE: 02/27/2025  
ESTATE NAME: **EDWARD JOSEPH STILL**  
ADMINISTRATOR HENRY W MORROW JR

---

ESTATE NUMBER: **5135**  
APPOINT DATE: 03/03/2025  
ESTATE NAME: **MARC EDOUARD BRIOD**  
EXECUTRIX JUDITH FRANCIS BRIOD

---

ESTATE NUMBER: **5142**  
APPOINT DATE: 03/07/2025  
ESTATE NAME: **PATRICK RYLAND LUKE**  
EXECUTRIX KIMBERLIE SCHRIDER

---

ESTATE NUMBER: **5144**  
APPOINT DATE: 03/10/2025  
ESTATE NAME: **BARBARA (AKA- BOBBI) HELENE BLOK**  
ADMINISTRATRIX LISA BLOK

---

ESTATE NUMBER: **5146**  
APPOINT DATE: 03/11/2025  
ESTATE NAME: **ROBERT LEE MACK**  
ADMINISTRATOR KEVIN PITT

---

ESTATE NUMBER: **5149**  
APPOINT DATE: 03/14/2025  
ESTATE NAME: **KATHRYN LYNN ADAMS**  
ADMINISTRATOR CTA STACY DURANKO BANK OF CHARLES TOWN

---

ESTATE NUMBER: **5151**  
APPOINT DATE: 03/13/2025  
ESTATE NAME: **DANIELA PATRICIA ONOSZKO**  
EXECUTRIX CONSTANCE JOAN LIGHTFOOT  
ATTORNEY AMY LEONARD  
PO BOX 1419  
MARTINSBURG, WV 25402-1419

---

ESTATE NUMBER: **5156**  
APPOINT DATE: 03/17/2025  
ESTATE NAME: **ROSE ELLEN STARLING**  
EXECUTRIX PATRICIA BETH GRAHAM

---

ESTATE NUMBER: **5158**  
APPOINT DATE: 03/17/2025  
ESTATE NAME: **WILLIAM MARSHALL BRETTON**  
EXECUTRIX LEE SLAVIN

---

ESTATE NUMBER: **5159**  
APPOINT DATE: 03/17/2025  
ESTATE NAME: **BETTY ANN JAMES**  
ADMINISTRATRIX MELISSA HAWKINS

---

ESTATE NUMBER: **5160**  
APPOINT DATE: 03/18/2025  
ESTATE NAME: **CORNELL TILLMAN**  
ADMINISTRATRIX ROBIN VANESSA CARTER

---

ESTATE NUMBER: **5162**  
APPOINT DATE: 03/20/2025  
ESTATE NAME: **STEVEN BINDER**  
ADMINISTRATRIX LEILA P BINDER

---

ESTATE NUMBER: **5166**  
APPOINT DATE: 03/20/2025  
ESTATE NAME: **LAURENCE WILLIAM LLOYD JR**  
EXECUTRIX NANCY F LLOYD

---

ESTATE NUMBER: **5167**  
APPOINT DATE: 03/21/2025  
ESTATE NAME: **GAIL A EPPARD**  
EXECUTOR MARK EPPARD

---

ESTATE NUMBER: **5169**  
APPOINT DATE: 03/24/2025  
ESTATE NAME: **RICHARD WAYNE TURNER**  
ADMINISTRATRIX YVONNE TURNER

---

ESTATE NUMBER: **5170**  
APPOINT DATE: 03/24/2025  
ESTATE NAME: **THOMAS EUGENE BROWN SR**  
EXECUTRIX GEORGIA ANNA BUTTS

---

ESTATE NUMBER: **5171**  
APPOINT DATE: 03/25/2025  
ESTATE NAME: **AMANDA MAE RINKER**  
ADMINISTRATRIX DOROTHY ELAINE OTT  
SURETY JENNIFER LYNN SMOOT

---

ESTATE NUMBER: **5173**  
APPOINT DATE: 03/26/2025  
ESTATE NAME: **ALFRED JAMES WOOTTON**  
EXECUTRIX SUSAN C BROWNSMITH

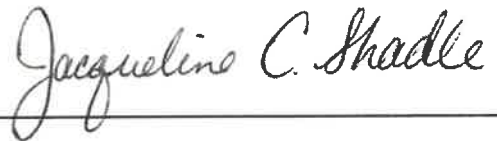
---

TOTAL ESTATES: 54

Subscribed and sworn to before me on 3/26/2025

---

President of the County Commission



---

Jacqueline C Shadle  
Clerk of Jefferson County

By 

Karen Olden  
Deputy Clerk

Regular Term

April 2025

**State of West Virginia, County of Jefferson**, to-wit:

At a regular Term of the County Commission of said County and State, begun and held at the Old Charles Town Library thereof, on Thursday, April 3<sup>rd</sup>, 2025 at 6:00PM.

PRESENT: County Commissioners: Pasha Majdi, Jack Hefestay, Cara Keys, Mike Mood, Steve Stolipher,

***The following Accountings and Waivers of Final Settlement were this day examined by the Commission and there being no exceptions thereto, and none appearing on the face thereof, same are ordered approved and recorded as follows:***

***Accountings***

Estate of Josephine D'Angelo, deceased, First and Final Accounting, Susanne Hardy, Executrix

Estate of Marie S. Hough, deceased, First and Final Accounting, Clarence E. Hough, Executor

Estate of Regina Julianne Swann, deceased, First and Final Accounting, Diane L. Warriner, Administratrix

***Waivers of Final Settlement***

Estate of Lois Helen Anderson, deceased, Anna A. Williams, Administratrix CTA DBN

Estate of Gerald D. Bast, Jr, deceased, Katherine Titus, Executrix

Estate of John Gary Brosius, deceased, Janice Karns, Administratrix

Estate of Thomas Alan Chafin, deceased, Steven A. Chafin , Administrator

Estate of William Webster Clem, deceased, Lindsey Clem, Administratrix  
Estate of Frances Cole Clisham, deceased, Philip J. Clisham, Administrator  
Estate of Genevieve Eaton, deceased, Nicole Rohrbaugh, Executrix  
Estate of Ronald Iden Fuller, deceased, Robert Dodd Fuller, Administrator  
Estate of Karen Charlotte Glascock, deceased, William Glascock, Administrator  
Estate of Roger Lee James, deceased, Judy James, Administratrix  
Estate of Reginald C. Kimble Jr, deceased, Daniel R. Kimble, Executor  
Estate of Julian Robinson Lesh, deceased, Bruce Allyn Lesh, Executor  
Estate of Rebecca J. McDaniel, deceased, Sarah Stare, Executrix  
Estate of Marvin James McGrady, deceased, Molly J. Rivera, Executrix  
Estate of Robert M. Michalak, deceased, Regina J. Scheibner, Administratrix  
Estate of Maurice Robert Palmer II, deceased, Robert Beattie Palmer, Executor  
Estate of Eric Todd Rickard, deceased, Audrey Jeffries, Executrix  
Estate of Lolita Mae Robinson, deceased, Lisa Robinson Patterson, Deborah  
Robinson Mercado & Carrington Glenn Robinson, Co-Administrators  
Estate of Michael Paul Schwegmann, deceased, Martha E. Bowen,  
Administratrix  
Estate of Garland F. Snyder, deceased, Garland F. Snyder Jr, Executor  
Estate of Debra Lynn Titus, deceased, Stephanie L. Bowles, Administratrix  
Estate of Robert Eugene Sheely, deceased, Michael Delcolle, Executor  
Estate of Thomas Seymour Williams, deceased, Anna A. Williams,  
Administratrix

---

President of the County Commission

**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):

Spay/Neuter Fund Grant  
Part-time Bailiff New Hires

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

-Animal Control has been awarded \$5,000 to continue their Spay/Neuter program. This grant is a reimbursement grant funded through their budget and does not require matching funds.

-We have lost several part-time bailiffs and have identified 2 new candidates to fill those roles.

Type of Request: (Funding/Hiring): hiring

Funding/Salary/Hourly Amount: see below

Name of Hire (if Applicable): see below

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period): see below

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 \$5,000 award from the West Virginia Department of Agriculture for the continuation of the spay/neuter program and authorize the president to sign all associated documents.

-I move to approve the hire of James Massey as a part-time Bailiff beginning 4/7/25 at a rate of \$17.50/hour.

-I move to approve the hire of John Shoedel as a part-time Bailiff beginning 4/7/25 at a rate of \$17.50/hour.

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



## West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



Award Number: 075-037-25-36

March 17, 2025

JEFFERSON COUNTY COMMISSION  
CBMG PO BOX 250  
CHARLES TOWN WV 254140250  
via e-mail to [jebersole@jeffersoncountywv.org](mailto:jebersole@jeffersoncountywv.org)

Dear Jess,

Congratulations! Your organization's grant request for Fiscal Year 2025 has been approved in the amount of **\$5,000.00**. Your organization will provide matching funds in the amount of **\$ 0.00**. For the third year in a row, the Federation of Humane Organizations of West Virginia (FOHO WV) provided \$450,000 via their Mug Z Moo grant to the spay/neuter fund. This generous grant essentially doubles the awards and impact of WVSNP.

Unfortunately, the applications received for 2025 requested well over 50% of available monies and awards had to be reduced to available funds. Despite this reduction, every eligible applicant will be receiving a grant to help as many organizations as possible address the overpopulation challenges. Additionally, **we don't anticipate any amendments** this cycle since the WVSNP recommended to approve the maximum budget for 2025.

Please read the attached grant agreement carefully. If you wish to accept the grant, please **print and sign the grant agreement, then scan all pages of the signed agreement and return via e-mail to [spayneuter@wvda.us](mailto:spayneuter@wvda.us) no later than March 25, 2025**. If you cannot meet this deadline, please contact us in advance for an extension. After WVDA countersigns the agreement, you will receive the fully signed copy via e-mail and your individualized invoice template. After receipt, you may then submit eligible expenses for reimbursement.

Additionally, grantees must be registered vendors with the State of West Virginia. If your organization has received a prior WVSNP grant, and your organization's information has not changed, you do not need to re-register. However, if your organization is **not** currently registered you must complete the vendor registration process by going to the Vendor Self-Service portal, <https://www.wvoasis.gov/VSS/Default.aspx>, where you can create a vendor account for your organization electronically. Please see the attached registration guide. Please note that grant payments are exempt from the vendor fee requirement on a transactional basis. Therefore, please choose the "Pay Fee Later" option when setting up your account.

We also strongly encourage you to sign up for EFT payments for faster and more secure reimbursement. The EFT setup form is attached and must be mailed or faxed to the ePayments Division as specified on the form. Please note that WVDA cannot process the EFT form.

Grantees are responsible for complying with all terms of the grant agreement. Please note the below key points:

- WVDA will reimburse your organization only for spay/neuter procedures and rabies vaccinations. Rabies vaccinations must accompany a spay or neuter procedure to be reimbursable.
- Matching funds provided by your organization must be used in the same manner as grant funds, except that some travel expenses can be credited toward your matching funds. To qualify, you will need to track and invoice ordinary and necessary mileage incurred by your employees or volunteers in the transportation of animals to or from the veterinarian.
- If your organization rents a vehicle for animal transportation to and from the veterinarian, these costs may also be credited to your matching funds. However, WVDA will not reimburse these expenses.
- Project funds may not be used for any other costs, including but not limited to, advertising, business overhead, pet food, unrelated veterinary care, and unrelated medications.
- All spay and neuter procedures must be performed by veterinarians licensed and doing business in West Virginia.
- Pet owners and caretakers benefiting from the grant must be residents of West Virginia.
- To receive reimbursement, your organization must keep accurate records of work completed and submit eligible invoices to our administrative department. You will also need to submit documentation such as receipts or invoices proving the validity of the expenses you invoice.
- The performance period of your grant agreement begins on January 1, 2025, which means that spay and neuter procedures are eligible for invoicing and payment beginning **January 1, 2025**.
- **You must strictly adhere to a monthly invoicing schedule. Invoicing deadlines can be found in a table on page 3 of your agreement.** Organizations are encouraged not to wait until the last minute to submit invoices.
- **All invoices must be submitted electronically** by emailing to [spayneuter@wvda.us](mailto:spayneuter@wvda.us).
- **Final invoice deadline is November 14, 2025.** Have work completed, invoiced and submitted before or on this day.
- **A final report must be submitted no later than November 14, 2025.** This final report is not the final invoice. It is a narrative addressing the expectations, results, and outcome of your grant. This can be done in 2-3 well-worded paragraphs but WVDA encourages grantees to expand on this as it fits their program and grant.

- For questions about WVSNP reimbursements:

Polly Frazier or Jacob Thaxton  
[spayneuter@wvda.us](mailto:spayneuter@wvda.us)  
304-558-2221

- For general questions regarding the WVSNP:

Andrew Yost  
[spayneuter@wvda.us](mailto:spayneuter@wvda.us)  
304-389-9750

Thank you for your time and diligence in partnering with WVSNP. WVDA appreciates the efforts of your group in addressing West Virginia's feral cat and dog population. We recognize the scope of the problem and acknowledge that our combined efforts are an important part of a greater movement--no step in the right direction is too small! We wish you well in your efforts to move WVSNP forward this year.

Sincerely,



Kent A. Leonhardt  
Commissioner of Agriculture



West Virginia Spay Neuter Assistance Program  
FY 2025

Award Number 075-037-25-36  
Grant Funds: \$5,000.00  
Matching Funds: \$ 0.00  
Reimbursement Share: 100%  
Performance Period: 1/1/2025 to 11/14/2025

GRANT AGREEMENT

This **Grant Agreement** (“Agreement”) is between the West Virginia Department of Agriculture (“WVDA”) and JEFFERSON COUNTY COMMISSION, being the same entity registered in the wvOASIS system as JEFFERSON CO COMMISSION whose address is

JEFFERSON CO COMMISSION  
CBMG PO BOX 250  
CHARLES TOWN WV 254140250  
jebersole@jeffersoncountywv.org

(“Grantee”) (collectively, the “Parties”).

**Authority:** W. Va. Code §§19-20C-1 *et seq.*

**Purpose:** This Agreement establishes the terms and conditions of the West Virginia Spay Neuter program (“WVSNP”) grant awarded to Grantee by WVDA. WVDA and Grantee mutually agree to pursue the goal of increasing the number of dogs and cats sterilized and vaccinated against rabies in West Virginia, thereby reducing shelter populations and costs, euthanasia rates and threats to public health and safety from rabies and other problems posed by the growing population of stray, feral and abandoned dogs and cats.

**By their signatures below, WVDA and Grantee hereby agree to the following terms and conditions:**

**1. Definitions.**

- a. **“Grant Funds”** means the award amount which shall be reimbursed by WVDA. The Grant Funds shall be no more than **\$5,000.00**.
- b. **“Grantee Share”** means the amount of the Total Project Funds properly and actually invoiced by Grantee for which Grantee shall be responsible as Matching Funds. The

Grantee Share is the sum of properly invoiced eligible expenses less the Reimbursement Share.

- c. **“Matching Funds”** means the monetary amount, if any, Grantee has agreed to contribute toward the Project. The Matching Funds shall be no more than **\$ 0.00**.
  - d. **“Project”** means the Grantee’s spay and neuter activities undertaken in conformance with this Agreement and for which Grantee seeks reimbursement from WVDA. Grantee’s Project shall be a systematic and organized manner of delivering spay and neuter services, and may include voucher methods, Trap Neuter Vaccinate Return (TNVR) methods, direct delivery of spay and neuter services, or other methods of advancing spay and neuter services.
  - e. **“Reimbursement Share”** means the percentage of the Total Project Funds which WVDA will reimburse Grantee upon proper invoice. The Reimbursement Share is equal to the amount of Grant Funds divided by the Total Project Funds. The Reimbursement Share shall be **100%**.
  - f. **“Total Project Funds”** means the total amount properly expended by Grantee for eligible expenses of the Project. The Total Project Funds are equal to the sum of the Grant Funds and the Matching Funds, and shall be no more than **\$5,000.00**.
2. **Fund Utilization.** Grantee will provide up-front funding, up to a maximum of the Total Project Funds, for eligible spay and neuter services, and thereafter will invoice WVDA to request reimbursement for the Reimbursement Share of said services. Grantee will utilize the Total Project Funds, including Matching Funds provided by Grantee, to carry out the Project in compliance with this Agreement.
- a. **Eligible Expenses.** Total Project Funds will be used only for costs of spay and neuter services and reasonably related expenses, including but not limited to anesthesia, pain medication, increased expenses due to cryptorchidism and pregnancy, and rabies vaccinations incident to spay and neuter services. Total Project Funds will not be used for unrelated veterinary care, administrative costs, overhead, advertising, or facilities or equipment related to the provision of spay and neuter services.
  - b. **Mileage.** Matching Funds, but not Grant Funds, may be used to pay for ordinary and necessary mileage traveled by Grantee’s employees or volunteers in the transportation of animals to and from a veterinarian providing eligible and supported spay or neuter services. On each invoice, eligible mileage will be applied to the Grantee Share at the current IRS rate.

- c. **Transportation Rental.** Matching Funds, but not Grant Funds, may be used to pay for rental of vehicles used to transport animals to veterinarians. Grantee must submit proof of eligible transportation rental expenditures with its invoices. Eligible and supported expenditures will be applied to the Grantee Share.
  - d. **Treatment of Excess Matching Expenses.** Any mileage and transportation rental expenditures in excess of the Grantee Share on any invoice are ineligible for reimbursement and will be forfeited.
3. **Invoicing.** WVDA will reimburse the Grantee for the Reimbursement Share of properly invoiced amounts, up to, but not exceeding, the Grant Funds amount. WVDA will review submitted invoices for completeness and compliance. WVDA will not provide reimbursement for any invoice if the invoice template form is not used, if the form is missing any required information, or if WVDA determines, in its sole judgment, that the Grantee’s request for reimbursement is not in compliance with the West Virginia Spay Neuter Assistance Program statute (W. Va. Code §§19-20C-1 et seq.), the West Virginia Spay Neuter Assistance Program legislative rule (W. Va. C.S.R. §§61-24-1 et seq.), or this Agreement.
- a. Grantee shall submit invoices supported by documents sufficient to prove all eligible expenses. Grantee shall submit proof of payment for all eligible expenses, such as veterinarian invoices.
  - b. Grantee shall submit all invoices to [spayneuter@wvda.us](mailto:spayneuter@wvda.us), on the invoice template form provided by WVDA. Grantee must provide the completed invoice template in Excel format. Grantee must either digitally sign its Excel invoice or separately provide a scanned PDF signature page. Grantee will comply with all reasonable invoicing requirements of WVDA.
  - c. Invoices may not be submitted for reimbursement until the Grantee has received a signed copy of this Agreement.
  - d. Grantee will invoice WVDA only for procedures performed during the Term of this Agreement.
  - e. **Spay and neuter services performed between the below dates should be invoiced by Grantee and received by WVDA no later than the corresponding invoice receipt deadline:**

Spay and Neuter Service Dates FY 2025	Invoice Receipt Deadline
Between January 1, 2025, and February 28, 2025	April 11, 2025
Between March 1, 2025, and March 31, 2025	May 9, 2025

Between April 1, 2025, and April 30, 2025	June 13, 2025
Between May 1, 2025, and May 31, 2025	July 11, 2025
Between June 1, 2025, and June 30, 2025	August 8, 2025
Between July 1, 2025, and July 31, 2025	September 12, 2025
Between August 1, 2025, and August 31, 2025	October 10, 2025
Between September 1, 2025, and November 14, 2025	November 14, 2025

4. **Reporting Requirement.** Grantee will submit a Final Report, in a form acceptable to WVDA, summarizing and commenting upon Grantee's performance under this Agreement. The Final Report may be submitted with the Grantee's final invoice but in any case, shall be submitted no later than November 14, 2025.
5. **Low-Income Restricted Program.** This section (5) is only applicable if checked: \_\_\_\_ . Grantee has committed to run a Low-Income Restricted Program as defined by the West Virginia Code of State Rules, §61-24-3.11, as part of its Project. Grantee shall comply with the Low-Income Restricted Program Guidelines, which are hereby incorporated into this Agreement and attached as Exhibit A.
6. **Legislative Appropriation.** Notwithstanding any other provision of this Agreement, WVDA may only provide reimbursement if funding has been made available by the West Virginia Legislature.
7. **Applicable Law.** West Virginia law controls this Agreement. Grantee shall comply with all provisions of the West Virginia Spay Neuter Assistance Program statute (W. Va. Code §§19-20C-1 *et seq.*) and the West Virginia Spay Neuter Assistance Program legislative rule (W. Va. C.S.R. §§61-24-1 *et seq.*). Grantee understands and agrees that the Frequently Asked Questions (FAQs) made available on the WVDA webpage are informational only and non-controlling.
8. **Change in Status.** If Grantee is a nongovernmental entity, Grantee agrees to notify WVDA of any change in Grantee's 501(c)(3) status after the time of application that would disqualify Grantee from participation in the WVSNP or otherwise negatively affect Grantee's ability to participate.
9. **Veterinarian Conduct.** Grantee will comply with all applicable federal and state laws, rules and regulations regarding standards of practice and professional conduct by veterinarians, including but not limited to West Virginia Code §§30-10-1 *et seq.* and West Virginia Code of State Rules §§26-1-1 *et seq.* Further, Grantee agrees that veterinary services invoiced shall be performed by a person, firm or corporation licensed to practice veterinary medicine under the provisions of West Virginia Code §§30-10-1 *et seq.* and doing business in the State of West Virginia.

10. **Non-discrimination.** Grantee shall not discriminate against any owner or caretaker for reasons of age, race, color, sex, disability, religion, or national origin.
11. **Vendor Registration.** Grantee must be a registered vendor with the State of West Virginia and remain registered for the duration of this Agreement.
12. **Term.** The Term of this Agreement shall begin on January 1, 2025, and shall expire on November 14, 2025, unless earlier terminated as provided by the terms of this Agreement.
13. **Termination.** WVDA may terminate this Agreement at any time upon written notice to Grantee. Grantee may terminate this Agreement upon 30 days' written notice to WVDA.
14. **Notices.** Notices required or permitted to be sent to the Parties under this Agreement may be sent by post or by e-mail, either of which method shall be sufficient. Invoices must be submitted in the manner prescribed by **Section 3 (Invoicing)** of this Agreement.
  - a. **To WVDA.** Notices to WVDA under this Agreement, including the Final Report, shall be sent:
    - i. by e-mail to [spayneuter@wvda.us](mailto:spayneuter@wvda.us); or
    - ii. by post to:

West Virginia Department of Agriculture  
Attn: Spay Neuter Program  
217 Gus R. Douglass Lane  
Bldg. 2, Room 106  
Charleston, WV 25312
  - b. **To Grantee.** Notices to Grantee under this Agreement shall be sent to Grantee's address or e-mail address appearing on page one of this Agreement.
15. **Change in Designated Contact.** Grantee shall provide WVDA notice in writing of any change to Grantee's designated contact person, contact address, or contact e-mail address.
16. **Assignment.** Neither this Agreement nor any of its terms, in whole or in part, may be assigned by Grantee without the prior written consent of WVDA.
17. **Waiver.** No failure by WVDA to insist upon the strict performance of any provision of this Agreement or to exercise any right or remedy consequent to a breach of any provision of this

Agreement shall be deemed a waiver of any other breach of or default under the same or any other provision of this Agreement.

18. **Severability.** In the event any term or condition of this Agreement is found to be unenforceable by a court of competent jurisdiction, the remaining terms and conditions shall remain in full force and effect.

19. **Integration.** This Agreement contains and represents the entire agreement between WVDA and Grantee and supersedes any and all prior agreements, whether oral or written, between WVDA and Grantee, on the subject matter. This Agreement may not be amended or modified, except by written agreement signed by WVDA and Grantee.

**WEST VIRGINIA DEPARTMENT OF AGRICULTURE**

By: \_\_\_\_\_  
(signed)

Printed Name: \_\_\_\_\_

Its: \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.  
(title)

**GRANTEE**

By: \_\_\_\_\_  
(signed)

Printed Name: \_\_\_\_\_

Its: \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.  
(title)



# JEFFERSON COUNTY COMMISSION

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

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

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

PRESIDENT  
*Pasha Majdi*

COMMISSIONER  
*Jack Hefestay*

COMMISSIONER  
*Cara Keys*

COMMISSIONER  
*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: April 3, 2025

Re: Approval of Hire – Sheriff’s Office Part-Time Bailiff

---

There is a request to approve the hire of two bailiffs for the Jefferson Sheriff’s Office

Amount budgeted for the Bailiff positions in FY25 \$17.50/hour

Requested Bailiffs hire date and amount (4/7/25) \$17.50/hour



# JEFFERSON COUNTY COMMISSION

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

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

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

PRESIDENT

*Pasha Majdi*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*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: April 3, 2025

Re: Awarded 2025 Federation of Humane Organizations of West Virginia grant in the amount of \$5,000.

---

## **FOHO WV Grant Award**

Jefferson County Commission with the Sheriff's Office governing the Animal Control department is awarded the 2025 Federation of Humane Organizations of West Virginia grant in the amount of \$5,000 for the spay and neuter assistance program. The Sheriff's Office requests a motion to accept the award.

No additional match is required.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Todd Wilt**

Department or Organization: **City of Ranson**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **First Available**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Consideration of an Order Approving and Confirming the Annexation of Approximately 10.00 Acres into the Municipal Boundary of the City of Ranson**

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

**The City of Ranson has submitted a Certificate of Annexation and supporting documentation requesting the annexation of approximately 10.00 acres of real estate into its municipal boundaries. The property, owned by Cantor Hollow, LLC, is located on Captain Chew Terrace, off Patrick Henry Way and U.S. Route 340, and is identified as Lots 1-8 of the Miller Station Commercial Subdivision. The annexation is being pursued under West Virginia Code §8-6-4 and §8-6-4a, which allow for annexation without an election when the property is located within the municipality's Urban Growth Boundary and the sole freeholder petitions for annexation.**

**The County Commission is being asked to approve and confirm the annexation by entering an Order extending the corporate limits of the City of Ranson to include the subject parcel, as required by law.**

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*):

**The Jefferson County Commission approve and confirm the annexation of approximately 10.00 acres into the municipal boundary of the City of Ranson, as petitioned by Cantor Hollow, LLC, and certified by the City of Ranson, and further move that the Commission enter the corresponding Order as presented, directing the County Clerk to record and transmit a certified copy to the City of Ranson.**

Attach supporting documents for request, or request may be denied. **Supporting Documents Attached**

If not attached, explain:

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

Contact information: **Todd Wilt**

Email address: [twilt@ransonwv.us](mailto:twilt@ransonwv.us)

Phone Number: **304-725-1010**

**CERTIFICATE OF THE CITY OF RANSON, WEST VIRGINIA TO ANNEX WITHOUT AN ELECTION UNDER THE PROVISIONS OF WEST VIRGINIA CODE 8-6-4 & 8-6-4a A PARCEL OF REAL ESTATE CONTAINING APPROXIMATELY 10.00 +/- ACRES OF PROPERTY, FURTHER DESCRIBED IN JEFFERSON COUNTY, WEST VIRGINIA DEED BOOK 1301, AT PAGE 267 MAP/PARCEL # 19-02-008C-0001-0000, 19-02-008C-0002-0000, 19-02-008C- 0003-0000, 19-02-008C-0004-0000, 19-02-008C-0005-0000, 19-02-008C-0006-0000, 19-02-008C-0007-0000, and 19-02-008C-0008-0000 TO BE ANNEXED INTO THE MUNICIPAL BOUNDARY OF THE CITY OF RANSON**

**Whereas**, on September 25, 2024 Cantor Hollow, LLC submitted a Freeholder Petition for Annexation +/- 10.00 acres of property, further described as;

**Parcel:**

**All of those certain parcels of property situate in Charles Town District, Jefferson County, West Virginia, being more Particularly described as: All of Lots 1 through 8 as shown on a plat entitled "Miller Station Commercial Subdivision" made by Charles \_R. Byers, P. S. 792, dated March 29, 2003, and recorded in the Office of The Clerk of the County commission of Jefferson County, West Virginia in Plat Book 20 at Page 23.**

**Whereas**, West Virginia Code §8-6-4a authorizes municipalities that have adopted countywide zoning with urban growth boundaries, to annex property using the following procedure; (c) Procedure for a municipality to annex property within an urban growth boundary. (1) If the proposed property to be annexed by a municipality is entirely within the municipality's designated urban growth boundary, then the municipality may annex without an election the proposed property pursuant to the provisions of §8-6-4 of this code. Agreement with the county commission is not required;

**Whereas**, §8-6-4 authorizes the governing body of a municipality to, by ordinance, provide for the annexation of additional territory without ordering a vote on the question if: (1) a majority of the qualified voters of the additional territory file with the governing body a petition to be annexed; and (2) a majority of freeholders of the additional territory, whether they reside or have a place of business within or not, file with the governing body a petition to be annexed;

**Whereas**, for purposes of this section of law, the term "qualified voter of the additional territory" includes firms and corporations in the additional territory regardless of whether the firm or corporation is a freeholder, and the petition may be signed by any officer duly designated by the firm;

**Whereas**, it is the responsibility of the governing body to enumerate and verify the total number of eligible petitioners and, when satisfied that the petition is sufficient in every respect, shall enter that fact upon its journal and forward a certificate to that effect to the county commission;

**Whereas**, the Jefferson County Commission shall subsequently enter an order and the corporate limits of the municipality shall be as set forth therein;

**Whereas**, the land proposed for annexation is located wholly within the Ranson's currently designated and approved Urban Growth Zone.

**Whereas**, the Cantor Hollow LLC, is identified as the only freeholders and qualified voters of the property proposed for annexation and the applicant has submitted a written and signed petition to the City of Ranson attesting to the same;

**Whereas**, annexation of this land into the municipal boundaries and zoning it for New Community, Transect District 4 (T4) use will allow for continued orderly growth in an area where similar growth is occurring and the intended use of this parcel will continue that same pattern of growth; and

**Whereas**, the proposed annexation and zoning has been determined to be consistent with the city's comprehensive plan by the Ranson Planning Commission on November 12, 2024;

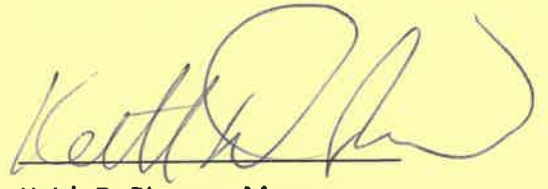
**NOW, THEREFORE**, this Certificate certifies that: (i) the representations set forth herein are true and accurate to the best knowledge, information, and belief of the City; (ii) all of the applicable requirements of Code Sections 8-6-3, 8-6-4, and 8-6-4a have been met with regard to the Petition; (iii) the Petition filed by Cantor Hollow, LLC, as the sole owner, qualified voter, and freeholder of the Subject Parcel, is sufficient in every respect in regard to the annexation into the City of the Subject Parcel; (iv) that the Council of the City has by Ordinance provided for annexation of the Subject Parcel; and (v) a copy of this Certificate, together with a copy of said Ordinance, has been filed with the records of the City; and

**AND FURTHER**, as required by Code Sections 8-6-3 and 8-6-4, this Certificate is hereby filed with the Jefferson County Commission for entry of an Order as required pursuant to West Virginia Code Sections 8-6-4(g) and 8-6-4a(h);

**WHEREFORE**, the City of Ranson prays that the County Commission of Jefferson County, West Virginia, enter an Order, as described in Code Section 8-6-3 and as required by Code Sections 8-6-4(g) and 8-6-4a(h), reflecting the annexation and modification to the corporate limits of the City by addition thereto of the Subject Parcel and ordering that such annexation by the City be approved and confirmed.

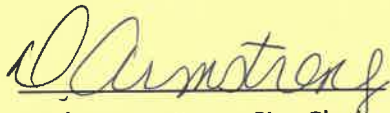
Dated this 21 day of January 2025

CITY OF RANSON, WEST VIRGINIA MUNICIPAL CORPORATION

A handwritten signature in black ink, appearing to read "Keith D. Pierson", written over a horizontal line.

Keith D. Pierson, Mayor

ATTEST:

A handwritten signature in black ink, appearing to read "Darla Armstrong", written over a horizontal line.

Darla Armstrong, City Clerk

**FREEHOLDER PETITION FOR ANNEXATION**

**I, THE UNDERSIGNED, BEING THE FREEHOLDER OF PROPERTY SITUATED WITHIN THE AREA OF PROPOSED ANNEXATION,**

**HEREBY: PETITION THE CITY COUNCIL OF THE CITY OF RANSON, JEFFERSON COUNTY, WEST VIRGINIA, ASKING SAID COUNCIL TO ANNEX ADDITIONAL TERRITORY TO THE CITY OF RANSON PURSUANT TO THE PROVISIONS OF CHAPTER 8, ARTICLE 6, SECTION 4 OF THE CODE OF WEST VIRGINIA, AS AMENDED. THE PRECISE ADDITIONAL TERRITORY SOUGHT TO BE ANNEXED TO THE CITY OF RANSON IS THE TERRITORY SHOWN ON THE ATTACHED MAP OR PLAT AND FURTHER DESCRIBED BY COURSES AND DISTANCES, AS SHOWN UPON SAID PLAT AS REQUIRED BY LAW.**

**I PETITION THE CITY COUNCIL OF THE CITY OF RANSON TO PROCEED TO ANNEX THE SAID TERRITORY AND TO TAKE ALL ACTS REQUIRED BY LAW TO EFFECT SUCH ANNEXATION UNDER THE PROVISIONS OF CHAPTER 8, ARTICLE 6, SECTION 4 AND CHAPTER 8, SECTION 4A OF THE CODE OF WEST VIRGINIA.**

**EXHIBIT A**  
**List of Freeholders**

I, the undersigned Freeholder, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising± 10.03 acres, including the parcels listed below and as further described in Exhibit "B", attached.

**CHARLES TOWN DISTRICT, JEFFERSON COUNTY**

**Map/Parcel #**

Parcel Number:02-08-0002  
TD: 08 / Map:10 / PCL:0029.0000

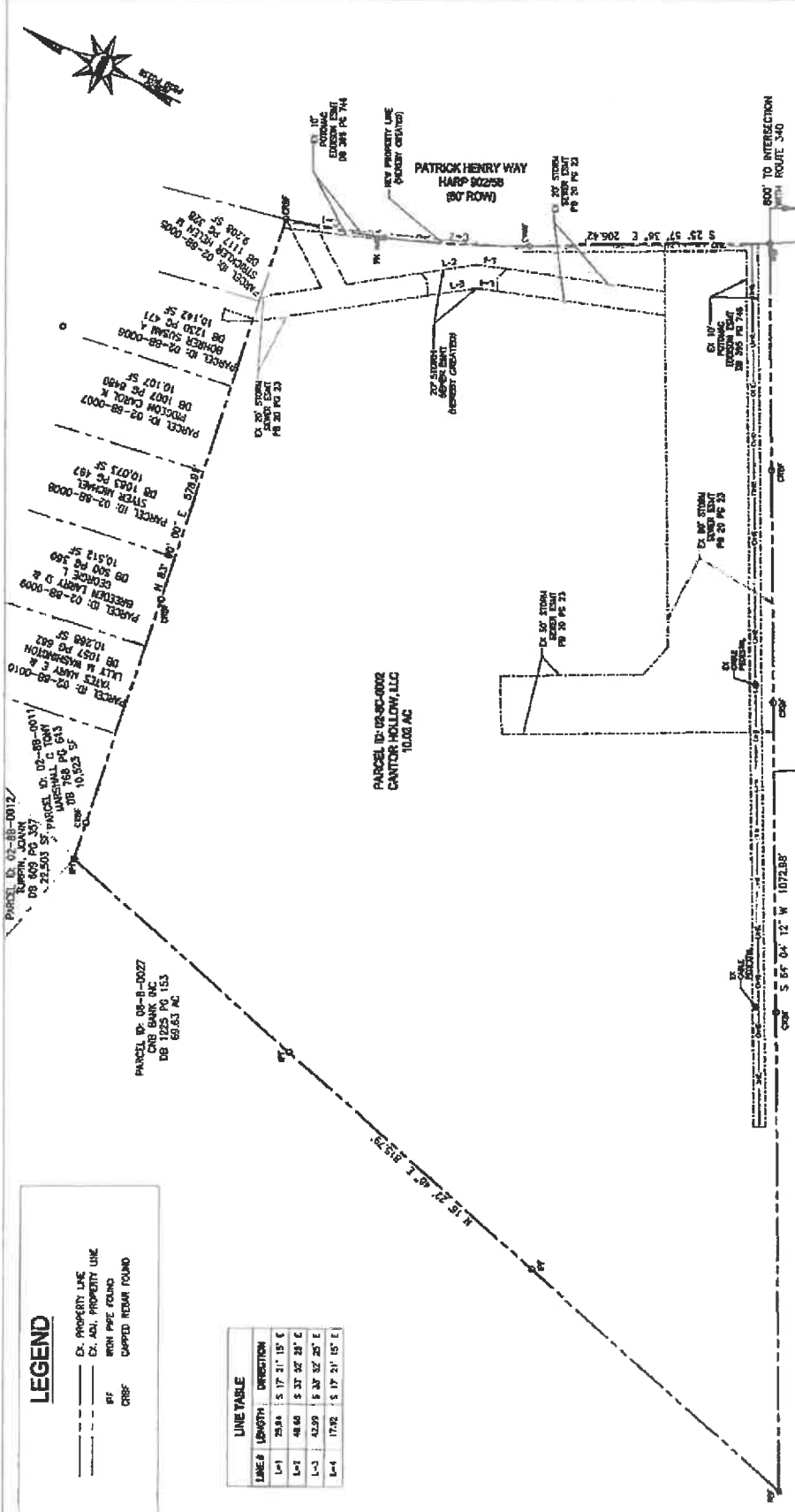
**Owner/Freeholder Signature and printed name**

Cantor Hollow, LLC

  
\_\_\_\_\_

Andrew A. Shuckra  
\_\_\_\_\_

**EXHIBIT B**  
**Map or Plat**  
**(see attached)**



**LEGEND**

D: PROPERTY LINE  
 E: ADJ. PROPERTY LINE  
 BF: IRON PIPE FOUND  
 CRF: DAPPED REBAR FOUND

**LINE TABLE**

LINE #	LENGTH	DIRECTION
L-1	79.84	S 17° 21' 15" E
L-2	48.60	S 33° 52' 28" E
L-3	42.99	S 33° 02' 20" E
L-4	17.92	S 17° 21' 15" E

**ANNEXATION EXHIBIT  
 ON THE LANDS OF  
 CANTOR HOLLOW, LLC**

PARCEL ID: 02-8-0028-0007  
 PATRICK HENRY WAY LTD PTN  
 DB 032 PC 843  
 4.10 AC

PARCEL ID: 02-8-0027  
 CRB BANK INC  
 DB 1025 PC 153  
 69.53 AC

**CURVE TABLE**

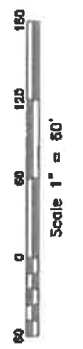
CURVE #	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD LENGTH
C-1	84.54'	111.17'	8.20°	S 15° 27' 09" E	84.51'
C-2	128.00'	871.37'	7.82°	S 22° 41' 09" E	128.40'



**MORRIS & RITCHIE ASSOCIATES, INC.**  
 ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS  
 208 E HIGST ROAD, SUITE 108  
 PURCELLVILLE, VA 20132  
 PHONE: 703-888-8947  
 MIRA@VA.COM

Copyright 2025 Morris & Ritchie Associates, Inc.

DATE	REVISIONS



**IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA**

**ORDER APPROVING AND CONFIRMING ANNEXATION OF APPROXIMATELY 10.00 ACRES INTO THE MUNICIPAL BOUNDARY OF THE CITY OF RANSON**

**WHEREAS**, on September 25, 2024, Cantor Hollow, LLC, as the sole freeholder and qualified voter of the subject property, submitted a Freeholder Petition for Annexation to the City of Ranson requesting the annexation of approximately 10.00 +/- acres of real estate, further described as follows (hereinafter, the "Subject Parcel"):

**Subject Parcel Description:**

All of those certain parcels of real estate situated in Charles Town District, Jefferson County, West Virginia, Tax District 08, Map 10, Parcel 0029.0000 and being more particularly described as:

"Miller Station Commercial Subdivision" - Lots 1 through 8, as shown on a plat prepared by Charles R. Byers, P.S. 792, dated March 29, 2003, and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Plat Book 20, Page 23.

Being the same real estate conveyed to Cantor Hollow, LLC, from Patrick Henry II Properties, LLC by deed dated May 10, 2023, and recorded in the Office of the Clerk of the County Commission of Jefferson County, West Virginia, in Deed Book 1301, Page 267.

**Location:**

The Subject Parcel is located on Captain Chew Terrace, off Patrick Henry Way and U.S. Route 340, in Jefferson County, West Virginia.

**Legal Basis for Annexation:**

**WHEREAS**, West Virginia Code §8-6-4 and §8-6-4a provide that municipalities may annex property without an election if:

- The property is located entirely within the municipality's designated Urban Growth Boundary;
- The sole owner and freeholder of the property petitions for annexation; and
- The governing body of the municipality adopts an ordinance approving the annexation.

**WHEREAS**, the City of Ranson has certified that:

- The Subject Parcel is wholly within Ranson's Urban Growth Boundary;
- The sole freeholder and qualified voter, Cantor Hollow, LLC, has properly petitioned for annexation;
- The City Council of Ranson has enacted an ordinance approving the annexation;
- The annexation is consistent with the City's Comprehensive Plan, as determined by the Ranson Planning Commission on November 12, 2024.

**WHEREAS**, the Certificate of Annexation and supporting documents, including the City of Ranson's Ordinance and Freeholder Petition, have been properly filed with the Jefferson County Commission, in accordance with West Virginia Code §8-6-4(g) and §8-6-4a(h);

**NOW, THEREFORE**, upon consideration of the City of Ranson's Certificate of Annexation, the supporting documents, and the applicable provisions of West Virginia law, it is ORDERED that:

1. The annexation of the Subject Parcel into the municipal boundaries of the City of Ranson is hereby **APPROVED** and **CONFIRMED**.
2. The corporate limits of the City of Ranson shall be officially extended to incorporate the Subject Parcel.
3. The Clerk of the Jefferson County Commission is directed to deliver a certified copy of this Order to the governing body of the City of Ranson and to record this Order in the official records.

ENTERED this \_\_\_\_ day of \_\_\_\_\_, 2025.

JEFFERSON COUNTY COMMISSION

By: \_\_\_\_\_  
[Commission President]

Attest:

**An Ordinance of the Ranson City Council, Adopting an Ordinance to Annex 10± Acres of Land into the City of Ranson, Pursuant to §8-6-4a. Annexation Without Election for Municipalities in Counties that have an Adopted Countywide Zoning Ordinance Which Includes Urban Growth Boundaries**

**Whereas**, West Virginia Code §8-6-4a authorizes municipalities that have adopted countywide zoning with urban growth boundaries, to annex property using the following procedure; (c) Procedure for a municipality to annex property within an urban growth boundary. (1) If the proposed property to be annexed by a municipality is entirely within the municipality's designated urban growth boundary, then the municipality may annex without an election the proposed property pursuant to the provisions of §8-6-4 of this code. Agreement with the county commission is not required.

**Whereas**, §8-6-4 authorizes the governing body of a municipality to, by ordinance, provide for the annexation of additional territory without ordering a vote on the question if: (1) a majority of the qualified voters of the additional territory file with the governing body a petition to be annexed; and (2) a majority of freeholders of the additional territory, whether they reside or have a place of business within or not, file with the governing body a petition to be annexed;

**Whereas**, for purposes of this section of law, the term "qualified voter of the additional territory" includes firms and corporations in the additional territory regardless of whether the firm or corporation is a freeholder, and the petition may be signed by any officer duly designated by the firm;

**Whereas**, on September 25, 2024 the Morris and Ritchie Associates, Inc., submitted a Freeholder Petition for Annexation on behalf of Cantor Hallow LLC requesting annexation of ± 10.00 acres of property, further described as Jefferson County, West Virginia Map/Parcel#19-02-008C-0001-0000, 19-02-008C-0002-0000, 19-02-008C-0003-0000, 19-02-008C-0004-0000, 19-02-008C-0005-0000, 19-02-008C-0006-0000, 19-02-008C-0007-0000, and 19-02-008C-0008-0000 to be annexed into the municipal boundary of the City of Ranson.

**Whereas**, it is the responsibility of the governing body to enumerate and verify the total number of eligible petitioners and, when satisfied that the petition is sufficient in every respect, shall enter that fact upon its journal and forward a certificate to that effect to the county commission;

**Whereas**, the Jefferson County Commission shall subsequently enter an order and the corporate limits of the municipality shall be as set forth therein;

**Whereas**, the land proposed for annexation is located wholly within the Ranson's currently designated and approved Urban Growth Zone.

**Whereas**, the Cantor Hollow LLC, is identified as the only freeholders and qualified voters of the property proposed for annexation and the applicant has submitted a written and signed petition to the City of Ranson attesting to the same;

**Whereas**, annexation of this land into the municipal boundaries and zoning it for New Community, Transect District 4 (T4) use will allow for continued orderly growth in an area where similar growth is occurring and the intended use of this parcel will continue that same pattern of growth; and

**Whereas**, the proposed annexation and zoning has been determined to be consistent with the city's comprehensive plan by the Ranson Planning Commission on November 12, 2024;

**NOW, THEREFORE BE IT RESOLVED BY THE CITY OF RANSON**, that the municipality finds the applicant's petition for annexation and zoning to be sufficient in every respect; and

**THEREFORE, the CITY OF RANSON HEREBY ORDAINS THAT:**

**Section 1.** The territory described at Exhibit "A" is eligible for annexation into the corporate limits of the City of Ranson pursuant to the Petitions of the freeholders and qualified voters of this territory.

**Section 2.** Finding the Petition sufficient in every respect, the Clerk is directed to forward to the Jefferson County Commission this certifying Ordinance.

**Section 3.** The City of Ranson hereby requests that the Jefferson County Commission, at its earliest convenience, enter an annexation order as required by West Virginia Code §8-6-4 (g) and in the form prescribed at West Virginia Code §8-6-3.

First Reading: December 17, 2024


Public Hearing: January 21, 2025

Second Reading: January 21, 2025

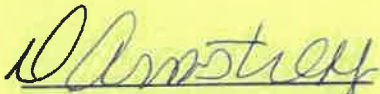
Enacted this 21<sup>st</sup> day of January 2025

Ordinance 2024-369

Adopted by the City Council of the City of Ranson after a 1<sup>st</sup> reading on December 17, 2024 and after a 2<sup>nd</sup> reading on January 21, 2025 by a vote of 5 in the affirmative, 0 in the negative with 1 abstentions.

  
Keith D. Pierson, Mayor

ATTEST:

  
Darla Armstrong, City Clerk

AFFIX CITY SEAL



# City of Ranson



**RANSON**

AT THE CENTER OF OPPORTUNITY.

312 South Mildred Street  
Ranson, West Virginia 25438-1621  
Phone (304) 725-1010 | Fax (304) 728-8579

**Keith D. Pierson - Mayor**

**Council Members:**

**Mike Anderson**  
**Andy Colandrea**  
**Tommy Custer**  
**Amanda Stroud**  
**Herbie McDaniel**  
**Ken Suits**

March 7, 2025

Jefferson County Commission  
Attn: County Administrator, Edwina Benites  
Post Office Box 250  
Charles Town, WV 25414

**Re: Request for Inclusion on County Commission Agenda – Annexation of Approximately 10.00 Acres into the City of Ranson**

Dear Mrs. Benites,

Enclosed, please find a completed Agenda Request Form, along with a Certificate from the City of Ranson, West Virginia, certifying the annexation of approximately 10.00 acres of real estate into the municipal boundary of Ranson in accordance with West Virginia Code §§ 8-6-4 and 8-6-4a. Also enclosed is a proposed Order for the County Commission's consideration, approving and confirming the annexation.

I respectfully request that this matter be placed on the first available agenda of the County Commission for discussion and action.

Should you have any questions or require additional information, please do not hesitate to contact Todd Wilt via email at [twilt@ransonwv.us](mailto:twilt@ransonwv.us) or by phone at 304-725-1010.

Sincerely,

Todd Wilt  
City Manager

Enclosures



# JEFFERSON COUNTY COMMISSION

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

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

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

PRESIDENT

*Pasha Majdi*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*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: April 3, 2025

Re: Approval of Annexation of Approximately 10 Acres

---

There is a request to approve the annexation of approximately 10 acres into The City of Ranson.

No financial tax implications are derived from the annexation from the County to the City of Ranson as the County will continue to obtain its tax basis on the property.



# JEFFERSON COUNTY COMMISSION

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

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

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

PRESIDENT

*Pasha Majdi*

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, April 3, 2025

---

Summary:

1. Jefferson County Planning Commission appointments
2. Public Defender Corporation for the 28<sup>th</sup> Judicial Circuit

## **1. Jefferson County Planning Commission Appointments**

The Commission will consider appointments to the Jefferson County Planning Commission.

Applicants nominated for interview:

- J. Ware
- Wade Louthan
- Daniel Hayes
- Natalie Grantham Friend

### **Suggested Motions:**

- Motion to appoint \_\_\_\_\_ to the Jefferson County Planning Commission for a three-year term ending March 31, 2028.
- Motion to appoint \_\_\_\_\_ to the Jefferson County Planning Commission for a three-year term ending March 31, 2028.
- Motion to appoint \_\_\_\_\_ to the Jefferson County Planning Commission for a three-year term ending March 31, 2028.

## **2. Public Defender Corporation for the 28th Judicial Circuit**

Aaron Amore has requested that the Commission open a solicitation for applicants and appoint two individuals to serve on the Public Defender Corporation for the Twenty-Eighth Judicial Circuit.

*The relevant West Virginia Code section is attached for reference.*

# WEST VIRGINIA CODE

≡ MENU

CHAPTER 29. MISCELLANEOUS BOARDS AND OFFICERS.

## CHAPTER 29. MISCELLANEOUS BOARDS AND OFFICERS.

Article 20

All Articles

Article 22

ARTICLE 21. PUBLIC DEFENDER SERVICES.

### §29-21-15. Public defender corporations -- Board of directors.



(a) The governing body of each public defender corporation shall be a board of directors consisting of persons who are residents of the area to be served by the public defender corporation.

(1) In multicounty circuits, and in the case of multicircuit or regional corporations, the county commission of each county within the area served shall appoint a director, who shall not be an attorney-at-law. The president of each county bar association within the area served shall appoint a director, who shall be an attorney-at-law: Provided, That in a county where there is not an organized and active bar association, the circuit court shall convene a meeting of the members of the bar of the court resident within the county and such members of the bar shall elect one of their number as a director. The Governor shall appoint one director, who shall serve as chairman, who may be an attorney-at-law, unless such appointment would result in there being an even number of directors, in which event the Governor shall appoint two directors, one of whom may be an attorney-at-law. The Governor's appointees shall serve four-year terms which terms shall coincide with the term of the Governor. Appointments may be made for unexpired terms as may be necessary. Other board members' terms shall be as determined by the board.

(2) In single-county circuits, the manner of selecting directors shall be the same as that described in subdivision (1) of this subsection, except that the county commission shall appoint two directors rather than one, and the bar shall appoint two directors rather than one.

(b) The board of directors shall have at least four meetings a year. Timely and effective prior public notice of all meetings shall be given pursuant to rules promulgated in accordance with the provisions of section three, article nine-a, chapter six of this code, and all meetings shall be public except for those concerned with matters properly discussed in executive session.

(c) The board of directors shall establish and enforce broad policies governing the operation of the public defender corporation but shall not interfere with any attorney's professional responsibilities to clients. The duties of the board of directors shall include, but not be limited to, the following:

(1) Appointment of the public defender and any assistant public defenders as may be necessary to enable the public defender corporation to provide legal representation to eligible clients; and

(2) Approval of the public defender corporation's budget and the fixing of professional and clerical salaries: Provided, That the compensation paid to any part-time public defender, part-time assistant public defender or other part-time employee shall not include benefits such as retirement, health insurance or paid leave time for illness or vacation unless Public Defender Services has certified in writing to the board of directors that there exists sufficient funding to provide such benefits and the board of directors authorizes such benefits to be included in the compensation; and

(3) Removal of any public defender, assistant public defender or other employee for misfeasance, malfeasance or nonfeasance.

(d) To the extent that the provisions of chapter thirty-one of this code regarding nonprofit corporations are not inconsistent with this article, the provisions of said chapter shall be applicable to the board of directors of the public defender corporation.

(e) While serving on the board of directors, no member may receive compensation from the public defender corporation, but a member may receive payment for normal travel and other out-of-pocket expenses required for fulfillment of the obligations of membership and may accept appointments to represent eligible clients so long as he or she does not discuss a particular case with any public defender, assistant public defender or other employee of the office governed by the board. Directors may not serve as cocounsel with the public defender or assistant public defender in any matter.

Previous [§29-21-14b. Repealed. Acts, 1989 Reg. Sess., Ch. 169.](#)

### §29-21-15. Public defender corporations – Board of directors.

Next [§29-21-16. Determination of maximum income levels; eligibility guidelines; use of form affidavit; inquiry by court; denial of services; repayment; limitation on remedies against affiant.](#)



## Search

Hide

Search in all Chapters

SEARCH

Chapter...	Article...	Section...
------------	------------	------------

GO TO

Searches are case insensitive.

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

## My Saved WV Code

Clear All

No Code Saved Yet.

## Signed Bills For §29-21-15

[1996 REGULAR SESSION](#)

[Enrolled Senate Bill 94](#)

[1996 REGULAR SESSION](#)

Enrolled Senate Bill 94

1990 REGULAR SESSION

Enrolled Committee Substitute for House Bill 4254

1989 REGULAR SESSION

Enrolled Committee Substitute for Senate Bill 231

1983 REGULAR SESSION

Enrolled House Bill 1315

1981 REGULAR SESSION

Enrolled Senate Bill 81

## Bill History For §29-21-15

1996 REGULAR SESSION

SB94

1990 REGULAR SESSION

HB4254

1989 REGULAR SESSION

SB231

1983 REGULAR SESSION

HB1315

1981 REGULAR SESSION

SB81

Copyright © 2025 **West Virginia Code**. These West Virginia Code sections are updated regularly as new legislation takes effect. For the effective date of an individual act of the WV Legislature and the Code sections affected by that act, please consult our **Bill Status database**.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Peggy Smith

Department or Organization: Jefferson Arts Council

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **April 3, 2025**

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

Date Requested – 2<sup>nd</sup> Choice:

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

**Jefferson Arts Council presentation**

**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*):

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

MARCH21,2025

JEFFERSON ARTS COUNCIL FACT SHEET

MAILING ADDRESS P.O. BOX 38, CHARLES TOWN, WV 25414  
PHYSICAL ADDRESS 108 N. GEORGE STREET, CHARLES TOWN, WV 25414 (FIREHOUSE GALLERY)  
WEB ADDRESS JEFFERSONARTSCOUNCILWV.ORG  
FACEBOOK JEFFERSON ARTS COUNCIL

CURRENT BOARD OFFICERS:

PEGGY A. SMITH PRESIDENT 304-283-4518  
KEN FANELLI VICE PRESIDENT  
KENDRA CLARK SECRETARY  
JUDY CHESLEY TREASURER 304-725-1242

JAC HAS AN 8 MEMBER BOARD AND 41 CURRENT MEMBERS.

PEGGY SMITH SERVES AS REPRESENTATIVE OF JAC ON THE JEFFERSON COUNTY CVB BOARD

JAC IS A JEFFERSON COUNTY CHAMBER OF COMMERCE MEMBER



BRINGING THE ARTS TO EVERYONE

**P.O. Box 38**  
**Charles Town, WV 25414**

---

## JEFFERSON ARTS COUNCIL BUDGET 2024-2025

### INCOME

COUNTY OCCUPANCY TAX	EST AVERAGE @ \$1,200 MONTH	\$14,400
MEMBERSHIP DUES	EST 40 MEMBERS @\$35 YEAR	\$1,400
DONATIONS		\$500
TOTAL INCOME		\$16,300

### EXPENSES

#### GENERAL AND ADMINISTRATIVE

RENT/UTILITIES	JAC SHARE	\$2,400
INTERNET SERVICE		\$ 560
WEBSITE		\$500
ACCOUNTANT	OURS LAWYERS LEWIS & CO	\$3,000
INSURANCE BUSINESS/ LIABILITY		\$950
D&O INSURANCE		\$500
DISHONESTY BOND		\$250
POSTAGE		\$200
MARKETING / PRINTING		\$3,000



BRINGING THE ARTS TO EVERYONE

**P.O. Box 38**  
**Charles Town, WV 25414**

---

STATE BUSINESS LICENSE	\$50
JEFFERSON CO. CHAMBER OF COMMERCE DUES	\$75
RECEPTIONS 6 YEARLY SHOWS	\$600
COMMUNITY ART PROMOTION GRANTS	\$3,000
ART HEIST EVENT /REFRESHMENTS	\$500
MISC/SUPPLIES	\$715
TOTAL EXPENSES	\$16,300

## JEFFERSON ARTS COUNCIL

### PARTNERSHIPS

1. Charles Town Public Arts Committee – Isaiah Zagar downtown & Evitt’s run mosaic murals
2. WV Dept. of Arts, Culture and History & National Endowments for the Arts “Teaching Arts Creatively” Matching grants
3. Jefferson County Board of Education
4. Jefferson County Museum
5. Shepherdstown Museum
6. Boys & Girls Club – Puppet Workshop
7. “Over The Mountain Studio Tour”
8. Charles Town Photography Club
9. Old Opera House – Art Gallery
10. Mountain Heritage Arts & Crafts Festival – sponsor
11. American Conservation Film Festival
12. Charles Washington Symphony Concert
13. Washington High School Thespian trip – sponsor
14. Shepherdstown Community Club -2 grants for mural Morgan’s grove
15. Established the Jane F. Rissler/ Jefferson Arts Council Visual Arts Scholarship at JHS & WHS 2025
16. Appalachian Chamber Music Festival 2 grants
17. Happy Retreat –“ART HEIST” 2023 & 2024
18. Town of Bolivar Lantern Workshop and Parade
19. Jefferson County Convention and Visitors Bureau – “ART TRAILS”
20. “Frosty Fest” Bavarian Inn “The Art of Cooking”

## JEFFERSON ARTS COUNCIL HIGHLIGHTS 2024

Jan. Frosty Fest Winter Gallery Show

Feb. Photography Show

March Youth Art Month Gallery Show and Reception

Spotlight Susan McDonald Strong

April Firehouse Member Show and Reception

JAC Community Grant SCC Youth Art Day

Contest \$300

Tourism Summit

May Doug Kinnett Gallery Show and Reception,

Spotlight Susan

Discussion Sculpture Garden at Happy Retreat

June Kyla Jenkins Gallery Show and Reception,

Spotlight Robert and Ann St. Claire Lesman

JAC Community Grant – Appalachian Chamber

Music sound system \$300

July Shepherdstown Friday Painters Gallery Show

Spotlight Lesmans

August Firehouse Oils and Acrylics Show, Rod Glover

Spotlight

Bequest from Jane Rissler to JAC and 2 Visual

Arts Scholarships are created for graduating

Seniors from WHS and JHS

Revised ART TRAILS with CVB

Sept. JAC Member show, Spotlight Rod Glover

Oct. Firehouse Member Show, Spotlight Kirsten

Lee

Art Heist at Happy Retreat JAC & Firehouse

Gallery and Reception 11 high school  
Students participated JAC purchased the  
Frames

Nov. Photography Club Exhibit, Kirsten Lee Spotlight

Dec. Holiday Market – JAC and Firehouse Gallery  
Reception

Two JAC Community Grants – Happy Retreat  
Community Lantern Workshop and Parade  
Event for Frosty Fest – “The Art of Cooking”  
Brunch at the Bavarian Inn

What is the importance of art in our society?

Art can communicate information, Shape our everyday lives, make a social statement and be enjoyed for its beauty. Art and culture are also important to state and city economies. They create jobs, attract investments, generate tax revenue and stimulate local economies through tourism and consumer purchase. Arts and culture economic activities accounted for 4.4% of The gross domestic product Or 1.02 trillion Dollars in 2021.

How do arts improve the quality of life beyond the economic impact?

They forced conversations that we didn't know we needed about value, relationships, responsibility, beauty, human conditions and social justice. Art helps us create a better society. It acts as a collective memory and expresses how it felt to exist in a particular time.

The arts celebrate all that is good in us and shine a light on that which needs to be repaired.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Pasha Majdi, commissioner

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **April 3, 2025**

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

Date Requested – 2<sup>nd</sup> Choice:

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

**Jefferson County First resolution**

**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*):

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

## To Establish a *Jefferson County First* Economic Development Partnership with Governor Morrisey and the State of West Virginia

*Approved: April 3, 2025*

**WHEREAS**, on February 12, 2025, Governor Patrick Morrisey delivered the State of the State address to a joint session of the West Virginia Legislature; and

**WHEREAS**, in the State of the State address Governor Morrisey identified economic development priorities for the State of West Virginia; and

**WHEREAS**, Jefferson County is a rapidly growing county situated in close proximity to both Virginia and Maryland as well as the District of Colombia; and

**WHEREAS**, Jefferson County is acutely aware of the need for competitiveness with other governments and out-of-state markets due to its close proximity to other states; and

**WHEREAS**, Jefferson County leads West Virginia in tourism, bringing \$876 million in tourism-related spending for our economy; and

**WHEREAS**, the Jefferson County Commission has resolved to establish a *Jefferson County First* economic development strategy.

**THEREFORE, BE IT RESOLVED** by the Jefferson County Commission that:

1. Jefferson County hereby expresses its support for the economic development priorities and initiatives of Governor Morrisey and the State of West Virginia; and
2. Jefferson County expresses its desire and intent to enter a collaborative partnership with Governor Morrisey's Administration, including the West Virginia Economic Development Authority, to advance the shared economic development goals of Jefferson County and the State of West Virginia; and
3. The State of West Virginia leads many interstate economic development initiatives and negotiates agreements on behalf of our citizens; and
4. The partnership between Jefferson County and the State of West Virginia should prioritize the economic development of Jefferson County first, including benefits to county residents and businesses.

---

Pasha Majdi  
Jefferson County Commission President

---

Jacqueline C. Shadle  
Jefferson County Clerk

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Steve Stolipher and Jack Hefestay, commissioners

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **April 3, 2025**

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

Date Requested – 2<sup>nd</sup> Choice:

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

Voting Representation on Boards and Commissions

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

**Discussion regarding county commissioners and their ability to vote on boards and commissions to which they are assigned.**

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

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jennifer Myers

Department or Organization: Jefferson County Parks & Recreation Commission

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1<sup>st</sup> Choice:

*If a specific date is needed, please provide reason for specific date: April 3*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Presentation of Jefferson County Parks & Recreation Commission’s summer programs, camps, and activities information as well as update on parks for the 2025 season.**

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

- ✚ Jefferson County Parks & Recreation Commission will be sharing information on summer programming and giving an update on park facilities for the 2025 summer season.

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*):

No motion needed.

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

If not attached, explain: The guide will be sent to press and available by the 3<sup>rd</sup>. A copy will be forwarded once finalized.

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

Contact information: Jennifer Myers

Email address: [jmyers@jcprc.org](mailto:jmyers@jcprc.org)

Phone Number: 304-728-3207

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Krista Hoffman

Department or Organization: Jefferson County Development Authority (JCDA) , Jefferson County Farmland Protection, WVU Extension Service – Jefferson County

Estimation of amount of time needed for appointment: 10 Minutes.

Date Requested – 1<sup>st</sup> Choice: April 3, 2025

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

Date Requested – 2<sup>nd</sup> Choice:

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

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

**Presentation of a report on agritourism/wineries in Jefferson County.**

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: khoffman@jcda.net

Phone Number: 304-728-3255

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



# Grape Expectations: The Possibilities of Wine Production in Jefferson County, West Virginia

## Summary:

Jefferson County can grow internationally award-winning wine grapes on par with its neighboring county of Loudoun, Virginia, but has yet to capitalize on the opportunity. Currently, there is only one vineyard near commercial production in Jefferson County. The topography, soil types, climate, and frost-free days are nearly identical to that in Loudoun County where there are fifty-two wineries<sup>1</sup> in commercial production with \$36 million in annual sales (2017)<sup>2</sup>. So, why aren't more wine grapes grown in Jefferson County, West Virginia?

The Jefferson County Development Authority and West Virginia Extension for Agriculture and Natural Resources partnered together to summarize the relevant factors.

## Overview:

Jefferson County, West Virginia, is the easternmost county in West Virginia. It is only sixty miles from urban Washington, DC, yet it still preserves the rural character. Jefferson County produces over \$40 million of agriculture products annually, accounting for 4% of the states' agriculture sales.<sup>3</sup> The County offers picturesque landscapes, fertile soils, a rich agricultural history, and an in-demand market for agritourism opportunities.

States neighboring Jefferson County (Maryland and Virginia) have thriving vineyard and winery markets, capitalizing on positive agricultural conditions for wine production and easy access to affluent urban customers. The co-occurrence of highly productive agricultural conditions for vineyards and ready access to high-value customers have resulted in a high-yield agritourism

---

<sup>1</sup> Visit Loudoun. *The Loudoun Wine Trail Guide*. Miles Partnership. 2022, Page 5.

<sup>2</sup> Loudon Virginia Economic Development. *5 Facts to Know About Loudon County's Wine Industry*. February 20, 2017. <https://biz.loudoun.gov/2017/02/20/five-facts-know-loudoun-countys-wine-industry/>

<sup>3</sup> USDA National Agricultural Statistics Service, 2022 Census of Agriculture. [www.nass.usda.gov/AgCensus](http://www.nass.usda.gov/AgCensus)

industry based on vineyards and wineries in Loudoun County, Virginia and Frederick County, Maryland.

## Growing Grapes

According to the US Department of Agriculture:

Grapes are the highest-value fruit crop grown in the U.S. Over 70% of the grapes grown are used in wine.<sup>4</sup>

### *Varietals:*

According to Visit Loudoun, the most popular varietals in Loudoun are viognier, petit manseng, petit Verdot, merlot, cab franc, and cab sauvignon.<sup>5</sup>

While there are several hundred different cultivars of grapes, commercial grapes are generally broken into four groups: European, American, Muscadine, and French/American Hybrids. The differences between varieties within these groups are sweetness, the degree of winter hardiness, and disease resistance.<sup>6</sup>

Like tree fruit, new grape varieties have been developed for resistance to pests and diseases in addition to the cold hardiness needed to produce wine grapes in the various climates found across the United States.<sup>7</sup> Several varieties of grapes have been tested in West Virginia for their timing of maturity, cold hardiness, and overall productivity.

### *Site Selection:*

The ideal site for a vineyard contains fertile soils, a topography of 2-3%, and is away from natural woodlands to reduce insect and wildlife damage. Steeper slopes are not unsuitable when rows are planted to follow the contour of the slope.<sup>5</sup> A grower should consider the variety selection and consumer demand when designing the orientation of a vineyard. Southern-facing sites will result in an earlier maturing crop but have a greater risk of spring frost injury. A

---

<sup>4</sup> *National Wine Day: Growing Great Grapes*. United States Department of Agriculture: National Institute of Food and Agriculture. May 25, 2022. <https://www.nifa.usda.gov/about-nifa/blogs/national-wine-day-growing-great-grapes#:~:text=Grapes%20are%20the%20highest%2Dvalue,and%20economically%20from%20traditional%20regions.>

<sup>4</sup> Visit Loudoun. *Ibid*. Page 5.

<sup>6</sup> Growing Grapes in West Virginia,” West Virginia Department of Agriculture (2021). <https://agriculture.wv.gov/wp-content/uploads/2021/01/Growing-Grapes.pdf>

<sup>7</sup> Wolf, T.K., “Wine Grape Production Guide for Eastern North America,” Virginia Polytechnic Institute and State University, (2008). <https://ecommons.cornell.edu/items/b9024c75-774f-4fa7-8d47-434f5b8e73a9>

northern or eastern exposure means a lower risk of a late frost damaging plants but results in a later maturing crop.

Grape plants require a slightly acidic pH, which aligns with the most common soil types found in both Jefferson County and Loudoun County. While a sandy loam soil texture is preferred, soils with a high-water holding capacity, such as a silt loam, are also suitable for grape production.

*Climate:*

Wine grapes require protection from frost during the growing season. A 165-180 frost-free season is required to mature grape fruit and wood. Loudoun County has 180 frost-free days, which is consistent with Jefferson County’s 180 frost-free days.<sup>8</sup> The majority of West Virginia has a shorter growing season than this which is significantly impactful on the ability to grow wine grapes and the quality of the grapes grown.



*Soil:*

**Soil Science**

The USDA NRCS soil survey classifies soils by their physical properties, soil profile, topographical location, climate, and best land use. Soils with similar properties are grouped together and given a name, known as a soil series. There are over 19,000 soil series across the United States. Each soil series is rated for its suitability for agriculture production and placed

<sup>8</sup> WVU Extension 2024 Garden Calendar

into one of eight land use capability classes. A comparison of soils located in Loudoun County, Virginia, and Jefferson County, West Virginia, provided some insight into the fertility and ability of the soils in these areas to produce certain crops, such as grapes.

The most common soil series in Jefferson County, West Virginia, are Poplimento and Hagerstown. Both these soils have the following quantities:

- Topsoil texture of silt loam.
- Topsoil depth of approximately 10 inches.
- Multiple subsoil horizon with an increase in clay content.
- Slopes between 0 and 8% on agriculture land.

These soils feature a comparable soil profile as those in neighboring Loudoun County, Virginia, which has seen great success in its wine industry.<sup>9</sup>

While the soil series contributes to the land's natural suitability for agriculture production, long-term management and proper nutrient management practices are more important in a productive agriculture system.

### **Loudoun County's Vineyard and Wine Boom**

In the 1990s, Loudoun County saw an increasing amount of farmland be rezoned into residential properties. Loudoun County and Virginia Commonwealth departments of economic development partnered together to contract the *200,000 Acre Solution*, a rural economic development strategy to provide economic solutions for the long-term viability of agricultural production in an effort to maintain at least 200,000 acres of rural/ agricultural land in the County. While Loudoun County ultimately dipped slightly below 200,000 acres in rural/ agricultural land, the implementation of the *200,000 Acre Solution* saved a substantial portion of the County from urban sprawl while establishing one of the most successful industries in the County—wines, vineyards, and a booming agritourism sector.

In 1996, there was only one vineyard in Loudoun County. Today, Loudoun County has more vineyards than any other county in Virginia, and reported that by 2016, Loudoun County produced 6.6 million bottles of wine annually and generated a \$1.37 billion economic impact on 738 acres.<sup>10</sup>

### **Related Agriculture**

Jefferson County has a rich history of fruit production, at one point accounting for 25% of orchards in West Virginia. This industry has declined over the last 40 years due to development pressure, but local food interest is seeing a surge in demand. The county still has the soils, topography, and climate to grow grapes successfully. While the number of farms has increased over this time, the average size of the farm has decreased. It is increasingly important for the existing agriculture industry to explore enterprises that will give them higher income potential on smaller acreage. The value-added industry of wine has the potential to reach a thriving customer base that will support both farmers and the economy locally.

### **Economic Impact**

#### *Salary*

---

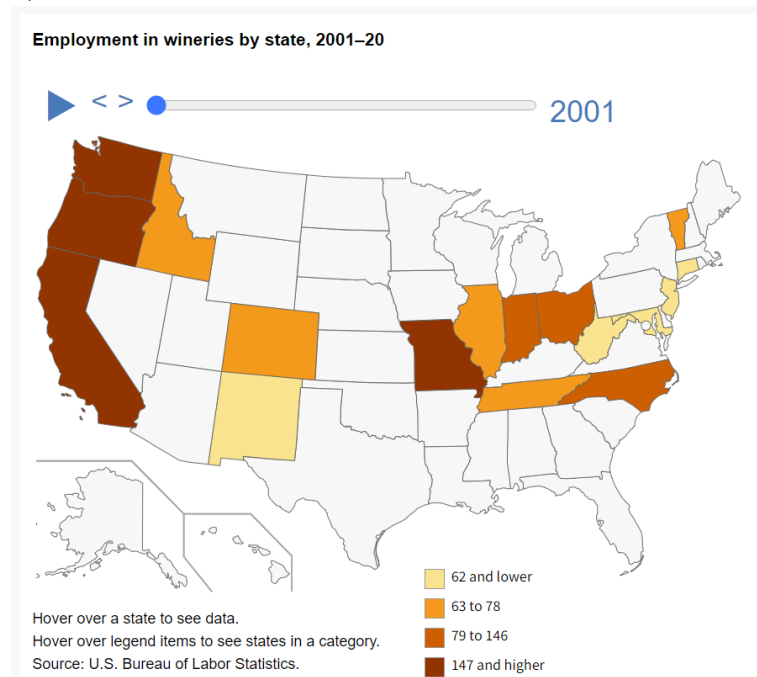
<sup>9</sup> Soil Survey Staff, Natural Resources Conservation Service, United States Department of Agriculture. Web Soil Survey. Available online at the following link: <http://websoilsurvey.sc.egov.usda.gov/>

<sup>10</sup> Loudoun County Economic Development Authority <https://biz.loudoun.gov/2017/02/20/five-facts-know-loudoun-countys-wine-industry/>

Vineyards and wineries may be one part of a solution to encourage the long-term economic viability of farmland while increasing the median wage and property values. The US Bureau of Labor Statistics reported that the mean annual wage of agricultural workers was \$39,180 in 2022.<sup>11</sup> The US Bureau of Labor Statistics reported that the average weekly wage for wineries was \$981<sup>12</sup>, roughly \$51,012 annually.

*Employment*

The US Bureau of Labor Statistics reports significant growth in the number of jobs available in wineries, and West Virginia lags far behind. In 2001, West Virginia had 8 jobs in wineries—only 1 of 17 states meeting the required minimum for reporting by the US Bureau of Labor Statistics. In 2020, that number grew to 16 employed in West Virginia in wineries, but now 40 states had met the requirements. Maryland grew from 15 to 444. Pennsylvania grew from below the requirement for reporting to 1,745. Virginia grew from below the requirements for reporting to 2,170.<sup>13</sup>

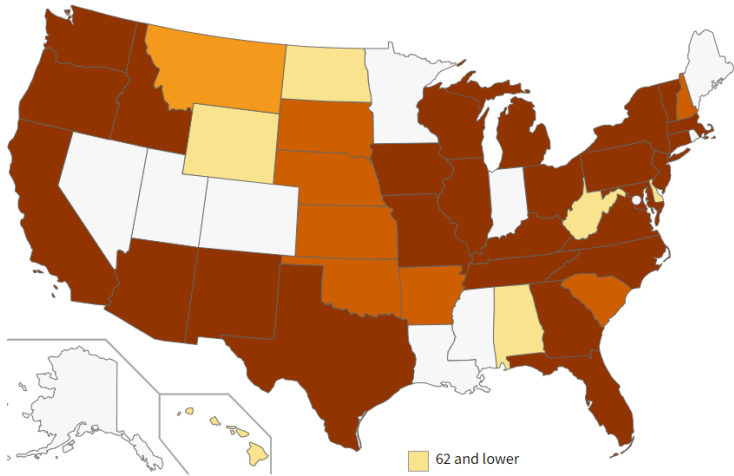


<sup>11</sup> Bureau of Labor Statistics, Occupational Employment and Wage Statistics <https://www.bls.gov/oes/current/oes452099.htm>

<sup>12</sup> Industry on Tap, Slide 8, Bureau of Labor Statistics (2021)

<sup>13</sup> Industry on Tap Bureau of Labor Statistics (2021) <https://www.bls.gov/spotlight/2021/industry-on-tap-wineries/home.htm>

Employment in wineries by state, 2001–20



Hover over a state to see data.  
Hover over legend items to see states in a category.  
Source: U.S. Bureau of Labor Statistics.

- 62 and lower
- 63 to 78
- 79 to 146
- 147 and higher

***Land values:***

Agricultural land valuation in West Virginia results in a lower tax incidence for land that is actively used in agriculture. Currently, agricultural land is valued in 4 classes A-D. Orchard land, including vineyards, is taxed at class A, while land used for agronomic crops (wheat, corn, soybeans, etc.) is taxed at class B or C depending on land characteristics such as rock outcrops and soil types. Converting land from agronomic crops to vineyard production results in an average property tax increase of 30% in Jefferson County, depending on the tax district the property is in, neighboring properties, and other factors.

However, wineries, tasting rooms, and other public-facing areas may be taxed as commercial properties, utilizing Class III or IV rates. Utilizing the fair market value of 5 wineries in Loudoun County, Virginia, and the WV Property Tax estimate formula (Fair market value\*60%/100\*levy rate (Class III, 2.3306) a 6,000 square foot winery would have an estimated tax of \$12,540.95, approximately \$2.09 per square foot of space.

**Conclusion:**

Jefferson County's climate, topography, pH, and soil are more than suitable for the highest-quality grape production. This premise is supported by a successful history of other types of fruit production and the current success of local producers in growing many different varieties of grapes.

Diversifying production into wine grapes presents an opportunity for landowners to continue to farm in Jefferson County, addressing the conversion of farmland to housing and other enterprises. Jefferson County already contains historic and outdoor tourism destinations, and the close proximity to the Northern Virginia Wine Region presents an opportunity to capitalize on the already established industry. Research suggests that agritourism destinations thrive when located near other tourism venues, providing more options and opportunities for travelers.

In addition to the tourism benefits, increasing winery and vineyard establishment also results in increased tax revenue for the locality. Wineries also provide benefits to localities in the number of jobs created, as the craft wine industry does not rely as heavily on large machinery and automated processes as other industries. Additionally, jobs in wineries tend to have higher wage rates than other sectors of agriculture.

Jefferson County, West Virginia, is in a prime position to take advantage of the climate and topography needed for quality grape production, tourism benefits, revenue, and job creation aspects of increasing investment in the craft beverage industry, especially in the winery and vineyard sector.

# **CRAFT BEVERAGE AND AGRITOURISM IN JEFFERSON COUNTY, WV**

A REPORT ON INDUSTRY NEEDS, CURRENT STRATEGIES, AND FUTURE PLANS  
JANUARY 2025



**JEFFERSON COUNTY  
DEVELOPMENT  
AUTHORITY**

**WHERE BUSINESS FEELS AT HOME**

# INTRODUCTION

When discussing the craft beverage and agritourism industry, particularly in the Mid-Atlantic, often mentioned is the winery industry in Loudoun County, Virginia. As a neighboring county, Loudoun County is often compared to Jefferson County regarding this industry, and the stark contrast between the two counties when it comes to the number of craft beverage establishments.

Loudoun County's number one attraction is wineries, according to Visit Loudoun.

## TOURISM SPEND

### JEFFERSON COUNTY

**\$876.2 Million**  
Direct Visitor Spend

TOP  
SECTOR

**\$410 Million**  
Recreation

### LOUDOUN COUNTY

**\$4.5 Billion**  
Direct Visitor Spend

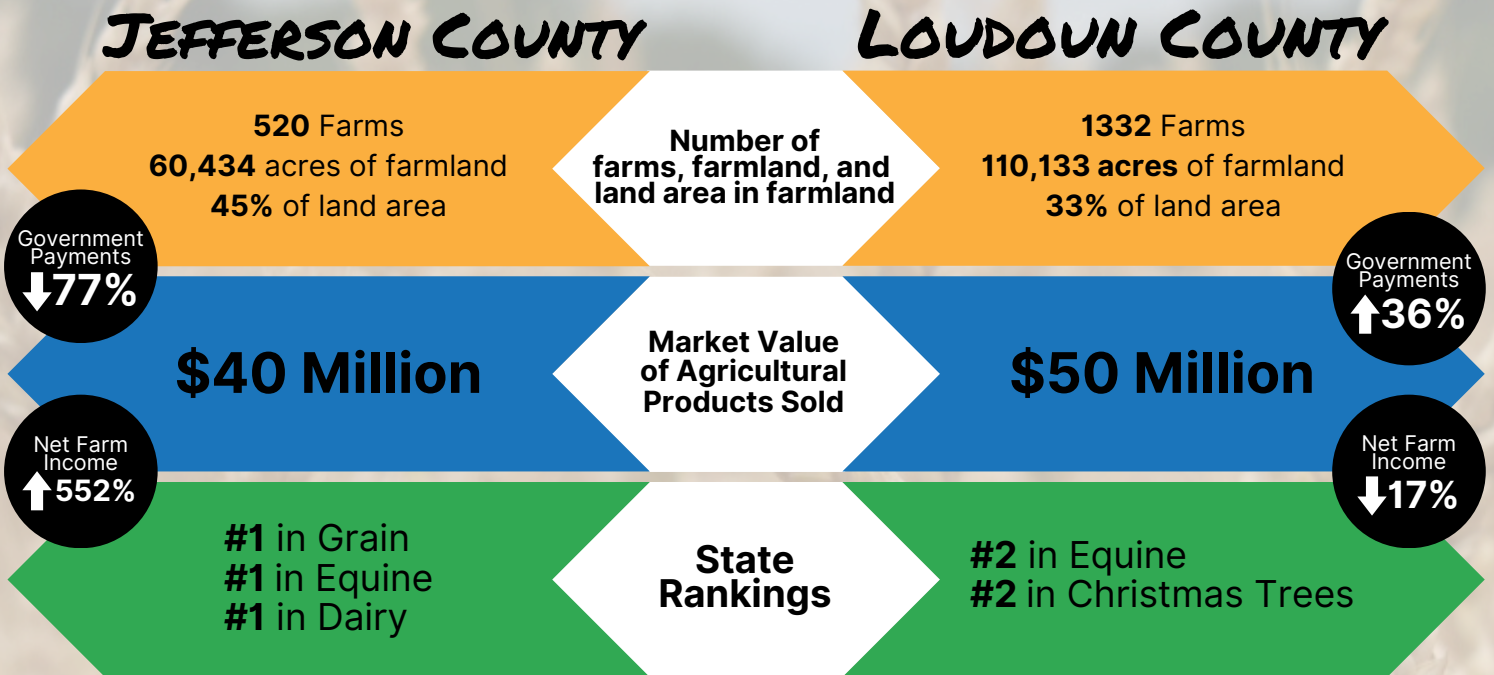
TOP  
SECTOR

**\$2.7 Billion**  
Transportation

**\$48 M**  
WINERIES

# AGRICULTURE

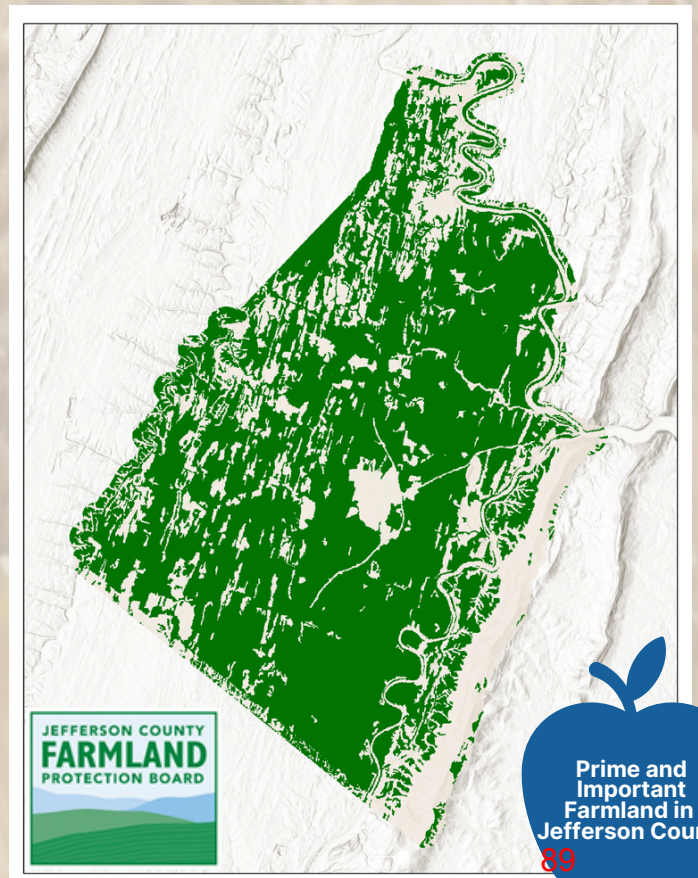
Using data from the 2022 Census of Agriculture, we are accurately able to compare Loudoun County and Jefferson County's agriculture economy.



## CAN YOU GROW GRAPES IN JEFFERSON COUNTY?



We have similar climate, pH, growing seasons, and soil chemistry to that of Loudoun County, VA. Jefferson County has a rich history of fruit production. Grapes are no exception.



# AGRITOURISM

Jefferson County Development Authority staff have interviewed agritourism operators, startups, and craft beverage producers in the area. Below are some of the issues, positive changes, and legislative outlooks business owners have brought to our attention. This is not an exhaustive list, but rather some issues that were recurrent in our conversations.

## FINANCING

Agritourism is a new and growing industry. Traditional farm lenders prefer to see agritourism opportunities as an extension of existing farm operations. Traditional lenders often view agritourism as a risk to their portfolios. While financing is available, terms may be more difficult for the operator to maintain.

## INSURANCE

Agritourism activities are inherently risky and can often be costly or difficult to insure. The WV Agritourism Responsibility Act did help curb some concerns. New ideas and activities can be difficult to obtain coverage.

## EDUCATION

Operators have requested additional education on risk management, marketing, and business organization strategies when dealing with multigenerational properties.

## LEGISLATIVE CHANGES

The WV Legislature has taken a very proactive approach in updating alcohol regulation, and some very positive changes have occurred. The addition of a craft beverage operation on a farm no longer changes farm use valuation, and Private Outdoor Designated Areas have become more user-friendly for municipalities. However, additional changes are needed to modernize the industry in West Virginia. These changes include spirits market zone revenue replacement and widespread inconsistency across agencies regarding food, kitchens, and alcohol licensing.

# LOOKING AHEAD

The concepts listed for each sector should be further explored, and strategies for support should be developed.

## AGRITOURISM

- Enhanced education and marketing support for business operators
- Risk management education and best practices when expanding farm activities
- Development of flexible financing options and support for growing operations

## BREWERIES + DISTILLERIES

- Supply chain assistance for grain farmers to better serve craft beverage producers
- Local grain storage, distribution, and marketing
- Continued advocacy for positive legislative change

## WINERIES

- Support for current and prospective winery owners
- Supply chain assistance for commercial fruit growers to transition to wholesale wine grape production
- Continued advocacy for positive legislative change

## CONCLUSION

Jefferson County, West Virginia is an agricultural leader in the state, particularly in grain production. The county leads by over 1 million bushels of production annually. While support for grape production and wineries is needed, the focus of craft beverage agritourism should bolster the strength of the county's grain production and foster a positive environment for breweries and distilleries. Support is also critical for apple producers, as wholesale buyers in the hard cider industry could be identified or producers could transition to wholesale wine grape production since they have expertise in fruit and orchard agriculture.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Roger Goodwin, Chief County Engineer**  
**Michelle Mason, Impact Fees Program Specialist**

Department or Organization: **Office of Impact Fees**

Estimation of amount of time needed for appointment: **20 minutes**

Date Requested – 1<sup>st</sup> Choice: **April 3, 2025** (the County Commission directed that this issue be taken up on this date)

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Adoption of Impact Fee Ordinances setting new impact fee rates.**

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

**At the April 6, 2025 meeting of the County Commission, the County Commission adopted new residential and non-residential impact fees. In the past, the fee schedule for each impact fee entity is established in an ordinance. In this case, there are five impact fee ordinances, one for each impact fee entity, that need to be adopted to implement the impact fee rates established by the County Commission. The impact fee entities are as follows:**

- **Public Schools**
- **Parks & Recreation**
- **Law Enforcement**
- **Emergency Services (EMS)**
- **Administrative Facilities**

Is this a funding request?    Y/N **No**            If so, how much?            \$ **N/A**

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

1. Move to adopt “An Ordinance Providing For The Imposition Of A Public School Impact Fee On All New Residential Development”, effective June 1, 2025, as presented.
2. Move to adopt “An Ordinance Providing For The Imposition Of A Public Parks And Recreation Impact Fee On All New Residential Development”, effective June 1, 2025, as presented.
3. Move to adopt “An Ordinance Providing For The Imposition Of A Law Enforcement Impact Fee On All New Residential and Non-Residential Development”, effective June 1, 2025, as presented.
4. Move to adopt “An Ordinance Providing For The Imposition Of An Emergency Medical Services (EMS) Impact Fee On All New Residential and Non-Residential Development”, effective June 1, 2025, as presented.
5. Move to adopt “An Ordinance Providing For The Imposition Of A County Administrative Facilities Impact Fee On All New Residential and Non-Residential Development”, effective June 1, 2025, as presented.

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

If not attached, explain:

Is equipment needed?            Projector    Y/N **No**    Internet/Wi Fi    Y/N **No**    Telephone for conference call    Y/N **No**

Contact information:

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

ORDINANCE NO. 2021-1

**AN ORDINANCE PROVIDING FOR THE IMPOSITION OF A COUNTY ADMINISTRATIVE FACILITIES IMPACT FEE ON ALL NEW RESIDENTIAL DEVELOPMENT AND NON-RESIDENTIAL DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE OF September 3, 2021 Amended April 6, 2025 With an Effective Date of June 1, 2025**

WHEREAS, pursuant to the Local Powers Act, W.Va. Code ' 7-20-1 *et seq.*, counties in West Virginia have been authorized to adopt impact fees to fund capital improvements, including county administrative facilities and equipment, required to accommodate new development projects, subject to compliance with the provisions of the Local Powers Act; and

WHEREAS Jefferson County, West Virginia (the County), has satisfied all of the requirements set forth in W.Va. Code ' 7-20-6 as an initial prerequisite to the imposition of impact fees; and

WHEREAS the county government of Jefferson County provides essential administrative related services (administrative office facilities : County Commission, County Clerk, County Assessor, Circuit Clerk, Courts, Magistrates, Prosecutor, Probation, Sheriff, Engineering, Planning & Zoning, Maintenance, Health Dept., Development Authority, Extension Service, 911, Emergency Medical Services, etc.) to all residents of the County, including citizens within the municipalities Bolivar, Charles Town, Harpers Ferry, Ranson, and Shepherdstown; and

WHEREAS administrative related services are defined by §7-20-3(b) as a County Service; and

WHEREAS the Jefferson County Commission (the County Commission) retained TischlerBise, Inc. (the Consultants) to analyze and assess growth and development projections

for the County to determine the additional demand anticipated to be placed on the County for administrative related support buildings (administrative office facilities); and

WHEREAS the Consultants additionally reviewed the existing demand for administrative facilities; the existing administrative facilities available to meet that demand; and the method of financing the existing administrative facilities; and

WHEREAS the County has adopted the methodology used by the consultant for the purpose of establishing an impact fee to pay for the cost of administrative facilities demanded by new growth; which may include incremental expansion, and/or plan-based, and/or cost recovery methodologies, and

WHEREAS the County has reviewed the existing level of service standards; and

WHEREAS the County has relied upon the professionally estimated costs for administrative facilities and the actual costs of recent facilities for a determination of the costs of these facilities; and

WHEREAS the administrative facilities impact fee will be imposed only on new residential development and non-residential development in the County; and

WHEREAS the County has reviewed and relied upon the County Comprehensive Plan and the County's six-year Capital Improvements Program; and

WHEREAS at the initial adoption of impact fees by the County, the population and new residential development projections for the County indicate: (1) that the population of the County will increase from approximately 44,184 persons in the year 2004 to approximately 71,820 persons in the year 2022; and by an additional 12,040 persons in the entire county between 2024

and 2034; and (2) that housing units will increase from approximately 19,486 in the year 2004 to approximately 27,837 in the year 2022; and housing units will increase 2,584 between 2024 and 2034; and (3) that non-residential vehicle trips will increase approximately 12,149 trips per day between 2024 and 2034; and

WHEREAS the types of facilities and associated costs that are included in this impact fee cover building construction or purchase, site improvement costs, and land costs for administrative facilities;

WHEREAS the administrative facilities impact fee calculation methodology may include ~~uses both~~ incremental expansion, and/or plan-based, and/or cost recovery methodologies ~~methodology~~ (county administrative facilities) and cost recovery methodology, as described in the Impact Fees Report for Jefferson County, West Virginia (prepared by TischlerBise, formerly Tischler & Associates, Inc., dated July 16, 2021 and updated December 5, 2024) with costs fairly and rationally distributed to residential development and non-residential development; and

WHEREAS, in calculating the appropriate impact fee to be imposed on new residential development and non-residential development, the County assumed that the existing level of service standards would be maintained in the future and that the cost of the construction or purchase of additional administrative facilities required by new residential and non-residential growth would be paid for in whole or in part by the administrative facilities impact fees; and

WHEREAS the County has prepared an Impact Fees Report (July 16, 2021 and updated June 1, 2025 and updated December 5, 2024) including the administrative facilities impact fee assumptions, population projections, residential development projections, capital improvements

and impact fee calculations; which Report has been submitted to and reviewed by County staff and officials; and

WHEREAS the Impact Fees Report has been presented to and reviewed by the County Commission, which has determined: (1) that the administrative facilities impact fee is necessary to offset the costs associated with meeting the demand of administrative services, pursuant to the development projections; (2) that the administrative facilities impact fee bears a reasonable relationship to the burden imposed upon the County to provide county government administrative services to new residents and non-residential development, and provides a benefit to such new residents reasonably related to the administrative facilities impact fee, per dwelling unit, by type for residential development; and to non-residential development reasonably related to the administrative facilities impact fee by type and size, for non-residential development; (3) that an essential nexus exists between the projected new residential development and the need for additional administrative facilities to be funded via the administrative facilities impact fee; and that an essential nexus exists between the projected new non-residential development and the need for additional administrative facilities to be funded via the administrative facilities impact fee; and (4) that the amount of the administrative facilities impact fee is roughly proportional to the pro rata share of the additional administrative facilities needed to provide adequate administrative services to new residential development and non-residential development, while maintaining not less than the existing level of service (LOS) standard currently provided to County residents; and

WHEREAS the County Commission has adopted an Impact Fees Procedures Ordinance setting forth the procedures for the imposition and collection of impact fees; and

WHEREAS the County Commission has conducted a public hearing on July 15, 2021 and updated on April 6, 2025 on the proposed administrative facilities impact fee; and

WHEREAS the administrative facilities impact fee adopted pursuant to this Ordinance shall be effective on September 3, 2021 and effectively updated on June 1, 2025.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the County Commission of Jefferson County, West Virginia, that:

### **SECTION 1. RULES OF CONSTRUCTION**

(1) Unless otherwise defined within this ordinance, the words used have the meanings given to them in the Impact Fee Procedures Ordinance for Jefferson County.

### **SECTION 2. ADOPTION OF ADMINISTRATIVE FACILITIES IMPACT FEE.**

(1) The applicable development/service area (the Service Area) for imposition of an Administrative Facilities Impact Fee is the entire County, including all incorporated Municipalities.

(2) All new residential dwelling units (this ordinance shall not apply to all commercial & industrial development) within the Service Area shall be subject to the payment of the Administrative Facilities Impact Fee, payable at the time of issuance of a building permit by the County or a Municipality, as applicable, pursuant to this Section and the Impact Fee Procedures Ordinance, as follows:

Residential Development	Impact Fee per Dwelling Unit
Single Family	\$951
Town home	\$951
Duplex	\$951
Multi-family	\$671

---

Commercial Development	Nonresidential Fees per 1,000 Square Feet
Light Industrial	\$384
Business Park	\$754
Manufacturing	\$463
Warehousing	\$83
Commercial/Shopping Center	\$520
Office/Institutional	\$797
Hotel (per room)	\$136
Nursing Home (per bed)	\$499

[Adopted September 2, 2021 with an effective date of September 3, 2021 and Amended April 6, 2025 with an effective date of June 1, 2025]

(3) On April 1, 2022, and on April 1<sup>st</sup> of each year thereafter in which the Administrative Facilities Impact Fee is in effect, the amount of the development impact fee, per dwelling unit shall be adjusted pursuant to the Annual Review process as set forth in Section 6 of the Impact Fee Procedures Ordinance.

(4) Nothing herein shall prevent the County Commission from electing to retain the existing Administrative Facilities Impact Fee or from electing to waive the adjustment for any given fiscal year, or years.

**SECTION 3. LIBERAL CONSTRUCTION.**

The provisions of this Ordinance shall be liberally construed to effectively carry out its purposes in the interest of further promoting and protecting the public health, safety and welfare.

**SECTION 4. SEPARABILITY.**

(1) If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such section, subsection, sentence, clause, phrase or portion of this Ordinance shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this Ordinance nor impair or nullify the remainder of this Ordinance which shall continue in full force and effect.

(2) If the application of any provision of this Ordinance to any new development is declared to be invalid by a decision of any court of competent jurisdiction, the intent of the County Commissioners is that such decision shall be limited only to the specific new development expressly involved in the controversy, action or proceeding in which such decision of invalidity was rendered. Such decision shall not affect, impair, or nullify this Ordinance as a whole or the application of any provision of this Ordinance to any other new development.

**SECTION 5. EFFECTIVE DATE; ELECTION.**

(1) This Ordinance shall be effective on June 1, 2025.

(2) In the event that, within forty-five days after the effective date of this Ordinance, fifteen percent (15%) of the qualified voters of the County file with the County Commission a petition, duly signed by them in their own handwriting, the fee or levy protested may not become effective until it is ratified by a majority of the legal votes cast thereon by the qualified voters of the County at any primary, general or special election as the County Commission directs. Voting thereon may not take place until after notice of the subcommission of the fee or levy on the ballot

has been given by publication of class II legal advertisement and publication area shall be the County.

The undersigned hereby certifies that this Ordinance was approved and adopted by the Jefferson County Commission on the 2<sup>nd</sup> day of September, 2021; amended on April 6, 2025 with an effective date of June 1, 2025.

**JEFFERSON COUNTY COMMISSION**

**ATTEST:**

\_\_\_\_\_  
County Clerk

By: \_\_\_\_\_

Pasha Majdi  
County Commission President

ORDINANCE NO. 2005-1

**AN ORDINANCE PROVIDING FOR THE IMPOSITION OF A LAW ENFORCEMENT IMPACT FEE ON ALL NEW RESIDENTIAL DEVELOPMENT AND NON-RESIDENTIAL DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE OF JANUARY 20, 2005.**

**AMENDED March 13, 2008 with an Effective Date of April 1, 2008  
AMENDED April 2, 2015 with an Effective Date of May 1, 2015  
Amended September 2, 2021 with an Effective Date of September 3, 2021  
Amended April 6, 2025 with an Effective Date of June 1, 2025**

WHEREAS, pursuant to the Local Powers Act, W.Va. Code ' 7-20-1 *et seq.*, counties in West Virginia have been authorized to adopt impact fees to fund capital improvements, including law enforcement facilities and equipment, required to accommodate new development projects, subject to compliance with the provisions of the Local Powers Act; and

WHEREAS Jefferson County, West Virginia (the County), has satisfied all of the requirements set forth in W.Va. Code ' 7-20-6 as a prerequisite to the imposition of impact fees; and

WHEREAS the Sheriff of Jefferson County is the chief law enforcement officer of the County and provides law enforcement services primarily to the residents and businesses of the County, and

WHEREAS the municipalities of Bolivar, Charles Town, Harpers Ferry, Ranson, and Shepherdstown each maintain police departments which are funded and staffed by their respective municipalities and not by Jefferson County nor by the Sheriff of Jefferson County, and

WHEREAS the Jefferson County Commission (the County Commission) retained TischlerBise, Inc. (the Consultants) to analyze and assess growth and development projections

for the County to determine the additional demand anticipated to be placed on the County for law enforcement support buildings, vehicles and equipment; and

WHEREAS the Consultants additionally reviewed the existing demand for law enforcement facilities, vehicles, and equipment; the existing law enforcement facilities, vehicles, and equipment available to meet that demand; and the method of financing the existing law enforcement component of the Sheriff's Department; and

WHEREAS the County has adopted the methodology used by the consultant for the purpose of conducting updates to the law enforcement impact fee, and [amended by the County Commission, March 13, 2008]

WHEREAS the County has reviewed the existing level of service standards; and [Amended by the County Commission, March 13, 2008]

WHEREAS the County has relied upon the actual costs of recent law enforcement facilities, vehicle acquisition, and equipment for a determination of the costs of law enforcement facilities, vehicles, and equipment; and [Amended by the County Commission, March 13, 2008]

WHEREAS the law enforcement impact fee will be imposed on new residential development and non-residential development in the unincorporated portions of the County; and

WHEREAS the County has reviewed and relied upon the County Comprehensive Plan, and the County's six-year Capital Improvements Program; and [Amended by the County Commission, March 13, 2008]

WHEREAS at the initial adoption of this ordinance, the population and new residential development projections for the County indicate: (1) that the population of the County will increase from approximately 44,184 persons in the year 2004 to approximately 71,820 persons in the year 2022; and by an additional 6,395 persons in the unincorporated areas between 2024 and

2034; and (2) that housing units will increase from approximately 19,486 in the year 2004 to approximately 27,837 in the year 2022; and housing units will increase 2,584 between 2024 and 2034; and (3) that non-residential vehicle trips will increase approximately 6,795 trips per day between 2024 and 2034; and

WHEREAS the types of facilities and associated costs that are included in this impact fee cover land acquisition and construction for law enforcement facilities; and the acquisition of law enforcement vehicles and related support equipment; and

WHEREAS the law enforcement impact fee calculation methodology may include is an incremental expansion methodology, and/or a plan-based methodology, and/or a cost recovery methodology, as described in the Impact Fees Report for Jefferson County, West Virginia (prepared by TischlerBise, formerly Tischler & Associates, Inc., June 11, 2003, updated by Tischler & Associates, Inc on December 8<sup>th</sup>, 2004 and updated again by the County in December of 2007; and updated April 2, 2015; and updated July 16, 2021; and updated December 5, 2024) with costs fairly and rationally distributed to residential development; and [Amended by the County Commission, March 13, 2008]

WHEREAS, in calculating the appropriate impact fee to be imposed on new residential development and non-residential development, the Consultants (and subsequently the County) assumed that the existing level of service standards would be maintained in the future and that the cost of the construction of new law enforcement facilities and the acquisition of new law enforcement vehicles and support equipment would be paid for entirely by the law enforcement impact fees (in other words that new growth will pay to maintain the existing level of service standard); and [Amended by the County Commission, March 13, 2008]

WHEREAS the County has prepared an Impact Fees Report (updated in December of 2007, and updated April 2, 2015, and July 16, 2021; and updated December 5, 2024) including the law enforcement impact fee assumptions, population projections, residential development projections, capital improvements and impact fee calculations; which Report has been submitted to and reviewed by County staff and officials; and [Amended by the County Commission Amended April 6, 2025]

WHEREAS the Impact Fees Report has been presented to and reviewed by the County Commission, which has determined: (1) that the law enforcement impact fee is necessary to offset the costs associated with meeting the demand of law enforcement, pursuant to the development projections; (2) that the law enforcement impact fee bears a reasonable relationship to the burden imposed upon the County to provide law enforcement services to new residents and non-residential development, and provides a benefit to such new residents reasonably related to the law enforcement impact fee, per dwelling unit, by type for residential development; and to non-residential development reasonably related to the law enforcement impact fee by type and size, for non-residential development; (3) that an essential nexus exists between the projected new residential development and the need for additional law enforcement facilities, vehicles, and support equipment to be funded via the law enforcement impact fee; and that an essential nexus exists between the projected new non-residential development and the need for additional law enforcement facilities, vehicles, and support equipment to be funded via the law enforcement impact fee; and (4) that the amount of law enforcement impact fee is proportional to the pro rata share of the additional law enforcement facilities, vehicles, and support equipment needed to provide adequate law enforcement services to new residential development and non-residential

development, while maintaining not less than the existing level of service (LOS) standard currently provided to County residents; and

WHEREAS the County Commission has adopted an Impact Fees Procedures Ordinance setting forth the procedures for the imposition and collection of impact fees; and

WHEREAS the County Commission has conducted a public hearing on the proposed law enforcement impact fee; and

WHEREAS the initial law enforcement impact fee adopted pursuant to this Ordinance shall be effective on January 20, 2005 with amendments to take effect on April 1<sup>st</sup>, 2008; with fee schedule amendments to take effect on May 1, 2015; and with fee schedule amendments to take effect on September 3, 2021; and amended April 6, 2025 with an effective date of June 1, 2025.

[Amended by the County Commission April 6, 2025]

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the County Commission of Jefferson County, West Virginia, that:

## **SECTION 1. RULES OF CONSTRUCTION**

(1) Unless otherwise defined within this ordinance, the words used have the meanings given to them in the Impact Fee Procedures Ordinance for Jefferson County.

## **SECTION 2. ADOPTION OF LAW ENFORCEMENT IMPACT FEE.**

(1) The applicable development/service area (the Service Area) for imposition of a Law Enforcement Impact Fee is the entire County, exempting all incorporated Municipalities which maintain separate and independent law enforcement services. *Provided* that each municipality continue to maintain and provide its citizens with a law enforcement service and that in the event a municipality within Jefferson County should abandon its law enforcement

service and request that Jefferson County provide law enforcement service for that municipality then Jefferson County may act to impose this ordinance within the municipality’s boundaries.

(2) All new residential dwelling units and all new commercial development, including increases in existing commercial floor area and/or changes in commercial use within the Service Area shall be subject to the payment of a Law Enforcement Impact Fee payable at the time of issuance of a building permit by the County or a Municipality, as applicable, pursuant to this Section and the Impact Fee Procedures Ordinance, as follows:

<b>Residential Development</b>	<b>Impact Fee per Dwelling Unit</b>
Single Family	\$394
Town home	\$394
Duplex	\$394
Multi-family	\$278

<b>Commercial Development</b>	<b>Nonresidential Fees per 1,000 Square Feet</b>
Light Industrial	\$119
Business Park	\$303
Manufacturing	\$116
Warehousing	\$42
Commercial/Shopping Center	\$595
Office/Institutional	\$264
Hotel (per room)	\$82
Nursing Home (per bed)	\$74

[Amended by the County Commission, March 13, 2008; Amended by the County Commission, April 2, 2015 to 70% of the February 19, 2015 calculated fee amount; Amended September 2, 2021 with an effective date of September 3, 2021); and amended April 6, 2025 with an effective date of June 1, 2025]

(3) On April 1, 2005, and on April 1<sup>st</sup> of each year thereafter in which the Law Enforcement Impact Fee is in effect, the amount of the development impact fee, per dwelling unit or per 1,000 square feet gross usable non-residential floor area, shall be adjusted pursuant to the Annual Review process as set forth in Section 6 of the Impact Fee Procedures Ordinance.

(4) The County Commission may elect to retain the existing Law Enforcement Impact Fee or waive the adjustment for any given fiscal year, or years.

### **SECTION 3. SEPARABILITY.**

(1) If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such section, subsection, sentence, clause, phrase or portion of this Ordinance shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this Ordinance nor impair or nullify the remainder of this Ordinance which shall continue in full force and effect.

(2) If the application of any provision of this Ordinance to any new development is declared to be invalid by a decision of any court of competent jurisdiction, the intent of the County Commissioners is that such decision shall be limited only to the specific new development expressly involved in the controversy, action or proceeding in which such decision of invalidity was rendered. Such decision shall not affect, impair, or nullify this Ordinance as a whole or the application of any provision of this Ordinance to any other new development.

### **SECTION 4. EFFECTIVE DATE; ELECTION.**

(1) This amended Ordinance shall be effective on June 1, 2025.

(2) In the event that, within forty-five days after the effective date of this Ordinance, fifteen percent (15%) of the qualified voters of the County file with the County Commission a petition, duly signed by them in their own handwriting, the fee or levy protested may not become effective until it is ratified by a majority of the legal votes cast thereon by the qualified voters of the County at any primary, general or special election as the County Commission directs. Voting thereon may not take place until after notice of the subcommission of the fee or levy on the ballot

has been given by publication of class II legal advertisement and publication area shall be the County.

The undersigned hereby certifies that this Ordinance was approved and adopted by the Jefferson County Commission on the 20<sup>th</sup> of January, 2005 and amended on March 13, 2008 and April 2, 2015, and September 2, 2021, and April 6, 2025 with an effective date of June 1, 2025.

**JEFFERSON COUNTY COMMISSION**

**ATTEST:**

\_\_\_\_\_  
County Clerk

By: \_\_\_\_\_  
Pasha Majdi  
County Commission President

ORDINANCE NO. 2005-2

**AN ORDINANCE PROVIDING FOR THE IMPOSITION OF A PUBLIC  
PARKS AND RECREATION IMPACT FEE ON ALL NEW  
RESIDENTIAL DEVELOPMENT; AND PROVIDING FOR AN  
EFFECTIVE DATE OF May 12<sup>th</sup>, 2005.**

**AMENDED March 13, 2008 with an Effective Date of April 1, 2008**

**AMENDED April 2, 2015 with an Effective Date of May 1, 2015**

**Amended September 2, 2021 with an Effective Date of September 3, 2021**

**Amended April 6, 2025 with an Effective Date of June 1, 2025**

WHEREAS, pursuant to the Local Powers Act, W.Va. Code ' 7-20-1 *et seq.*, counties in West Virginia have been authorized to adopt impact fees to fund capital improvements, including public parks and recreation facilities, required to accommodate new development projects, subject to compliance with the provisions of the Local Powers Act; and

WHEREAS Jefferson County, West Virginia (the County), has satisfied all of the requirements set forth in W.Va. Code ' 7-20-6 as a prerequisite to the imposition of impact fees; and

WHEREAS the Parks & Recreation board of Jefferson County provide essential parks and recreation services to all residents of the County, and

WHEREAS parks and recreation services are defined by §7-20-3(b) as a County Service, and

WHEREAS the Jefferson County Commission (the County Commission) retained TischlerBise, Inc., formerly Tischler & Associates, Inc., (the Consultants) to analyze and assess growth and development projections for the County to determine the additional demand anticipated to be placed on the County for park land and recreation improvements and related equipment; and

WHEREAS the Consultants additionally reviewed the existing demand for public parks and recreation and associated land, improvements, and equipment, the existing parks and recreation system available to meet that demand; and the method of financing the existing public parks and recreation facilities; and

WHEREAS the County has adopted the methodology used by the consultant for the purpose of conducting updates to the parks and recreation impact fee, and [amended by the County Commission, March 13, 2008]

WHEREAS the County has reviewed the existing level of service standards; and [amended by the County Commission, March 13, 2008]

WHEREAS the County has relied upon the actual costs of recent parks and recreation projects for a determination of the costs of park land and recreation related improvements and equipment; and [amended by the County Commission, March 13, 2008]

WHEREAS the parks and recreation impact fee will be imposed only on new residential development in the County; and

WHEREAS the County has reviewed and relied upon the County Comprehensive Plan and the County's six-year Capital Improvements Program; and [amended by the County Commission, September 2, 2021]

WHEREAS at the initial adoption of this ordinance, the population and new residential development projections for the County indicate: (1) that the population of the County will increase from approximately 44,184 persons in the year 2004 to approximately 71,820 persons in the year 2022; and by an additional 12,040 persons in the entire county between 2024 and 2034; and (2) that housing units will increase from approximately 19,486 in the year 2004 to

approximately 27,837 in the year 2022; and housing units will increase 2,584 between 2024 and 2034; and

WHEREAS the types of facilities and associated costs that are included in this impact fee cover land acquisition for park land and for the construction or acquisition of recreation related improvements and equipment; and

WHEREAS the parks and recreation impact fee calculation methodology is an incremental expansion methodology, and/or plan-based methodology, and/or cost recovery methodology, as described in the Park and Recreation Impact Fee Report for Jefferson County, West Virginia (prepared by Tischler & Associates, Inc., June 11, 2003, updated for Parks and Recreation on October 5<sup>th</sup>, 2004, subsequently updated by County Staff on April 20<sup>th</sup>, 2005 and again in December of 2007, and updated April 2, 2015, and September 2, 2021; and updated December 5, 2024) with all costs attributable 100% to residential development, and excluding non-residential development; and [amended by the County Commission September 2, 2021]

WHEREAS, in calculating the appropriate impact fee to be imposed on new residential development, the County assumed that the existing level of service standards would be maintained in the future and that the acquisition of new park land and the cost of the construction of new recreation facilities and to serve the demand imposed by new growth would be paid for entirely by the parks and recreation impact fees; and [amended by the County Commission, March 13, 2008]

WHEREAS the net capital costs for park land, improvements, vehicles, equipment and constant cost have been calculated and are reported in the Parks & Recreation Impact Fee Study, dated July 16, 2021, and serve as the basis for the maximum supportable impact fee for Parks & Recreation, and [amended by the County Commission September 2, 2021]

WHEREAS the County has prepared an Impact Fees Report (dated July 16, 2021) including the park and recreation impact fee assumptions, population and residential development projections, capital improvements and impact fee calculations, which Report has been submitted to and reviewed by County staff and officials; and [amended by the County Commission September 2, 2021]

WHEREAS the County Parks are generally large and generally offer facilities and services not offered by any municipality and therefore represent a regional park system; and

WHEREAS it is reasonable to assume that all residents of Jefferson County, including the residents of each of the incorporated municipalities use the parks and recreational facilities which are supported and maintained by Jefferson County, and

WHEREAS the County did not incorporate any park land or park facilities owned by any municipality or private concern into the impact fee calculation and therefore the Parks and Recreation impact fee is only calculated with the consideration, and for the benefit, of the County park system, and therefore this fee does not preclude any municipality from levying proffers or other fees to benefit their local park and recreation services; and

WHEREAS the Impact Fees Report has been presented to and reviewed by the County Commission, which has determined: (1) that the parks and recreation impact fee is necessary to offset the costs associated with meeting the demand for future parks and recreational facilities, pursuant to the development projections; (2) that the parks and recreation impact fee bears a reasonable relationship to the burden imposed upon the County to provide new park and recreation facilities to new residents, and provides a benefit to such new residents reasonably related to parks and recreation impact fee, per dwelling unit, by type; (3) that an essential nexus exists between the projected new residential development and the need for additional park land

and recreation facilities to be funded via the parks and recreation impact fee; and (4) that the amount of the parks and recreation impact fee is roughly proportional to the pro rata share of the additional park land and recreational facilities needed to provide adequate recreational opportunities to new residential development, while maintaining not less than the existing level of service (LOS) standard currently provided to County residents; and

WHEREAS the County Commission has adopted an Impact Fees Procedures Ordinance setting forth the procedures for the imposition and collection of impact fees; and

WHEREAS the County Commission has conducted a public hearing on the proposed parks and recreation impact fee; and

WHEREAS the parks and recreation impact fee adopted pursuant to this Ordinance shall be effective on May 12<sup>th</sup>, 2005 with amendments to take effect on April 1<sup>st</sup>, 2008; with fee schedule amendments to take effect on May 1, 2015; and with fee schedule adjustments to take effect on September 3, 2021; and amended April 6, 2025 with an effective date of June 1, 2025.

[amended by the County Commission September 2, 2021].

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the County Commission of Jefferson County, West Virginia, that:

**SECTION 1. RULES OF CONSTRUCTION**

(1) Unless otherwise defined within this Ordinance, the words used have the meanings given to them in the Impact Fee Procedures Ordinance for Jefferson County.

**SECTION 2. ADOPTION OF A PARKS and RECREATION IMPACT FEE.**

(1) The applicable development/service area (the Service Area) for imposition of a Parks and Recreation Impact Fee is the entire County, including all incorporated Municipalities.

(2) All new dwelling units in the Service Area shall be subject to the payment of a Parks and Recreation Impact Fee payable at the time of issuance of a building permit by the County or a Municipality, as applicable, pursuant to this Section and the Impact Fee Procedures Ordinance, as follows:

<b>Residential Development</b>	<b>Impact Fee Per Dwelling Unit</b>
Single Family Detached, including mobile homes	\$1,179
Townhouse	\$1,179
Duplex	\$1,179
Multi-family unit	\$832

[amended by the County Commission, March 13, 2008; amended by the County Commission, April 2, 2015 to 70% of the February 19, 2015 calculated amount; Amended September 2, 2021 with an effective date of September 3, 2021); Amended April 6, 2025 with an effective date of June 1, 2025]

(3) On April 1, 2006, and on April 1<sup>st</sup> of each year thereafter in which the Parks and Recreation Impact Fee is in effect, the amount of the development impact fee, per dwelling unit, shall be adjusted pursuant to the Annual Review process as set forth in Section 6 of the Impact Fee Procedures Ordinance.

(4) Nothing herein shall prevent the County Commission from electing to retain the existing Parks and Recreation Impact Fee or from electing to waive the adjustment for any given fiscal year, or years.

(5) Nothing in this ordinance shall prevent any municipality from establishing or maintaining a municipal Park & Recreation system using municipal funds. In the event a municipality does establish and/or maintain municipal-owned parks, then that municipality may submit evidence to the Impact Fee Coordinator indicating that the Park & Recreation fee as set forth in Section 2 (2), above, is not appropriate for that municipality. Based upon evidence that the municipality is providing all or a portion of the types of facilities for which the park and

recreation impact fees are imposed, the County Commission may eliminate or adjust the fee for that municipality. Such adjustment or elimination of the Parks & Recreation Impact Fee shall be in accordance with §7-20-1 *et seq* of the West Virginia Code.

**SECTION 3. LIBERAL CONSTRUCTION.**

The provisions of this Ordinance shall be liberally construed to effectively carry out its purposes in the interest of further promoting and protecting the public health, safety and welfare.

**SECTION 4. SEPARABILITY.**

(1) If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such section, subsection, sentence, clause, phrase or portion of this Ordinance shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this Ordinance nor impair or nullify the remainder of this Ordinance which shall continue in full force and effect.

(2) If the application of any provision of this Ordinance to any new development is declared to be invalid by a decision of any court of competent jurisdiction, the intent of the County Commissioners is that such decision shall be limited only to the specific new development expressly involved in the controversy, action or proceeding in which such decision of invalidity was rendered. Such decision shall not affect, impair, or nullify this Ordinance as a whole or the application of any provision of this Ordinance to any other new development.

**SECTION 5. EFFECTIVE DATE; ELECTION.**

(1) This amended Ordinance shall be effective on June 1, 2025.

(2) In the event that, within forty-five days after the effective date of this Ordinance, fifteen percent (15%) of the qualified voters of the County file with the County Commission a petition, duly signed by them in their own handwriting, the fee or levy protested may not become effective until it is ratified by a majority of the legal votes cast thereon by the qualified voters of the County at any primary, general or special election as the County Commission directs. Voting thereon may not take place until after notice of the subcommission of the fee or levy on the ballot has been given by publication of class II legal advertisement and publication area shall be the County.

The undersigned hereby certifies that this Ordinance was initially approved and adopted by the Jefferson County Commission on the 12<sup>th</sup> day of May, 2005 and amended on March 13, 2008 and April 2, 2015, and September 2, 2021; and amended April 6, 2025 with an effective date of June 1, 2025.

**JEFFERSON COUNTY COMMISSION**

**ATTEST:**

\_\_\_\_\_  
County Clerk

By: \_\_\_\_\_  
Pasha Majdi  
County Commission President

ORDINANCE NO. 2003-3

**AN ORDINANCE PROVIDING FOR THE IMPOSITION OF A PUBLIC SCHOOL IMPACT FEE ON ALL NEW RESIDENTIAL DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE OF NOVEMBER 24, 2003.**

**AMENDED March 16, 2006 with an Effective Date of April 1, 2006**

**AMENDED April 2, 2015 with an Effective Date of May 1, 2015**

**Amended September 2, 2021 with an Effective Date of September 3, 2021**

**Amended April 6, 2025 with an Effective Date of June 1, 2025**

WHEREAS, pursuant to the Local Powers Act, W.Va. Code ' 7-20-1 *et seq.*, counties in West Virginia have been authorized to adopt impact fees to fund capital improvements, including public primary and secondary school facilities, required to accommodate new development projects, subject to compliance with the provisions of the Local Powers Act; and

WHEREAS Jefferson County, West Virginia (the County), has satisfied all of the requirements set forth in W.Va. Code ' 7-20-6 as a prerequisite to the imposition of impact fees; and

WHEREAS the Jefferson County Commission (the County Commission) retained TischlerBise, Inc, (the Consultants) to analyze and assess growth and development projections for the County to determine the additional demand anticipated to be placed on the County for public schools and Board of Education support buildings, vehicles and equipment; and

WHEREAS the Consultants additionally reviewed the existing demand for public schools and education related support buildings and equipment; the existing public school system available to meet that demand; and the method of financing the existing public school system; and

WHEREAS the County has adopted the methodology used by the consultant for the purpose of conducting updates to the school impact fee; and [amended by an Act of the County Commission, March 16<sup>th</sup>, 2006]

WHEREAS the County has reviewed the existing level of service standards; and [amended by an Act of the County Commission, March 16<sup>th</sup>, 2006]

WHEREAS the County has relied upon the actual costs of recent school projects for a determination of the costs of public schools and education related support buildings; and [amended by an Act of the County Commission, March 16<sup>th</sup>, 2006]

WHEREAS the public school impact fee will be imposed only on new residential development in the County; and

WHEREAS the County has reviewed and relied upon the County Comprehensive Plan and the County's six-year Capital Improvements Program; and [Amended by Act of the County Commission September 2, 2021]

WHEREAS at the initial adoption of this ordinance, the population and new residential development projections for the County indicate: (1) that the population of the County will increase from approximately 44,367 persons in the year 2002 to approximately 71,820 persons in the year 2022; and by an additional 12,040 persons in the entire county between 2024 and 2034; and (2) that housing units will increase from approximately 18,558 in the year 2002 to approximately 27,837 in the year 2022; and housing units will increase 2,584 between 2024 and 2034; and

WHEREAS the types of facilities and associated costs that are included in this impact fee cover land acquisition for school buildings and education related support buildings; construction of schools and other buildings; construction of relocatable classrooms; and construction of certain indoor and outdoor equipment; and

WHEREAS the public school impact fee calculation methodology is an incremental expansion methodology, and/or plan-based, and/or cost recovery methodologies as described in the Impact Fees Report for Jefferson County, West Virginia (prepared by Tischler & Associates, Inc., June 11, 2003, and subsequently updated by the County in January of 2006; and April 2, 2015; and updated July 16, 2021 and updated December 5, 2024) with all costs attributable 100% to residential development, and excluding non-residential development; and [amended by an Act of the County Commission September 2, 2021]

WHEREAS, in calculating the appropriate impact fee to be imposed on new residential development, the County assumed that the existing level of service standards would be maintained in the future and that the cost of the construction of new public elementary and secondary schools to serve the demand imposed by new growth would be paid for entirely by the Jefferson County Board of Education through funding sources available to them other than public school impact fees; and [amended by an Act of the County Commission September 2, 2021]

WHEREAS at the initial adoption of this ordinance, the replacement cost for Board of Education support buildings is \$465 per student, and the replacement cost of Board of Education equipment is \$933 per student; and

WHEREAS at the initial adoption of this ordinance, the net capital cost per student for new schools, including land and facilities, is \$19,640 per student for elementary schools, \$19,424 per student for middle schools, and \$21,946 per student for high schools; and [amended by an Act of the County Commission, September 2, 2021]

WHEREAS at the initial adoption of this ordinance, the County has determined that residents are entitled to a credit of \$214 per single family home, \$162 per townhouse, and \$120

per multi-family unit for future real payments of that portion of real property taxes which pays for principal payments on public school bonds; and [amended by an Act of the County Commission, September 2, 2021]

WHEREAS the County has prepared an Impact Fees Report (February 7, 2006, and updated April 2, 2015, and updated July 16, 2021 and updated December 5, 2024) including the public school impact fee assumptions, population and residential development projections, capital improvements and impact fee calculations, which Report has been reviewed by County staff and officials; and [amended by an Act of the County Commission, September 2, 2021]

WHEREAS the Impact Fees Report has been presented to and reviewed by the County Commission, which has determined: (1) that the public school impact fee is no longer necessary to offset the costs associated with meeting the demand for future public schools and education related support buildings, pursuant to a decline in school enrollment in recent years; (2) that even though the public school impact fee bears a reasonable relationship to the burden imposed upon the County to provide new public schools and education related support buildings to new residents, declining school enrollment in recent years decreases the demand for additional school facilities capacity; (3) that while, an essential nexus exists between the projected new residential development and the need for additional public schools and education related support buildings, that funding them via the public school impact fee is not necessary at this time; and (4) that the existing level of service (LOS) standard currently provided to County residents can be maintained via traditional funding sources (i.e., property taxes, school bond levies, School Building Authority funding, etc.) available to the Jefferson County School Board other than public school impact fees; and

WHEREAS the County Commission has adopted an Impact Fees Procedures Ordinance setting forth the procedures for the imposition and collection of impact fees; and

WHEREAS the County Commission has conducted a public hearing on the proposed public school impact fee; and

WHEREAS the public school impact fee adopted pursuant to this Ordinance shall be effective on November 24, 2003 with amendments to take effect on April 1, 2006, and April 2, 2015, and September 2, 2021; with fee schedule amendments to take effect on September 3, 2021; and amended April 6, 2025 with an effective date of June 1, 2025 [amended by the County Commission April 6, 2025].

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the County Commission of Jefferson County, West Virginia, that:

**SECTION 1. ADOPTION OF PUBLIC SCHOOL IMPACT FEE.**

(1) The applicable development/service area (the Service Area) for imposition of a Public School Impact Fee is the entire County, including all incorporated Municipalities.

(2) All new dwelling units in the Service Area shall be subject to the payment of a Public School Impact Fee payable at the time of issuance of a building permit by the County or a Municipality, as applicable, pursuant to this Section and the Impact Fee Procedures Ordinance, as follows:

**Residential Development**

**Impact Fee Per Dwelling Unit**

Single Family Detached, including mobile homes	\$6,772.00
Townhouse/Duplex	\$6,772.00
Multi-family unit	\$1,198.00

[Amended by an Act of the County Commission on October 20<sup>th</sup>, 2005 and with an effective date of December 1<sup>st</sup>, 2005; Amended by an Act of the County Commission on March 16<sup>th</sup>, 2006 and with an effective date of April 1<sup>st</sup>, 2006; Amended by an Act of the County Commission on April 2nd, 2015 and with an effective date of May 1st, 2015 to 70% of the February 10, 2015 calculated fee amount; Amended September 2, 2021 with an effective date of September 3, 2021); amended April 6, 2025 with an effective date of June 1, 2025]

(3) On April 1, 2004, and on April 1<sup>st</sup> of each year thereafter in which the Public School Impact Fee is in effect, the amount of the development impact fee, per dwelling unit, shall be adjusted pursuant to the Annual Review process as set forth in Section 6 of the Impact Fee Procedures Ordinance.

(4) Nothing herein shall prevent the County Commission from electing to retain the existing Public School Impact Fee or from electing to waive the adjustment for any given fiscal year, or years.

**SECTION 2. LIBERAL CONSTRUCTION.**

The provisions of this Ordinance shall be liberally construed to effectively carry out its purposes in the interest of further promoting and protecting the public health, safety and welfare.

**SECTION 3. SEPARABILITY.**

(1) If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such section, subsection, sentence, clause, phrase or portion of this Ordinance shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this Ordinance nor impair or nullify the remainder of this Ordinance which shall continue in full force and effect.

(2) If the application of any provision of this Ordinance to any new development is declared to be invalid by a decision of any court of competent jurisdiction, the intent of the County Commissioners is that such decision shall be limited only to the specific new development expressly involved in the controversy, action or proceeding in which such decision of invalidity was rendered. Such decision shall not affect, impair, or nullify this Ordinance as a whole or the application of any provision of this Ordinance to any other new development.

**SECTION 4. EFFECTIVE DATE; ELECTION.**

(1) This Ordinance shall be effective on June 1, 2025.

(2) In the event that, within forty-five days after the effective date of this Ordinance, fifteen percent (15%) of the qualified voters of the County file with the County Commission a petition, duly signed by them in their own handwriting, the fee or levy protested may not become effective until it is ratified by a majority of the legal votes cast thereon by the qualified voters of the County at any primary, general or special election as the County Commission directs. Voting thereon may not take place until after notice of the subcommission of the fee or levy on the ballot has been given by publication of class II legal advertisement and publication area shall be the County.

The undersigned hereby certifies that this Ordinance was approved and adopted by the Jefferson County Commission on the 24th day of November, 2003. This ordinance was subsequently amended by an Act of the County Commission on October 20<sup>th</sup>, 2005 and again on March 16th, 2006; and amended on April 2, 2015; and amended on September 2, 2021; and amended on April 6, 2025.

**JEFFERSON COUNTY COMMISSION**

**ATTEST:**

---

County Clerk

---

Pasha Majdi  
County Commission President

ORDINANCE NO. 2005-3

**AN ORDINANCE PROVIDING FOR THE IMPOSITION OF AN  
EMERGENCY MEDICAL SERVICES (EMS) IMPACT FEE ON ALL  
NEW RESIDENTIAL DEVELOPMENT AND NON-RESIDENTIAL  
DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE OF  
May 12<sup>th</sup>, 2005**

**AMENDED March 13, 2008 with an Effective Date of April 1, 2008  
AMENDED April 2, 2015 with an Effective Date of May 1, 2015  
Amended September 2, 2021 with an Effective Date of September 3, 2021  
Amended April 6, 2025 with an Effective Date of June 1, 2025**

WHEREAS, pursuant to the Local Powers Act, W.Va. Code ' 7-20-1 *et seq.*, counties in West Virginia have been authorized to adopt impact fees to fund capital improvements, including emergency medical services (EMS) facilities and equipment, required to accommodate new development projects, subject to compliance with the provisions of the Local Powers Act; and

WHEREAS Jefferson County, West Virginia (the County), has satisfied all of the requirements set forth in W.Va. Code ' 7-20-6 as an initial prerequisite to the imposition of impact fees; and

WHEREAS the Ambulance Authority of Jefferson County provide essential emergency services to all residents and businesses of the County, and

WHEREAS ambulance service are defined by §7-20-3(b) as a County Service, and

WHEREAS the municipalities of Bolivar, Charles Town, Harpers Ferry, Ranson, and Shepherdstown each lack specific municipal emergency medical services and rely upon the services of the Ambulance Authority of Jefferson County, and

WHEREAS the Jefferson County Commission (the County Commission) retained TischlerBise, Inc. (the Consultants) to analyze and assess growth and development projections

for the County to determine the additional demand anticipated to be placed on the County for EMS support buildings, vehicles and equipment; and

WHEREAS the Consultants additionally reviewed the existing demand for EMS facilities, vehicles, and equipment; the existing EMS facilities, vehicles, and equipment available to meet that demand; and the method of financing the existing EMS services; and

WHEREAS the County has adopted the methodology used by the consultant for the purpose of conducting updates to the EMS impact fee, and

WHEREAS the County has reviewed the existing level of service standards; and

WHEREAS the County has relied upon the actual costs of recent EMS facilities, vehicle acquisition, and equipment for a determination of the costs of EMS facilities, vehicles, and equipment; and

WHEREAS the EMS impact fee will be imposed only on new residential development and non-residential development in the County; and

WHEREAS the County has reviewed and relied upon the County Comprehensive Plan, and the County's six-year Capital Improvements Program; and [amended by the County Commission September 2, 2021]

WHEREAS at the initial adoption of this ordinance, the population and new residential development projections for the County indicate: (1) that the population of the County will increase from approximately 44,184 persons in the year 2004 to approximately 71,820 persons in the year 2022; and by an additional 12,040 persons in the entire county between 2024 and 2034; and (2) that housing units will increase from approximately 19,486 in the year 2004 to

approximately 27,837 in the year 2022; and housing units will increase 2,584 between 2024 and 2034; and (3) that non-residential vehicle trips will increase approximately 12,149 trips per day between 2024 and 2034; and

WHEREAS the types of facilities and associated costs that are included in this impact fee cover land acquisition and construction for EMS facilities; and the acquisition of EMS vehicles and related support equipment; and

WHEREAS the EMS impact fee calculation methodology may include incremental expansion methodology, and/or a plan-based methodology, and/or a cost recovery methodology, as described in the Impact Fees Report for Jefferson County, West Virginia (prepared by TischlerBise, formerly Tischler & Associates, Inc., June 11, 2003, updated on April 8<sup>th</sup>, 2005, and updated by the County in December 2007; and updated April 2, 2015; and July 16, 2021; and updated December 5, 2024) with costs fairly and rationally distributed between residential and non-residential development; and [amended by the County Commission April 6, 2025]

WHEREAS, in calculating the appropriate impact fee to be imposed on new residential development and non-residential development, the County assumed that the existing level of service standards would be maintained in the future and that the cost of the construction of EMS facilities and the acquisition of new EMS vehicles and support equipment would be paid for entirely by the EMS impact fees; and [amended by the County Commission, March 13, 2008]

WHEREAS the County has prepared an Impact Fees Report (December 2007, and updated April 2, 2015, and July 16 2021; updated December 5, 2024) including the EMS impact fee assumptions, population projections, residential development projections, capital

improvements and impact fee calculations; which Report has been submitted to and reviewed by County staff and officials; and [amended by the County Commission April 6, 2025]

WHEREAS the Impact Fees Report has been presented to and reviewed by the County Commission, which has determined: (1) that the EMS impact fee is necessary to offset the costs associated with meeting the demand of EMS emergency services, pursuant to the development projections; (2) that the EMS impact fee bears a reasonable relationship to the burden imposed upon the County to provide EMS emergency services to new residents and non-residential development, and provides a benefit to such new residents reasonably related to the EMS impact fee, per dwelling unit, by type for residential development; and to non-residential development reasonably related to the law enforcement impact fee by type and size, for non-residential development; (3) that an essential nexus exists between the projected new residential development and the need for additional EMS facilities, vehicles, and support equipment to be funded via the EMS impact fee; and that an essential nexus exists between the projected new non-residential development and the need for additional law enforcement facilities, vehicles, and support equipment to be funded via the EMS impact fee; and (4) that the amount of the EMS impact fee is roughly proportional to the pro rata share of the additional EMS facilities, vehicles, and support equipment needed to provide adequate EMS emergency services to new residential development and non-residential development, while maintaining not less than the existing level of service (LOS) standard currently provided to County residents; and

WHEREAS the County Commission has adopted an Impact Fees Procedures Ordinance setting forth the procedures for the imposition and collection of impact fees; and

WHEREAS the County Commission has conducted a public hearing on the proposed EMS impact fee; and

WHEREAS the initial EMS impact fee adopted pursuant to this Ordinance shall be effective on May 12<sup>th</sup>, 2005 with amendments to take effect on April 1<sup>st</sup>, 2008; with fee schedule amendments to take effect on May 1, 2015; and with fee schedule amendments to take effect on September 3, 2021; and amended April 6, 2025 with an effective date of June 1, 2025 [amended by the County Commission September 2, 2021].

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the County Commission of Jefferson County, West Virginia, that:

**SECTION 1. RULES OF CONSTRUCTION**

(1) Unless otherwise defined within this ordinance, the words used have the meanings given to them in the Impact Fee Procedures Ordinance for Jefferson County.

**SECTION 2. ADOPTION OF EMS IMPACT FEE.**

(1) The applicable development/service area (the Service Area) for imposition of an EMS Impact Fee is the entire County, including all incorporated Municipalities.

(2) All new residential dwelling units and all new commercial development, including increases in existing commercial floor area and/or changes in commercial use within the Service Area shall be subject to the payment of a EMS Impact Fee payable at the time of issuance of a building permit by the County or a Municipality, as applicable, pursuant to this Section and the Impact Fee Procedures Ordinance, as follows:

<b>Residential Development</b>	<b>Impact Fee per Dwelling Unit</b>
Single Family	\$509
Town home	\$509
Duplex	\$509
Multi-family	\$359

<b>Commercial Development</b>	<b>Nonresidential Fees per 1,000 Square Feet</b>
Light Industrial	\$119
Business Park	\$303
Manufacturing	\$116
Warehousing	\$42
Commercial/Shopping Center	\$596
Office/Institutional	\$265
Hotel (per room)	\$82
Nursing Home (per bed)	\$75

[amended by the County Commission, March 13, 2008; amended by the County Commission, April 2, 2015 to 70% of the February 19, 2015 calculated fee amount; Amended September 2, 2021 with an effective date of September 3, 2021; Amended April 6, 2025 with an effective date of June 1, 2025]

(3) On April 1, 2006, and on April 1<sup>st</sup> of each year thereafter in which the EMS Impact Fee is in effect, the amount of the development impact fee, per dwelling unit shall be adjusted pursuant to the Annual Review process as set forth in Section 6 of the Impact Fee Procedures Ordinance.

(4) Nothing herein shall prevent the County Commission from electing to retain the existing EMS Impact Fee or from electing to waive the adjustment for any given fiscal year, or years.

**SECTION 3. LIBERAL CONSTRUCTION.**

The provisions of this Ordinance shall be liberally construed to effectively carry out its purposes in the interest of further promoting and protecting the public health, safety and welfare.

**SECTION 4. SEPARABILITY.**

(1) If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such section, subsection, sentence, clause, phrase or portion of this Ordinance shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining provisions of this Ordinance nor impair or nullify the remainder of this Ordinance which shall continue in full force and effect.

(2) If the application of any provision of this Ordinance to any new development is declared to be invalid by a decision of any court of competent jurisdiction, the intent of the County Commissioners is that such decision shall be limited only to the specific new development expressly involved in the controversy, action or proceeding in which such decision of invalidity was rendered. Such decision shall not affect, impair, or nullify this Ordinance as a whole or the application of any provision of this Ordinance to any other new development.

**SECTION 5. EFFECTIVE DATE; ELECTION.**

(1) This amended Ordinance shall be effective on June 1, 2025.

(2) In the event that, within forty-five days after the effective date of this Ordinance, fifteen percent (15%) of the qualified voters of the County file with the County Commission a petition, duly signed by them in their own handwriting, the fee or levy protested may not become effective until it is ratified by a majority of the legal votes cast thereon by the qualified voters of the County at any primary, general or special election as the County Commission directs. Voting thereon may not take place until after notice of the subcommission of the fee or levy on the ballot

has been given by publication of class II legal advertisement and publication area shall be the County.

The undersigned hereby certifies that this Ordinance was initially approved and adopted by the Jefferson County Commission on the 12<sup>th</sup> day of May, 2005 and amended on March 13, 2008 and April 2, 2015, and September 2, 2021; and amended April 6, 2025 with an effective date of June 1, 2025.

**JEFFERSON COUNTY COMMISSION**

**ATTEST:**

\_\_\_\_\_  
County Clerk

By: \_\_\_\_\_

Pasha Majdi  
County Commission President

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jessica James, Chief Human Resource Officer

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **April 3, 2025**

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

Date Requested – 2<sup>nd</sup> Choice:

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

- ✚ **Approval of Hire – Custodial Positions (3) – Department of Fleet and Facilities Management**
- ✚ **Approval of Hire – Summer Planning Intern – Department of Engineering, Planning, and Zoning**
- ✚ **Approval of Promotion – Chief County Planner Position – Department of Engineering, Planning, and Zoning**
- ✚ **Approval of Promotions – Supervising Public Safety Dispatcher – Department of Emergency Communications**
- ✚ **Approval of Employee Increase – Department of Emergency Communications**

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

1. Staff has identified three candidates for the positions of custodian within the Department of Fleet and Facilities Management. These positions were approved as the result of the termination of a previously outsourced cleaning contract, staff is seeking approval to hire.
2. Staff has identified a candidate for the position Summer Planning Intern. This is a temporary position that will assist the Office of Planning and Zoning from approximately May – August 2025, and is seeking approval to hire.
3. Staff has identified a candidate for the position of Chief County Planner within the Department of Engineering, Planning, and Zoning and is seeking approval of the promotion.
4. Staff has identified two candidates for the positions of Supervising Public Safety Dispatcher within the Department of Emergency Communications and is seeking approval of the promotions.
5. A dispatch employee within the Emergency Communications Center has completed training in all disciplines and is now eligible for an hourly rate increase as approved by the JCC on November 2, 2023.

Is this a funding request? Y/N NO – See Fiscal Notes

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

**Department of Fleet and Facilities Management**

I move to approve the hire of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ as full-time, Grade 2, 80-hour Custodians within the Department of Fleet and Facilities Management, at a rate of \$35,664 per year, effective \_\_\_\_\_.

**Department of Engineering, Planning, and Zoning**

I move to approve the hire of Jordan Dixon-Gross as Summer Planning Intern for the Department of Engineering, Planning, and Zoning at a rate of 17/hr. from approximately May-August, 2025, effective \_\_\_\_\_.

I move to approve the promotion of Luke Seigfried to the Grade 7, full-time, 80-hour exempt position of Chief County Planner at a salary of \$78,000, effective April 7, 2025.

**Department of Emergency Communications**

I move to approve the promotions of \_\_\_\_\_ and \_\_\_\_\_ to the Grade 6, full-time positions of Supervision Public Safety Dispatcher at an hourly rate of \$27.64, effective April 7, 2025.

I move to approve the salary increase for John Lindstrom from \$25.79/hr. to \$26.01/hr., for his completion of training in police, fire, and EMS dispatching , effective March 16. 2025.

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:

<b><u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u></b>
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](http://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: April 3, 2025

Re: Approval of Hire – Department of Fleets and Facilities Management  
Three Custodians

---

There is a request to approve the hire of three custodians for the Department of Fleets and Facilities Management.

Proposed Salary (35,664 x 3)	\$106,992/year
<u>Amount saved by discontinuing vendor clearing contract</u>	<u>\$143,988/year</u>
Savings	\$ 36,996/year



# JEFFERSON COUNTY COMMISSION

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

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

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

PRESIDENT  
*Pasha Majdi*

COMMISSIONER  
*Jack Hefestay*

COMMISSIONER  
*Cara Keys*

COMMISSIONER  
*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: April 3, 2025

Re: Approval of Hire – Department of Engineering Planning and Zoning  
Summer Intern - Planning

---

There is a request to approve the hire of a Summer Intern for the Department of Engineering Planning and Zoning from May to August 2025.

Proposed Salary	\$17.00/hour
<u>Amount budgeted for temporary part-time help FY25</u>	<u>\$ 6,000/year</u>
<u>Amount budgeted for temporary part-time help FY26</u>	<u>\$35,962/year</u>

Hours Available

FY25 \$17/hour	352 hours	\$ 5,984
FY26 \$17/hours	2,115 hours	\$35,955



# 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: April 3, 2025

Re: Approval of Promotion – Department of Engineering Planning and Zoning  
Planner to Grade 7

---

There is a request to approve the promotion of Luke Seigfriend to Grade 7 Chief County Planner for the Department of Engineering Planning and Zoning

Proposed Salary	\$78,000/year
<u>Amount budgeted for Chief County Planner position in FY25</u>	<u>\$98,902/year</u>

Other deductions

Total savings	\$20,902/year
---------------	---------------



# JEFFERSON COUNTY COMMISSION

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

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

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

PRESIDENT  
*Pasha Majdi*

COMMISSIONER  
*Jack Hefestay*

COMMISSIONER  
*Cara Keys*

COMMISSIONER  
*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: April 3, 2025

Re: Approval of Wage Increase – Department of Emergency Communications

---

There is a request to approve the wage increase in the Department of Emergency Communications

Amount budgeted for the completion of dispatch training Police, Fire, EMS - FY25 \$38.20/hour

Wage increase for John Lindstrom in the Dept. of Emergency Communications Effective March 16,  
2025 to a rate of \$26.01/hour

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: David Bound chief financial officer

Department or Organization: Administration

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1<sup>st</sup> Choice: **April 3, 2025**

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

Date Requested – 2<sup>nd</sup> Choice:

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

**FY 25 Budget Resolutions for Coal Severance and Internal Operations.**

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

Approve Resolutions for Coal Severance and Internal Departmental budget revisions as approved on Feb 20 and March 6<sup>th</sup> Commission meetings. Documents need signatures to continue the processing with WV State Auditors and internal budget adjustments. I will bring the internal departmental changes to you in a June Commission meeting for FY26 budget considerations.

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*):

Suggested motion to: **Approve FY25 Budget resolutions as approved on Feb 20 and March 6, 2025 Commission meetings.**

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

**RESOLUTION**

At a regular session of the Jefferson County Commission, held on the 20th Day of February 2025, and the 6<sup>th</sup> Day of March, the following Order was made and entered:

**SUBJECT:** The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

**RESOLVED:** That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2025 budget revision number #2 to the Coal Severance Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

**Steve Stolipher**, and duly seconded by **Mike Mood**, the vote was as follows:

Pasha Majdi	<u>yes</u>
Mike Mood	<u>yes</u>
Stephen Stolipher	<u>yes</u>
Cara Keys	<u>yes</u>
Jack Hefestay	<u>yes</u>

Whereupon, Commissioner **Majdi** declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Pasha Majdi**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

---

**Pasha Majdi**, President  
Jefferson County Commission

**RESOLUTION**

At a regular session of the Jefferson County Commission, held on the 20th Day of February 2025, the following Order was made and entered:

**SUBJECT:** The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

**RESOLVED:** That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2025 budget revision number #6 to the General Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

Steve Stolipher, and duly seconded by Jack Hefestay, the vote was as follows:

Pasha Majdi	<u>yes</u>
Mike Mood	<u>yes</u>
Stephen Stolipher	<u>yes</u>
Cara Keys	<u>yes</u>
Jack Hefestay	<u>yes</u>

Whereupon, Commissioner **Pasha Majdi** declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Pasha Majdi**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

---

**Pasha Majdi**, President  
Jefferson County Commission

**REQUEST FOR REVISION TO APPROVED BUDGET**

Ora Ash, Deputy State Auditor  
 West Virginia State Auditor's Office  
**200 West Main Street**  
 Clarksburg, WV 26301  
 Phone: 627-2415 ext. 5101 or ext. 5118  
 Fax: 304-340-5090  
 Email: [igs@wvsao.gov](mailto:igs@wvsao.gov)

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
 FY: 2025  
 Fund: 001  
 Rev. No. 6  
 Pages: 1

Jefferson County Commission  
 \_\_\_\_\_  
 GOVERNMENT ENTITY

Person To Contact Regarding Request: \_\_\_\_\_  
 Name: **David Bound** \_\_\_\_\_ STREET OR PO BOX  
 Phone: **304.728.3284** \_\_\_\_\_ COUNTY  
 Fax: \_\_\_\_\_ Charles Town \_\_\_\_\_ 25414 Government Type  
 Email: [dbound@jeffersoncountywv.org](mailto:dbound@jeffersoncountywv.org) \_\_\_\_\_ CITY ZIP CODE

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)**

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
428	Data Processing	1,280,999	61,825		1,342,824
401	County Commission	1,958,876		36,164	1,922,712
431	Economic Development	399,555		25,661	373,895
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Expenditures**

APPROVED BY THE STATE AUDITOR

BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Deputy State Auditor, Local Government Services Div.

\_\_\_\_\_  
 AUTHORIZED SIGNATURE OF ENTITY

April 3, 2025

\_\_\_\_\_  
 APPROVAL DATE

**REQUEST FOR REVISION TO APPROVED BUDGET**

Ora Ash, Deputy State Auditor  
 West Virginia State Auditor's Office  
**200 West Main Street**  
 Clarksburg, WV 26301  
 Phone: 627-2415 ext. 5101 or ext. 5118  
 Fax: 304-340-5090  
 Email: [igs@wvsao.gov](mailto:igs@wvsao.gov)

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
 FY: 2025  
 Fund: 002  
 Rev. No. 2  
 Pages: 1

Jefferson County Commission  
 \_\_\_\_\_  
 GOVERNMENT ENTITY

Person To Contact Regarding Request: \_\_\_\_\_  
 Name: **David Bound** \_\_\_\_\_ STREET OR PO BOX  
 Phone: **304.728.3284** \_\_\_\_\_ COUNTY  
 Fax: \_\_\_\_\_ Charles Town \_\_\_\_\_ 25414 Government Type  
 Email: [dbound@jeffersoncountywv.org](mailto:dbound@jeffersoncountywv.org) \_\_\_\_\_ CITY ZIP CODE

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	165,615		119,266	46,349
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)** -119,266

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	25,000		119,266	-94,266
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Expenditures** -119,266

**APPROVED BY THE STATE AUDITOR**  
 BY: \_\_\_\_\_  
 Deputy State Auditor, Local Government Services Div. Date

APRIL 3 2025  
 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Nathan Cochran**

Department or Organization: **Prosecuting Attorney's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **April 3, 2025**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Report by legal counsel**

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

- A. Report by counsel on CC-19-2021-C-33.**
- B. Discussion and review of Comcast Contract/Franchise Agreement with counsel.**

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    **No**      Internet/Wi Fi    **No**      Telephone for conference call    **No**

Contact information: **Jaymee Houser**

Email address: **jhouser@jcpawv.org**

Phone Number: **304-728-3318**

**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](http://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, April 3, 2025

---

## Summary:

1. Legislative priorities
2. Community Corrections- MOU with Berkeley County
3. Opioid Settlement funding update
4. Lay the Levy- date approval
5. Human Resources issue involving staffing in 401 (County Commission)
6. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

### 1. Legislative Priorities

#### **Historic Courthouse:**

With the execution of the Purchase and Sale agreement on 330 N. George, and the plan to relocate the courts to this building, the Commission should begin consideration of what to do with the Jefferson County Courthouse. My recommendation is to pursue its inclusion on the National Park System either as a stand-alone park unit or as a secondary location of Harpers Ferry National Historic Park.

Because the sale is not complete, it is premature to determine what to do with all of the Commission property. Federal real estate transactions, however, often take several congresses even when strongly supported by all (federal and non-federal) entities.

#### **Capital Improvement Projects:**

No funds were approved out of the Capital Outlay account because the unencumbered balance is lower than desired. The Commission may wish to seek funds for capital projects presented as part of the Commission's state and federal priorities list.

**Suggested motion: Motion to update the Jefferson County Federal Priorities as presented.**

## 2. Community Corrections

On March 6, 2025, the Jefferson County Day Report (a private, 501(c)3) 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.

At the March 20, 2025, Commission meeting, the Commission approved a draft plan to work with Berkeley County and the Berkeley Day Report on a "bridge solution" which would provide day reporting services through Berkeley County in FY26 and bring the program back to Jefferson County in FY27.

The Berkeley County Commission has approved the attached memorandum of understanding to facilitate this bridge solution.

**Suggested motion: Motion to approve the memorandum of understanding with Berkeley County as presented and allow President Majdi to execute the document on behalf of the Commission.**

## 3. Opioid Settlement Funding Update

The County Commission received a second settlement check in the amount of \$404,206.23, which was deposited on January 30, 2025. This brings the total to \$1,658,174.37.

Recently approved reinvesting one hundred percent of the principle of opioid settlement funds in a 26-week CDARS.

The State of West Virginia and many counties and municipalities sued opioid manufacturers. The State of West Virginia received more than \$1 billion as a settlement in the case. Jefferson County initially received a little less than \$1.2 million as a settlement in the case.

Earlier this year, the Commission hosted an opioid workshop to hear from the public, the health department, the Sheriff, and the attorney representing the Commission in the opioid settlement.

The West Virginia First Foundation and each region will conduct an assessment to guide the use of the funds. The Jefferson County Commission has waited for this guidance to determine the best use of its settlement funds. The state-wide and regional assessments have yet to be conducted, however.

Earlier this year, the Commission directed that the opioid settlement funds be invested in a long-term certificate of deposit-like account (CDARS). The County was slated to receive

less than \$5,000, but by investing in a CDARS, the County will earn over \$33,000 over the same period.

4. Lay the Levy- date approval

Under West Virginia Code, Commissions must meet the third Tuesday in April to lay the levy. In 2025, that day is April 15, 2025.

Suggested motion: Motion to hold a public meeting to lay the levy on Tuesday, April 15, 2025.



# JEFFERSON COUNTY COMMISSION

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

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

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

PRESIDENT

*Pasha Majdi*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*Mike Mood*

COMMISSIONER

*Steve Stolipher*

Jefferson County Commission:  
2025 Federal Priorities

Below is a summary of the Jefferson County Commission 2025 Federal Priorities.

---

## **Priority: Public Safety Center – Phase 1: Site Design & Engineering**

### **Purpose:**

To initiate Phase 1 of the Jefferson County Public Safety Center by securing funding for site design and engineering.

### **Request:**

Federal assistance is requested to support site planning, environmental review, engineering, and design services necessary to begin development of the Public Safety Center.

### **Impact:**

This project will establish a dedicated site for co-locating the Jefferson County Sheriff's Office and the Jefferson County Emergency Services Agency (JCESA). In summer 2024, the Commission designated the existing Public Service Center lot as the future site. The project:

- Fills a critical service gap identified in the JCESA Service Area Report.
  - Will utilize impact fees to help fund construction costs once design is complete.
- 

## **Priority: License Plate Readers for Law Enforcement**

### **Purpose:**

To enhance public safety and criminal investigations through the use of automated license plate recognition technology.

### **Request:**

Federal funding is requested to acquire license plate reader systems for law enforcement use throughout Jefferson County.

### **Impact:**

The Jefferson County Sheriff's Office uses these systems to:

- Detect wanted or stolen vehicles entering the jurisdiction.
  - Solve significant local and regional crimes more quickly.
  - Improve situational awareness and investigative capabilities through real-time data sharing.
-

### **Priority: Jefferson County Emergency Services Agency Expansion – Ranson Facility**

**Purpose:**

To expand the JCESA facility in Ranson in order to meet critical operational, storage, and training needs.

**Request:**

Federal assistance is requested to support the expansion of the current JCESA facility, including construction, equipment, and site improvements.

**Impact:**

The expansion will provide:

- Dedicated storage for turnout gear, medical supplies, and specialized equipment.
- On-site training space to build responder readiness.
- Additional parking to accommodate growth in staff and service demands.

This investment in infrastructure will directly enhance emergency preparedness and response throughout the County.

---

### **Priority: Jefferson County Courthouse – National Park Service Advocacy**

**Purpose:**

To preserve and honor the national historic significance of the Jefferson County Courthouse by advocating for its inclusion within the National Park Service system.

**Request:**

Federal support is requested for the National Park Service to take ownership or establish stewardship of the Jefferson County Courthouse.

**Impact:**

Options include designating the courthouse as:

- A stand-alone National Park unit, or
- An extension of Harpers Ferry National Historical Park.

This designation would:

- Preserve the courthouse's legacy, including its role in the 1859 trial of John Brown and the 1922 treason trial of labor leader Bill Blizzard.
  - Support historic preservation, interpretation, and maintenance.
  - Boost heritage tourism, educational programming, and economic development in Charles Town and the surrounding region.
  - Promote public understanding of pivotal events in American civil rights and labor history.
-

### **Priority: Courthouse Security Upgrades**

**Purpose:**

To enhance the safety and functionality of Jefferson County’s future judicial facilities through essential security infrastructure improvements.

**Request:**

Federal funding is requested to support courthouse security upgrades, including but not limited to secure entry screening equipment, surveillance systems, access controls, and courtroom security enhancements.

**Impact:**

These improvements will safeguard court personnel, the public, and visitors; strengthen the integrity of court operations; and ensure compliance with modern public facility security standards.

---

### **Priority: Emergency Medical Services – Ambulance Acquisition**

**Purpose:**

To bolster Jefferson County’s emergency medical response capabilities by adding a new, fully equipped ambulance to the fleet.

**Request:**

Federal assistance is requested to purchase a new ambulance to support growing service demands and population increases.

**Impact:**

A new ambulance will reduce response times, increase reliability, and enable the County to continue delivering high-quality, life-saving emergency care to residents and visitors

---

### **Priority: Fire Services – Fire Truck Acquisition**

**Purpose:**

To enhance Jefferson County’s fire response capabilities by acquiring a modern, fully equipped fire engine for the volunteer fire system.

**Request:**

Federal funding is requested to purchase a fire truck that meets current operational, safety, and service requirements.

**Impact:**

New fire apparatus will improve service delivery, protect first responders, and strengthen emergency response capacity across rural and urban areas of the County.

---

**Priority: Health Department Relocation and Expansion**

**Purpose:**

To expand and modernize the Jefferson County Health Department's capacity to deliver essential public health services.

**Request:**

Federal assistance is requested for building out and equipping a new, expanded Health Department facility.

**Impact:**

A larger, modern facility will improve access to public health services, expand clinical and emergency preparedness capabilities, and better position the County to respond to both ongoing and emergent public health needs.

---

# MEMORANDUM OF UNDERSTANDING

---

## **1. Parties.**

This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between the Berkeley County Commission, 400 W Stephen Street Suite 201, Martinsburg, WV 25401 and Jefferson County Commission, 110 N. George St. Charles Town, WV 25414.

## **2. Purpose.**

The purpose of this MOU is to establish the terms and conditions regarding services provided by the Berkeley County Day Report Center to Jefferson County referrals for the purpose of community corrections substance abuse treatment and supervision. The Jefferson County Day Report Center 501c3 has notified the Jefferson County Commission of its official closing, therefore the need is immediate for Jefferson County referrals to receive Day Report Center services.

## **3. Term of MOU.**

This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and the governing bodies of the parties’ respective counties or municipalities and shall remain in full force and effect for not longer than 1 year, at which time it will be reviewed and determined if both parties are in agreement to renewal of the MOU. This MOU may be terminated, without cause, by either party upon 30 days written notice, which notice shall be delivered by hand or by certified mail to the address listed above.

## **4. Responsibilities of Berkeley County Commission.**

- The Berkeley County Day Report Center will deliver services to Jefferson County referrals, which may include the following: Transportation, Case Management, Peer Recovery Coaching, Group and Individual Therapy, and Drug Screening.

- Berkeley Day Report Center staff will communicate directly with referral sources all pertinent information including status reports, drug screen results, compliance info, discharges, and completions. Staff will be available for court appearances as needed.
- The Director of Community Corrections will provide a monthly invoice to the Jefferson County Commission to cover the cost of services until State grant funding is available which should cover associated costs. After the grant funding is secured, Jefferson County Commission will be billed for services not covered by grant funding. Target date for those grant funds being available is July 1, 2025.
- The Berkeley County Commission will apply for State grant funds which have been previously allocated to the Jefferson County Day Report Center 501c3 in order to assist with meeting the need for Jefferson County.

#### **5. Responsibilities of Jefferson County Commission.**

- To provide referrals for services. Referrals will be accepted from Circuit or Magistrate Court, Jefferson County Probation, Jefferson County Parole and Jefferson County DHHR.
- The provision of a vehicle for Berkeley DRC staff to use to transport participants to and from the Berkeley Day Report Center.
- Associated expenses involved with services to include monthly salary and fringe of a full-time driver. This position will be filled by Berkeley County Commission and will be a Berkeley Day Report Center employee. The position will be moved to Jefferson County when their Day Report Center is opened.

#### **6. General Provisions**

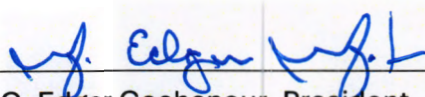
**A. Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by both parties to this MOU.

#### **7. Statement of Need.**

The closure of the Jefferson County Day Report Center 501c3 places in immediate need on the Jefferson County Commission and Courts to find a suitable alternative to incarceration for appropriate offenders. Lack of Day Report Center services in Jefferson

County will yield an immediate increase in the Regional Jail bill. These services are also vital to the overall health and safety of the residents of Jefferson County.

The Berkeley County Commission and the Jefferson County Commission embark on this partnership to resolve the closure of the Jefferson County Day Report Center 501c3.

  
\_\_\_\_\_  
G. Edgar Gochenour, President

3-27-25  
Date

Berkeley County Commission

\_\_\_\_\_  
Pasha Majdi, President  
Jefferson County Commission

\_\_\_\_\_  
Date

## JCCInfo

---

**From:** Avorce <avorce@aol.com>  
**Sent:** Wednesday, March 19, 2025 7:42 PM  
**To:** JCCInfo  
**Subject:** JDCA Issues to be considered March 20 JCC Meeting

Dear Jefferson County Commissioners:

I am writing about your proposal to make changes to the Jefferson County Development Authority (JCDA), particularly through bylaw revisions. This proposal is on the agenda for your March 20, 2025 meeting.

I oppose the changes that you are considering:

- **Please leave the JDCA Board as it is.** The representation of the JCDA should not be changed by narrowing the number on the board or altering its composition. There is no compelling argument to make these changes. If anything, it would make more sense to increase the size of the Board rather than to diminish it.
- **Do not remove the agriculture committee.** Given the County's economic profile, removing the agriculture committee does not make any sense.
- **JCC Legal authority in these matters is questionable. From my reading, the JCC does not have the legal authority to make the bylaw changes that are under consideration.**

**It also appears that the JCC may be holding up matters so that the hiring of much-needed new JDCA staff members is prevented.** If this is the case, please stop to allow the JDCA to operate more effectively.

I have a house in Shannondale, so what decisions are made by the JCC and JDCA are important to me.

Thank you for your consideration.

Anne Vorce

## Lynn Dillow

---

**From:** Trudy Roth <trudyroth@citlink.net>  
**Sent:** Monday, March 31, 2025 10:10 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Trudy Roth  
trudyroth@citlink.net

## Lynn Dillow

---

**From:** Trudy Roth <trudyroth@citlink.net>  
**Sent:** Monday, March 31, 2025 10:12 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--  
Trudy Roth  
trudyroth@citlink.net

## Lynn Dillow

---

**From:** Edward Reifer <e\_reifer@yahoo.com>  
**Sent:** Monday, March 31, 2025 10:09 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Dear Commissioners:

I am disappointed in the Commission's proposed policy's lack of transparency when dealing with issues that concern Jefferson County residents.

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

Regards,  
Edward J. Reifer

--

Edward Reifer  
e\_reifer@yahoo.com

## Lynn Dillow

---

**From:** Robin Tribble <rtribble5@gmail.com>  
**Sent:** Monday, March 31, 2025 9:39 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Robin Tribble  
rtribble5@gmail.com

## Lynn Dillow

---

**From:** Ali Printz <aliprintz@gmail.com>  
**Sent:** Monday, March 31, 2025 8:50 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Ali Printz  
aliprintz@gmail.com

## Lynn Dillow

---

**From:** Lori Bahamonde-DiGiambattista <loribahadigi@hotmail.com>  
**Sent:** Monday, March 31, 2025 7:26 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it. Should there be a reason to dissolve the current Water Advisory Committee, please explain that reason in a comprehensive public forum in detail.

Do not proceed with the replacement Water Advisory Committee, unless the membership requirements of the committee consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Lori Bahamonde-DiGiambattista  
loribahadigi@hotmail.com

## Lynn Dillow

---

**From:** Lori Bahamonde-DiGiambattista <loribahadigi@hotmail.com>  
**Sent:** Monday, March 31, 2025 7:15 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Lori Bahamonde-DiGiambattista  
loribahadigi@hotmail.com

## Lynn Dillow

---

**From:** Robert Allotta <rbt0512all@yahoo.com>  
**Sent:** Monday, March 31, 2025 6:09 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Robert Allotta  
rbt0512all@yahoo.com

## Lynn Dillow

---

**From:** Robert Allotta <rbt0512all@yahoo.com>  
**Sent:** Monday, March 31, 2025 6:08 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissio

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--  
Robert Allotta  
rbt0512all@yahoo.com

## Lynn Dillow

---

**From:** Siri McDonald <Vitalearth@gmail.com>  
**Sent:** Monday, March 31, 2025 2:24 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

As your constituent, I strongly urge you to please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--  
Siri McDonald  
Vitalearth@gmail.com

## Lynn Dillow

---

**From:** Penny Manion <pennymanion@yahoo.com>  
**Sent:** Sunday, March 30, 2025 4:29 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Penny Manion  
pennymanion@yahoo.com

## Lynn Dillow

---

**From:** Lisbeth Loughran <lisbethloughran@yahoo.com>  
**Sent:** Sunday, March 30, 2025 7:42 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--  
Lisbeth Loughran  
lisbethloughran@yahoo.com

## Lynn Dillow

---

**From:** Nancy Adams <Redd69bugg@aol.com>  
**Sent:** Sunday, March 30, 2025 6:34 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Nancy Adams  
Redd69bugg@aol.com

## Lynn Dillow

---

**From:** Toby Degenhardt <tobydegenhardt@hotmail.com>  
**Sent:** Sunday, March 30, 2025 5:54 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Toby Degenhardt  
tobydegenhardt@hotmail.com

## Lynn Dillow

---

**From:** Joann Plaag <joannplaag1981@gmail.com>  
**Sent:** Sunday, March 30, 2025 1:18 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Joann Plaag  
joannplaag1981@gmail.com

## Lynn Dillow

---

**From:** Suellen Myers <Willowsp@earthlink.net>  
**Sent:** Sunday, March 30, 2025 3:41 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Suellen Myers  
Willowsp@earthlink.net

## Lynn Dillow

---

**From:** David Cebulski <dmc730@comcast.net>  
**Sent:** Sunday, March 30, 2025 1:50 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

David Cebulski  
dmc730@comcast.net

## Lynn Dillow

---

**From:** Laura Degenhardt <lmeadva@yahoo.com>  
**Sent:** Sunday, March 30, 2025 1:45 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Laura Degenhardt  
lmeadva@yahoo.com

## Lynn Dillow

---

**From:** Laura Degenhardt <lmeadva@yahoo.com>  
**Sent:** Sunday, March 30, 2025 1:44 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Laura Degenhardt  
lmeadva@yahoo.com

## Lynn Dillow

---

**From:** David Cebulski <dmc730@comcast.net>  
**Sent:** Sunday, March 30, 2025 1:41 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

David Cebulski  
dmc730@comcast.net

## Lynn Dillow

---

**From:** Linda Roberts <llr5504@gmail.com>  
**Sent:** Sunday, March 30, 2025 12:45 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Linda Roberts  
llr5504@gmail.com

## Lynn Dillow

---

**From:** STEPHEN BERZINSKAS <sberzinskas@comcast.net>  
**Sent:** Sunday, March 30, 2025 12:44 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--  
STEPHEN BERZINSKAS  
sberzinskas@comcast.net

## Lynn Dillow

---

**From:** Jusuf Fuduli <fuduli@hotmail.com>  
**Sent:** Sunday, March 30, 2025 12:29 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--  
Jusuf Fuduli  
fuduli@hotmail.com

## Lynn Dillow

---

**From:** Amber Kuehnel <Akuehnel.ak@gmail.com>  
**Sent:** Sunday, March 30, 2025 12:25 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--  
Amber Kuehnel  
Akuehnel.ak@gmail.com

## Lynn Dillow

---

**From:** Daniel Bullock <reelfuntime@yahoo.com>  
**Sent:** Sunday, March 30, 2025 11:39 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Daniel Bullock  
reelfuntime@yahoo.com

## Lynn Dillow

---

**From:** Cheryl L Everton <cheryl\_everton@comcast.net>  
**Sent:** Sunday, March 30, 2025 10:33 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Cheryl L Everton  
cheryl\_everton@comcast.net

## Lynn Dillow

---

**From:** Robert W Everton <roberteverton@comcast.net>  
**Sent:** Sunday, March 30, 2025 10:31 AM  
**To:** Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Robert W Everton  
roberteverton@comcast.net

## Lynn Dillow

---

**From:** Charlotte Fremaux <cmfremaux@gmail.com>  
**Sent:** Sunday, March 30, 2025 10:24 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissio

Dear Commissioners,

All of you new commissioners who ran on improving transparency need to stand up now. The current changes sought by the commission are intended to make effective public participation in our local government more difficult. This is not in the best interest of the County or its residents.

It is unfair and undemocratic to reduce the amount of notice to the public of opportunities to serve. It is unfair and undemocratic to allow county commissioners or staff who wish to stack boards with loyalists to notify their chosen candidates first, allowing these candidates to have far more time to prepare resumes and be ready to submit them in the shortened application time.

It is blatantly against the best interests of the community to allow commissioners to eliminate qualified candidates out of view of the public, with the secret ballot before the public meeting.

These are measures clearly intended to subvert the will of the community and the best interests of Jefferson County residents.

The only adjustment that was necessary to the old policy was to remove the advertisement on the cable channel 17 which no longer exists and add social media advertisement which is now more appropriate.

There was no need to remove the advertisement in the paper. This is the typical way legal notices are made and so it makes sense to use the paper of record as an advertisement location for these open positions.

There was no need to reduce the notice time from two weeks down to as little as overnight either. This just plain does not make common sense.

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

## Lynn Dillow

---

**From:** Sue Covello <covellosl@citlink.net>  
**Sent:** Sunday, March 30, 2025 9:56 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Sue Covello  
covellosl@citlink.net

## Lynn Dillow

---

**From:** Elizabeth Wheeler <ewheelerwv@yahoo.com>  
**Sent:** Sunday, March 30, 2025 8:43 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please retain the former Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Elizabeth Wheeler  
ewheelerwv@yahoo.com

## Lynn Dillow

---

**From:** Glenn Taylor <ballets.unreal-1s@icloud.com>  
**Sent:** Sunday, March 30, 2025 8:41 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Glenn Taylor  
ballets.unreal-1s@icloud.com

## Lynn Dillow

---

**From:** Glenn Taylor <ballets.unreal-1s@icloud.com>  
**Sent:** Sunday, March 30, 2025 8:40 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissio

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Glenn Taylor  
ballets.unreal-1s@icloud.com

## Lynn Dillow

---

**From:** Elizabeth Wheeler <ewheelerwv@yahoo.com>  
**Sent:** Sunday, March 30, 2025 8:30 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability. The proposed policy 901 as written sharply limits the opportunity for citizens to participate in their government. The county already has difficulty filling openings on its citizen boards, committees and commissions. Limiting public notices would reduce applicants further.

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--  
Elizabeth Wheeler  
ewheelerwv@yahoo.com

## Lynn Dillow

---

**From:** Windsong Bergman <bergmanwindsong@yahoo.com>  
**Sent:** Sunday, March 30, 2025 8:22 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

I am shocked by the new policy! As a citizen, I expect reasonable notification. The new policy appears suspicious and underhanded. Please do better for us!

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--  
Windsong Bergman  
bergmanwindsong@yahoo.com

## Lynn Dillow

---

**From:** Andrew Beveridge <scott\_beveridge@yahoo.com>  
**Sent:** Sunday, March 30, 2025 8:09 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Andrew Beveridge  
scott\_beveridge@yahoo.com

## Lynn Dillow

---

**From:** Dennis Hatcher <dgeraldh@frontiernet.net>  
**Sent:** Sunday, March 30, 2025 8:06 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Dennis Hatcher  
dgeraldh@frontiernet.net

## Lynn Dillow

---

**From:** Dennis Hatcher <dgeraldh@frontiernet.net>  
**Sent:** Sunday, March 30, 2025 8:03 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Dennis Hatcher  
dgeraldh@frontiernet.net

## Lynn Dillow

---

**From:** Ruth Hatcher <ruthhatcher756@hotmail.com>  
**Sent:** Sunday, March 30, 2025 7:58 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Ruth Hatcher  
ruthhatcher756@hotmail.com

## Lynn Dillow

---

**From:** Ruth Hatcher <ruthhatcher756@hotmail.com>  
**Sent:** Sunday, March 30, 2025 7:57 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Ruth Hatcher  
ruthhatcher756@hotmail.com

## Lynn Dillow

---

**From:** Leah Rampy <leah.rampy9@gmail.com>  
**Sent:** Sunday, March 30, 2025 7:42 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Leah Rampy  
leah.rampy9@gmail.com

## Lynn Dillow

---

**From:** Daniel Parry <parryd11438@gmail.com>  
**Sent:** Sunday, March 30, 2025 7:38 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissio

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--  
Daniel Parry  
parryd11438@gmail.com

## Lynn Dillow

---

**From:** Joanne Bario <joannebario@gmail.com>  
**Sent:** Sunday, March 30, 2025 7:38 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions. Please be advised that the county's population deserves more ways to voice our concerns and needs. We want to protect our water, a vital resource for all our residents.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--  
Joanne Bario  
joannebario@gmail.com

## Lynn Dillow

---

**From:** Cheryl Bennett <Cherben44@gmail.com>  
**Sent:** Sunday, March 30, 2025 6:42 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--  
Cheryl Bennett  
Cherben44@gmail.com

## Lynn Dillow

---

**From:** Carolyn Rodis <cjrodis@yahoo.com>  
**Sent:** Sunday, March 30, 2025 6:35 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Carolyn Rodis  
cjrodis@yahoo.com

## Lynn Dillow

---

**From:** Carolyn Rodis <cjrodis@yahoo.com>  
**Sent:** Sunday, March 30, 2025 6:34 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Carolyn Rodis  
cjrodis@yahoo.com

## Lynn Dillow

---

**From:** Theresa Stogner <theresastogner@gmail.com>  
**Sent:** Sunday, March 30, 2025 6:31 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

Theresa Stogner  
27 Devonshire Dr  
Charles Town, WV

--

Theresa Stogner  
theresastogner@gmail.com

## Lynn Dillow

---

**From:** David Ward <dward@earthwardconsulting.com>  
**Sent:** Sunday, March 30, 2025 6:16 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

David Ward  
dward@earthwardconsulting.com

## Lynn Dillow

---

**From:** Irene Yates <yatesfamily1987@gmail.com>  
**Sent:** Sunday, March 30, 2025 5:57 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Irene Yates  
yatesfamily1987@gmail.com

## Lynn Dillow

---

**From:** Irene Yates <yatesfamily1987@gmail.com>  
**Sent:** Sunday, March 30, 2025 5:55 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Irene Yates  
yatesfamily1987@gmail.com

## Lynn Dillow

---

**From:** Dawn Gerhardt <DawnMGerhardt@gmail.com>  
**Sent:** Saturday, March 29, 2025 10:22 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it. The changes your suggesting are blatantly unethical and suggest you've been bribed to promote the new changes.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Dawn Gerhardt  
DawnMGerhardt@gmail.com

## Lynn Dillow

---

**From:** Miriam Caprio <dineywall@frontiernet.net>  
**Sent:** Sunday, March 30, 2025 3:33 AM  
**To:** Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Miriam Caprio  
dineywall@frontiernet.net

## Lynn Dillow

---

**From:** Kayla McCoy <Starcrossedlovers0520@gmail.com>  
**Sent:** Sunday, March 30, 2025 2:30 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Kayla McCoy  
Starcrossedlovers0520@gmail.com

## Lynn Dillow

---

**From:** Shaney McCoy <Shaneyif85@gmail.com>  
**Sent:** Sunday, March 30, 2025 2:30 AM  
**To:** Pasha Majidi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Shaney McCoy  
Shaneyif85@gmail.com

## Lynn Dillow

---

**From:** Kayla McCoy <Starcrossedlovers0520@gmail.com>  
**Sent:** Sunday, March 30, 2025 2:29 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Kayla McCoy  
Starcrossedlovers0520@gmail.com

## Lynn Dillow

---

**From:** Shay McCoy <Shaneyif85@gmail.com>  
**Sent:** Sunday, March 30, 2025 2:27 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Shay McCoy  
Shaneyif85@gmail.com

## Lynn Dillow

---

**From:** Philip Carter Salladay <philsalladay@yahoo.com>  
**Sent:** Sunday, March 30, 2025 1:27 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Philip Carter Salladay  
philsalladay@yahoo.com

**Lynn Dillow**

---

**From:** Philip Carter Salladaay <philsalladay@yahoo.com>  
**Sent:** Sunday, March 30, 2025 1:24 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissio

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Philip Carter Salladaay  
philsalladay@yahoo.com

## Lynn Dillow

---

**From:** Kathryn Bellacosa <kbella21@gmail.com>  
**Sent:** Sunday, March 30, 2025 12:08 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

As the Federal government's transparency is being striped away it is now more important than ever that our County Boards, Committees and Commissions retain accountability and transparency.

Thank you for accepting my comments as you consider this policy.

--  
Kathryn Bellacosa  
kbella21@gmail.com

## Lynn Dillow

---

**From:** Dawn Gerhardt <DawnMGerhardt@gmail.com>  
**Sent:** Saturday, March 29, 2025 10:19 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn.Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissio

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Reconsider this policy to increase transparency and accountability and do right by the people that live here and are affected by your decisions:

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Dawn Gerhardt  
DawnMGerhardt@gmail.com

## Lynn Dillow

---

**From:** David Barrett <barrett20099@comcast.net>  
**Sent:** Saturday, March 29, 2025 11:54 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy. David Barrett

--

David Barrett  
barrett20099@comcast.net

## Lynn Dillow

---

**From:** Diana Mullis <dianamullis7@gmail.com>  
**Sent:** Saturday, March 29, 2025 10:45 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissio

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--  
Diana Mullis  
dianamullis7@gmail.com

## Lynn Dillow

---

**From:** Christina Melocik <chris.tiny@comcast.net>  
**Sent:** Saturday, March 29, 2025 10:43 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Christina Melocik  
chris.tiny@comcast.net

## Lynn Dillow

---

**From:** Christina Melocik <chris.tiny@comcast.net>  
**Sent:** Saturday, March 29, 2025 10:41 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--  
Christina Melocik  
chris.tiny@comcast.net

## Lynn Dillow

---

**From:** Amy Cunningham <amyecunningham@yahoo.com>  
**Sent:** Saturday, March 29, 2025 10:28 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Amy Cunningham  
amyecunningham@yahoo.com

## Lynn Dillow

---

**From:** Amy Cunningham <amy.in.dar@gmail.com>  
**Sent:** Saturday, March 29, 2025 10:27 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissio

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Amy Cunningham  
amy.in.dar@gmail.com

## Lynn Dillow

---

**From:** Roy Keeler <water2876@gmail.com>  
**Sent:** Saturday, March 29, 2025 10:09 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Roy Keeler  
water2876@gmail.com

## Lynn Dillow

---

**From:** AnnaMary Walsh <amwalsh222@yahoo.com>  
**Sent:** Saturday, March 29, 2025 10:04 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

I would like to express my concern about the new by-laws of the Jefferson County Water Advisory Committee.

I'm curious about the reasoning in replacing the Water Advisory Committee with a completely new committee formula in its membership.

It seems only logical that membership would consist of citizens as well as those who have background/experience/knowledge of water usage, inclusive of wells.

For the make-up of the Committee, please consider reducing the number of county staff who really do not represent those in the county who have wells.

Dealing with the requirement for hydrogeology expertise, please have it apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for consideration of my comments as you consider the bylaws of the new Water Advisory Committee.

--

AnnaMary Walsh  
amwalsh222@yahoo.com

## Lynn Dillow

---

**From:** Krista Whalen <kmw213@me.com>  
**Sent:** Saturday, March 29, 2025 9:59 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissio

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Krista Whalen  
kmw213@me.com

## Lynn Dillow

---

**From:** John Fuller <jwfu@comcast.net>  
**Sent:** Saturday, March 29, 2025 9:52 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.  
John W Fuller

--

John Fuller  
jwfu@comcast.net

## Lynn Dillow

---

**From:** John Fuller <jwfu@comcast.net>  
**Sent:** Saturday, March 29, 2025 9:51 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

John W Fuller

--

John Fuller  
jwfu@comcast.net

## Lynn Dillow

---

**From:** Steven Vogel <steven.j.vogel@earthlink.net>  
**Sent:** Saturday, March 29, 2025 9:50 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissions

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Steven Vogel  
steven.j.vogel@earthlink.net

## Lynn Dillow

---

**From:** AnnaMary Walsh <amwalsh222@yahoo.com>  
**Sent:** Saturday, March 29, 2025 9:50 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissio

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

I do not understand the extreme new policy's procedures. It looks like something very "cut and dried" and not allowing for a fair and equitable chance for residents to become aware of openings in county positions. Please reconsider this policy to include better transparency and accountability.

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

I appreciate your consideration of my request and comments.

--  
AnnaMary Walsh  
amwalsh222@yahoo.com

## Lynn Dillow

---

**From:** Rosemary Graham-Gardner <liaisonsus@aol.com>  
**Sent:** Saturday, March 29, 2025 9:45 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissio

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--  
Rosemary Graham-Gardner  
liaisonsus@aol.com

## Lynn Dillow

---

**From:** Sonia von Heijne <sonia.heijne@gmail.com>  
**Sent:** Monday, March 31, 2025 3:14 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you decide to proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff. And it would be nice if you include citizens who actually rely on well water. I'm getting worried that, one day, my well water will have been requisitioned by someone whose interests you put before mine.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Sonia von Heijne  
sonia.heijne@gmail.com

## Lynn Dillow

---

**From:** joseph martin <foei@msn.com>  
**Sent:** Monday, March 31, 2025 3:09 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

I rise today to comment on and request considerations regarding the proposed new bylaws with respect to the Water Advisory Committee. I respectfully request you not dissolve and replace. Especially if the new composition will be made up of mostly staff and no citizens who would be directly impacted. Additionally, I also request you include members who have expertise in hydrology. I suggest you as well include local farmers or anyone else living on land where water source is from wells.

Personally, not only do I live on land served by a well, but there is also a spring. That spring has slowed to less than a trickle in the current drought conditions. Some mornings, I cannot even tell if water is flowing or not. Any member of the Water Advisory Board should have 1st hand experience with local conditions.

Thank you in advance for your consideration of my comments.

Sincerely

Joseph Martin  
Charles Town

--

joseph martin  
foei@msn.com

## Lynn Dillow

---

**From:** joseph martin <foei@msn.com>  
**Sent:** Monday, March 31, 2025 3:01 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissio

Dear Commissioners,

I rise today to request the Commissioners reconsider policy regarding open positions and advertising thereon. It is my understanding you are looking to change requirements from a policy of at least 2 weeks' notice, well publicized (e.g., significantly sized in periodicals such as the Spirit of Jefferson), to either no notice or 24 hours.

Transparency in Government is paramount for Democracy to function. Posting for open positions should be offered in a manner for all to see; anything less is unfair to citizens who may be interested in serving.

Thank you in advance for your review of this request.

Sincerely

Joseph Martin  
Charles Town

--  
joseph martin  
foei@msn.com

## Lynn Dillow

---

**From:** Gabrielle Fry <gabriellefry@yahoo.com>  
**Sent:** Monday, March 31, 2025 2:48 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissio

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Gabrielle Fry  
gabriellefry@yahoo.com

## Lynn Dillow

---

**From:** Rick Keefer <Rkeef30@yahoo.com>  
**Sent:** Monday, March 31, 2025 2:33 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--  
Rick Keefer  
Rkeef30@yahoo.com

## Lynn Dillow

---

**From:** Samantha Wells <sm.li.wells@gmail.com>  
**Sent:** Monday, March 31, 2025 2:25 PM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissio

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
  - Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).
- . Please opt for more transparent local government policies.  
. You serve the local residents of Jefferson County. Your polices should too

Thank you for accepting my comments as you consider this policy.

--

Samantha Wells  
sm.li.wells@gmail.com

## Lynn Dillow

---

**From:** Patricia Tribble <macgp@aol.com>  
**Sent:** Monday, March 31, 2025 9:40 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Policy 901 Appointment to County Boards, Committees and Commissio

Dear Commissioners,

Please accept the following comments on the new policy 901 for Appointment to County Boards, Committees and Commissions.

Please reconsider this policy to increase transparency and accountability

- Require that open positions be advertised for at least two weeks prior to the due date for the applications.
- Require that openings be advertised on the County Website, County social media accounts (twice, once at least two weeks before and once one week before the due date for applications), County Email alert system (twice, once at least two weeks before and once one week before the due date for applications), and the County Paper of record The Spirit of Jefferson (Twice, with the first at least two weeks prior to the application due date and one no more than 10 days before the due dates).

Thank you for accepting my comments as you consider this policy.

--

Patricia Tribble  
macgp@aol.com

## Lynn Dillow

---

**From:** Robin Tribble <rtribble5@gmail.com>  
**Sent:** Monday, March 31, 2025 9:40 AM  
**To:** Pasha Majdi; Mike Mood; Cara Keys; Jack Hefestay; Steve Stolipher; Lynn Dillow  
**Subject:** Public Comment Water Advisory Committee Bylaws

Dear Commissioners,

Please accept the following comments on the new bylaws of the Jefferson County Water Advisory Committee.

Please keep the old Water Advisory Committee; there was no reason to dissolve it and replace it.

If you proceed with the new Water Advisory Committee, please change the membership requirements of the committee so it consists of citizens, not staff.

- Nearly half of the board should not be staff from municipal utilities.
- Municipal utilities and the planning department staff do not represent the concerns of county citizens living on wells.
- If the Commission feels strongly, make the staff members advisory non-voting members of the committee.

Change the requirement for hydrogeology expertise to apply to fewer than half of the members of the board.

- It may be appropriate to require some of the members of the water advisory board to have expertise in hydrogeology.
- There should also be members that have other expertise such as biologists and farmers and lay persons with keen interests in hydrogeology and water.

Thank you for accepting my comments as you consider the bylaws of the new Water Advisory Committee.

--

Robin Tribble  
rtribble5@gmail.com