



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, June 5, 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/81162406056?pwd=zgxcWwRBVh87DxSpfQUJ55m8X51BMh.1>

Meeting ID: 811 6240 6056

Passcode: 097728

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. May 15, 2025 Regular Meeting Minutes DRAFT (pgs. 6-21)

2. Approval of Accounts Payable:

a. May 29, 2025 \$ 103,490.12

b. June 5, 2025 \$ 612,180.91

3. Approval of Manual Checks:

- a. May 29, 2025 \$ 199.50
- b. June 5, 2025 \$ 11,487.08

4. Approval of Payroll:

- a. May 23, 2025 \$ 434,549.30

5. Approval of Requisitions

- a. June 5, 2025 \$ 283,874.45

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 Angela Banks, Assessor of Jefferson County **(pg. 22)**
 - 1.1 Signatures for the Certificate of Oaths for the land and personal property books
2. 9:45 am Years of Service Awards
3. 9:50 am Boards and Commission appointments **(pgs. 23-35)**
 - 3.1 Public Defender Corporation for the 28th Judicial Circuit interviews and appointments
 - 3.2 Jefferson County Water Advisory Committee bylaws update to fix a typo regarding quorum

- 3.3 Jefferson County Water Advisory Committee interviews and appointments
4. 10:15 am Presentation- Dawn Newell, Water Use Program Manager of Division of Water and Waste Management, West Virginia Department Environmental Protection; Erin Brittain, Program Manager, Office of Environmental Remediation, Division of Land Restoration **(pgs. 36-54)**
5. 10:30 am Presentation: Senator Jason Barrett and Delegate Joe Funkhouser regarding well-monitoring legislation **(pg. 55)**
6. 10:45 am Roger Goodwin and Michelle Mason -- Engineering, Planning, and Zoning Department
- 6.1 Impact Fees 2024 Recalculation Study—Possible Adoption of Revised Administrative Facilities Fees **(pgs. 56-128)**
- 6.2 Adoption of Administrative Facilities Impact Fee Ordinance setting new impact fee rates **(pgs. 129-137)**
- 6.3 Zoning Map Amendment request- Shepherdstown District, Map 8B, Parcel 130 **(pgs. 138-169)**
- 6.4 Forestar Real Estate Group, INC- Stonecrest file # 22-11-SD request for bond reduction **(pgs. 170-174)**
- 6.5 Maine Drilling & Blasting, INC- file # 21-10-SP complete bond release **(pgs. 175-177)**
- 6.6 Fellowship Bible Church- Phase 1A file # S14-03 complete bond release **(pgs. 178-180)**
- 6.7 Wall Street Partners WV 1 LLC- Harpers Ferry Dollar General file # 22-14-SP complete bond release **(pgs. 181-183)**
7. 11:15 am Presentation: Overview of the purchase of 393 N. Lawrence and 330 N. George **(pgs. 184-203)**
8. 11:45 am Order approving the issuance by the Jefferson County Building Commission **(pgs. 204-363)**
- 8.1 Consideration of and action on Order approving the issuance by the Jefferson County Building Commission of not more than \$16,000,000 in aggregate principal amount of Jefferson County Building Commission Lease Revenue Bonds (Jefferson County Government and Judicial Complex Project), Series 2025 (the “Bonds”), and the acquisition of the real estate together with the improvements thereon located at 393 North Lawrence Street and 330 North George Street, Charles Town, West Virginia (the “Property”), the proceeds of such Bonds to be used (i) to finance costs of the acquisition, design, construction, renovation, improvement, furnishing and equipping of the Property; and (ii) to pay issuance and other costs in connection therewith, and authorizing the execution of a Lease Agreement by and

between the Jefferson County Building Commission (the “Building Commission”), as Lessor, and The County Commission of Jefferson County (the “County Commission”), as Lessee, a Bond Purchase Agreement by and among the Building Commission, the County Commission and Carty, Harding and Hearn, Inc., as the Underwriter for the Bonds, and other documents and the taking of other actions in connection therewith.

9. 12:15 pm Matt Harvey, Prosecuting Attorney (**pgs. 364-366**)
- 9.1 Approval of Hire- Assistant Prosecuting Attorney— Prosecuting Attorney’s Office
- 9.2 Approval of Hire—Legal Intern – Prosecuting Attorney’s Office
10. 12:20 pm Nikki Painter, Jefferson County County Clerk’s Office (**pgs. 367-385**)
- 10.1 Approval of Depository Bonds for Fiscal Year 2026
11. 12:25 pm Tom Hansen, Jefferson County Sheriff and Treasurer (**pgs. 386-388**)
- 11.1 Approval of Hire—Part-time Bailiffs—Jefferson County Sheriff’s Office
- 11.2 FY26 Pay Rates
- 11.3 COPS Hiring Grant

**** Lunch break- 12:30- 1:30 pm ****

12. 1:30 pm Jessica James, Chief Human Resources Officer (**pgs. 389-396**)
- 12.1 Approval of Employee Change in Status – 70 to 80 hours – Department of Engineering, Planning, and Zoning
- 12.2 Approval of Hire – Building Plan Reviewer/Inspector – Department of Engineering, Planning, and Zoning
- 12.3 Approval of Hire – Office Assistant – Department of Fleet and Facilities Management
- 12.4 Approval of Hires – FF/EMTS (4-7) – Emergency Services Agency
- 12.5 Approval of Promotion – Firefighter/Advanced EMT III – Emergency Services Agency
- 12.6 Correction of Clerical Error – Department of Emergency Communications
- 12.7 Approval of Temporary Assignment and Associated Increase – Department of IT and GIS
- 12.8 Approval of Promotion – Chief Deputy of Personal Property – Assessor’s Office
- 12.9 Approval of Cost of Living Adjustments (COLA) and Merit Increases for Elected Offices
13. 1:45 pm Laura Kuhn, director of Fleet and Facilities (**pgs. 397-401**)

- 13.1 Request for approval of the Segra Master Service Agreement for the Cisco Telephone System

- 14. 1:50 pm David Bound, Chief Financial Officer **(pgs. 402-403)**
 - 14.1 Adjust FY25 budget items for funding prior to June 13, 2025 WV SAO cutoff
 - 14.2 Revisit Sheriff's FY26 pay rates

- 15. 2:00 pm Nathan Cochran, Assistant Prosecuting Attorney **(pg. 404)**
 - 15.1 Discussion and advice from counsel regarding Ongoing Opioids Litigation and related issues.

- 16. 3:00 pm Edwina Benites, county administrator **(pgs. 405-406)**
 - 16.1 WVCorp Renewal Options
 - 16.2 HR Series Classes
 - 16.3 Planning Commission emails
 - 16.4 Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

CORRESPONDENCE AND INFORMATION

Public Comment emails from: **(pgs. 407-409)**

Brandon Flur
Patricia Noland
Letter from Danny Lutz