



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Mike Mood

COMMISSIONER

Steve Stolipher

AGENDA

JEFFERSON COUNTY COMMISSION

SECOND QUARTERLY SESSION – APRIL - JUNE 2025

THURSDAY, April 17, 2025

6:00 p.m.

County Commission Meeting Room

located at the Old Charles Town Library

200 E. Washington Street, Charles Town, WV

Zoom Broadcast (live):

<https://us06web.zoom.us/j/81522926239?pwd=npJrJbzKHp2V3raeVrOicjGR9cS0ca.1>

Meeting ID: 815 2292 6239

Passcode: 745197

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. April 3, 2025 Regular Meeting Minutes DRAFT

2. Approval of Accounts Payable:

- a. April 10, 2025 \$ 472,731.00
b. April 17, 2025 \$ 84,051.35

3. Approval of Manual Checks:

- a. April 10, 2025 \$ 2,100,041.99
 - b. April 17, 2025 \$ 38,850.00
4. Approval of Payroll:
- a. April 11, 2025 \$ 431,631.94
5. Approval of Requisitions
- a. April 17, 2025 \$ 73,517.42

VI. Announcements

Please note:

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

Report if there are changes in the agenda if applicable.

VII. Public Comment

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

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

New Businesses

1. 6:10 pm Thomas Hansen, Sheriff and Treasurer (pgs. 21-22)
 - 1.1. Court Security Grant
 - 1.2. Vehicle Equipment Costs
2. 6:20 pm Matt Harvey, Prosecuting Attorney (pgs. 23-24)
 - 2.1 Approval of Hire – Legal Assistant/ Receptionist – Prosecuting Attorney’s Office
3. 6:25 pm Nikki Painter, County Clerk’s Office (pgs. 25-26)
 - 3.1 Appoint Attorney Michael A. Bush as a Fiduciary Commissioner

4. 6:30 pm Russell Burgess, Information Technology (pgs. 27-28)
 - 4.1. Purchase mobile data units
5. 6:40 pm Laura Kuhn, director of Fleet and Facilities Management (pgs. 29-33)
 - 5.1. Request to migrate to Cisco Cloud-based phone system
6. 6:50 pm Jessica James, chief human resources officer (pgs. 34-45)
 - 6.1 Approval of Promotions – Supervising Public Safety Dispatchers (2) –Department of Emergency Communications
 - 6.2 Approval of Change in Employee Status – Part-time to Full-time –Department of Emergency Communications
 - 6.3 Approval of Employee Change in Status – Full-time to Part-time –Department of Emergency Communications
 - 6.4 Approval of Employee Increase – Department of Emergency Communications
 - 6.5 Approval of Hire – Summer Planning Intern – Department of Engineering, Planning, and Zoning
 - 6.6 Approval of Hire – Building Plans Reviewer – Department of Engineering, Planning, and Zoning
 - 6.7 Approval of Hire – Program Manager – Jefferson County Development Authority
 - 6.8 Approval of Promotion – Jefferson County Emergency Services Agency
7. 7:05 pm David Bound, chief financial officer (pgs. 46-53)
 - 7.1. State Fire Protection Funding to County Fire Departments
 - 7.2. Internal budget transfer: Social Services Liaison funding
 - 7.3 External budget transfer: legal fees
8. 7:15 pm Pasha Majdi, commissioner (pg. 54)
 - 8.1. Discussion with counsel regarding planning and development funding
 - 8.2 Grant staffing
9. 7:35 pm Nathan Cochran, Prosecuting Attorney’s Office
 - 9.1 Discussion of potential lease of real property to the Jefferson County solid waste authority. Discussion/Action
 - 9.2 Jefferson County Circuit Court case number: CC-19-2025-C-93
10. 8:00 pm Edwina Benites-LM, county administrator (pgs. 55-56)
 - 10.1 Consideration of hiring an abstractor regarding the Historic Courthouse
 - 10.2 Assign staff to review request for proposals (RFP) responses for building financing
 - 10.3 Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

Old Business

11. Water Advisory Committee bylaws (pgs. 57-71)

CORRESPONDENCE AND INFORMATION (pgs. 72-174)

PJM Response to Jefferson County President

Public comment emails from:

Beth Rosenberg
Kimberly Davis
Barb Johnson
Michael Simms
Theresa Shirley
Stacy Chapman
Theresa Stogner
Margaret Lisky
Sharon Wilt
Barbara Smith
Kathy Jones
Michelle Peake
Molly Sutter
Susan Topping
Kendra Clark
Constance Hoffman
Mark Mayo
Nora Drish
Yvonne Fisher
John Ross
Donald Rebmann
Carol Roby
Rhonda Jackson
Sonny Discini
Mario Digiambattista
Lisa White
Shawn Hutchinson
Dolores Gregory

David Barrett
Paula Tremba
Greg Welter
Donna Printz
Joseph Ward
Aline Schelling
Alden Roth
Susan Biggs
Brian Hagberg
Diana Mullis
Nathan Clark
Sara Howle
Rebecca Nelson
Cheryl Bennett
George Rutherford
Shay McCoy
Julia Garvin
Gaila Poston
Todd Cole
Sam Makita
Susan Ford
Katharine Schultz
Bob Allen
Nancy Adams
William Baty
Ashleigh Sanders
Angela Blair
Mary Fortuna

Kathryn Bellacosa
Linda Roberts
Stephen Berzinskas
Melissa Coger
Fred Williams
Rebecca Phipps
Virginie Bauer
Deborah Johnson
Michael Chalmers
David Maxfield
Mary Ward
Carlo Olivares
Steven Welch
Anita Hill
Paula Tremba
Sue Covello
Chris Riordan
Alicia Noble