



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 15, 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/84889961194?pwd=NqkZ6he32577EkFIyNnl4ba6iJwice.1>

Meeting ID: 848 8996 1194

Passcode: 334689

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 15, 2025 Special Session Meeting Minutes DRAFT
- b. May 1, 2025 Regular Meeting Minutes DRAFT
- c. May 7, 2025 Special Session Meeting Minutes DRAFT

2. Approval of Accounts Payable:

- a. May 8, 2025
- b. May 15, 2025

3. Approval of Manual Checks:

- a. May 8, 2025
- b. May 15, 2025

4. Approval of Payroll:

- a. May 9, 2025

5. Approval of Requisitions

- a. May 15, 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. 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. 6:10 pm Angela Banks, Assessor of Jefferson County
 - 1.1 Exoneration
2. 6:15 pm Roger Goodwin and Michelle Mason -- Engineering, Planning, and Zoning Department
 - 2.1. Impact Fees 2024 Recalculation Study—Possible Adoption of Revised Administrative Facilities Fees
 - 2.2. Adoption of Administrative Facilities Impact Fee Ordinance setting new impact fee rates
 - 2.3. Zoning Map Amendment request- Charles Town District 2,

Map 3, Parcel 9.4

3. 6:45 pm Tom Hansen, Jefferson County Sheriff and Treasurer
 - 3.1. Deputy new hire
 - 3.2. FY26 Pay Rates
 - 3.3. Animal Control new hire
4. 7:00 pm Nikki Painter, Jefferson County Clerk's office
 - 4.1. Set hearing date to hear the petition to remove Executrix Carolyn Jean Carper from the Estate of Carol V. Naylor
5. 7:05 pm Heidi Parker, County Representative to the Charles Town Utility Board
 - 5.1. Update on Charles Town Utility Board activities
6. 7:20 pm Laura Kuhn, director of Fleet and Facilities Management
Brandon Rhodes, Jefferson County Health Department
 - 6.1. Requesting approval for the Jefferson County Health Department to expand its office operations into the former Red Cross space currently occupied by the WVU Extension Office
7. 7:30 pm Edwina Benites-LM, David Bound, and Jessica James – Administration
 - 7.1. FY 2026 employee health care options
8. 7:45 pm Jessica James, Chief Human Resource Officer
 - 8.1. Approval of Hire/Promotion – County Planner – Department of Engineering, Planning, and Zoning
 - 8.2. Approval of Hire/Promotion – Facilities Mechanic – Department of Fleet and Facilities Management
 - 8.3. Approval of Hires – Dispatch Academy Trainees – Department of Emergency Communications
 - 8.4. Approval of Hire – Part-Time Quality Assurance Evaluator – Department of Emergency Communications
 - 8.5. Approval of Promotion – Lieutenant – Emergency Services Agency
 - 8.6. Approval of Hire – Administrative Assistant – Emergency Services Agency
9. 8:00 pm David Bound, Chief Financial Officer
 - 9.1. FY26 Budget adjustments
 - 9.2. JCESA FY25 budget adjustment
 - 9.3. External budget transfers- Funds 009 and 011 and Department 700 Wages.
10. 8:15 pm Nathan Cochran, Assistant Prosecuting Attorney
 - 10.1. Discussion and review of Comcast Contract/Franchise

Agreement with counsel.

10.2. Discussion of Jefferson County Circuit Court Case No. CC-19-2024-C-92

11. 8:30 pm

Edwina Benites, county administrator

11.1 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

Letter from WV Department of Arts, Culture and History re: Houser-Mahoney House

Public Comment emails from:

Susan Biggs
James Webb
Robert Allotta
Toby Degenhardt
Kendall Kessler
Marlyn Bisher
Matthew Glover
Stacy Chapman
Jessie Norris

Trudy Roth
Ali Printz
Irene Yates
Christopher Riordan
Sonia von Heijne
Alicia Noble
Joseph White
Edward Reifer
Cheryl Middleton

Lea Rampy
Anne Hancock Teresa
Yocencia Deal
David Maxfield
Leigh Koonce
Anna Mary Walsh
Peter Milcetic
Rebecca Thompson
Mary Ann Walsh