



JEFFERSON COUNTY COMMISSION

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

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PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Mike Mood

COMMISSIONER

Steve Stolipher

AGENDA

JEFFERSON COUNTY COMMISSION

SECOND QUARTERLY SESSION – APRIL - JUNE 2025

THURSDAY, May 1, 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/87669432885?pwd=D9OeTbCnmfmx64trqpEXt32JPrEVe3.1>

Meeting ID: 876 6943 2885

Passcode: 563965

Public comments will be accepted in person or via email- info@jeffersoncountywv.org

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 17, 2025 Regular Meeting Minutes DRAFT

2. Approval of Accounts Payable:

- a. April 24, 2025 \$ 723,618.99
- b. May 1, 2025

3. Approval of Manual Checks:

- a. April 24, 2025 \$ 145,123.11
 - b. May 1, 2025
4. Approval of Payroll:
- a. April 25, 2025 \$ 438,983.54
5. Approval of Requisitions
- a. May 1, 2025 \$ 10,000.00

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. Please feel free to 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 Business

- 1 9:40 am Angie Banks, Jefferson County Assessor (**pgs 23-29**)
 - 1.1 Exonerations
 - 1.2 2025-2026 Budget Complaints
 - 1.2 Personnel Issues/ County Growth
 - 1.3 Transfer request from 406-407
 - 1.4 Advertise position for the General Fund (start 7/1/2025 for new hire)

- 2. 10:10 am Lynn Dillow, Administrative Clerk Human Resources
 - 2.1. Years of Service Awards

- 3. 10:20 am Tom Hansen, Jefferson County Sheriff and Treasurer (**pg. 30**)

- 3.1 Deputy new hires
- 3.2 New deputy positions
- 4. 10:45 am Proclamation for Provider Appreciation Day in Jefferson County, May 9, 2025 (Majdi) **(pgs. 31-34)**
- 5. 11:00 am Roger Goodwin, Chief Engineer/Deputy County Administrator **(pgs. 35-79)**
 - 5.1 Townhomes Rental, LLC- Rocky Ridge Phase 1, Lots 1-6, 61-132, Commercial Lot A & Residue File #19-7-SD complete bond release as bond is being re-secured with new Performance Bond
 - 5.2 Townhomes Rental, LLC-Rocky Ridge Phase 2, file #23-31-SD complete bond release as bond is being re-secured with new Performance Bond
 - 5.3 Sheetz, INC- Charles Town Sheetz Rebuild file #22-8-SP complete bond release
 - 5.4 Sheetz, INC- Sheetz Truck Terminal file #20-6-SP complete bond release
 - 5.2 Request approve to amend Law Enforcement Impact Fees- FY 2025 Capital Improvement Plan
 - 5.3 Impact Fees 2024 Recalculation Study- Possible Adoption of Revised Administrative Facilities Impact Fees
- 6. 11:20 am Mike Sine, Director Emergency Services Agency **(pgs. 80-88)**
 - 6.1 Contract approval with Atlantic Emergency Solutions for ambulance purchases
- 7. 11:30 am David Bound, Chief Financial Officer **(pgs. 89-93)**
 - 7.1 Increase Professional Services Fund- Accounting overages
 - 7.2 Internal Budget Adjustments- Office of Engineering, Planning, and Zoning
 - 7.3 FY26 health insurance premiums preview
- 8. 11:45 am Jessica James, Chief Human Resource Officer **(pgs. 94-105)**
 - 8.1 Approval of Hire-Custodial Position-Department of Fleet and Facilities Management
 - 8.2 Approval of Hire-CAD Administrator Position- Department of Emergency Communications
 - 8.3 Approval of Hires-Dispatch Academy Trainees- Department of Emergency Communications
 - 8.4 Approval of Hires-Chief Technology Officer and Deputy Director-Department of IT & GIS
 - 8.5 Approval of Employee Changes in Status (2) – PT to FT- Emergency Services Agency
 - 8.6 Approval of Job Description- Social services and grant coordinator- County Commission

9. 12:00 pm Review and possible approval of Request for Proposals (RFP) responses for financing of the Jefferson County Government and Judicial Complex (Benites-LM) **(pg. 106)**
10. 12:20 pm Commissioner training with WVCorp regarding litigation and liability of current and past cases (Benites-LM) **(pg. 107)**
11. 1:00 pm Nathan Cochran, Assistant Prosecuting Attorney **(pg. 108)**
 11.1 Report by counsel on Jefferson County Circuit Court Case **CC-19-2025-C-93*** (corrected)
 11.2 Discussion and review of Comcast Contract/Franchise Agreement with counsel.
12. 1:30 pm Edwina Benites, county administrator **(pgs. 109-112)**
 12.1 Letter of support- Partner Community Capital
 12.2 Letter of Support Policy
 12.3 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. 113-191)**

Public Comment emails from:

Cheryl Middleton	Lisa White	Richard Zigler
Stephanie Reels	Pam Rowley	Sharon Canfield-Major
Juliane Ford	J. Farrell	Matthew Kirkconnell
Sean Ryan	Beth Healey	Stacey Rawlings
Mike Briers	Alecia Lewis	Mark Muse
John Haygood	Vicki Haygood	Susan Cebulski
Suellen Myers	Mary Lickert	Sophie Washington
Carol Roby	Joanne Bario	Tamar Kavaldijan-Liskey
Amy Cunningham	Toby Degenhardt	Linda Wastila
Barbara Durant	Jessica Adorno	Amy Kostant
Neal Colvard	Susan Colvard	Evelyn Gettys
Suzanne Ravgiala	Ali Printz	Anne Barrat
Heidi Johnston	Patricia Whitney	Tracey Englebright
Yaznay Betances	John Betances	David Ward
Jennifer Newsome	Clarence Babcock	Jared Englebrecht
Margie Knott	William Schneider	Paulette Lashley
Melissa Laycock	James Wiltshire	Kay Liskey
Darlene Donaldson	Nigel Casserley	Jane Freeman
Daniel Bullock	William Grantham	Kerry Grantham
Skye Allen	Jean Klemm	Jill Guempel
Patrick Green	Christine Wiegman	Cheryl Pullen
Todd Baldau	Mary Lind	Natalie Grantham Friend

Earl Liskey
Amber Hobday
Matthew Glover
Wally Minnick

Margaret Liskey
Mark Grimmell
Diane Myers
Marcia Derrick

Alicia Noble
Deborah Longo
Carolyn Sisler
Stephanie L. Reel