



# JEFFERSON COUNTY COMMISSION

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PRESIDENT

*Pasha Majdi*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*Mike Mood*

COMMISSIONER

*Steve Stolipher*

## AGENDA

JEFFERSON COUNTY COMMISSION

THURSDAY, July 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/85877630330?pwd=WizaQZsNqOf4oENzi9lfa2v6XJCNIX.1>

Meeting ID: 858 7763 0330

Passcode: 160572

Public comments will be accepted in person or via email- [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org)

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### **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. June 18, 2025 Special Meeting Minutes DRAFT (pgs. 5-9)
- b. June 24, 2025 Special Meeting Minutes DRAFT (pgs. 10-11)

2. Approval of Accounts Payable:

- a. June 26, 2025
- b. July 3, 2025

3. Approval of Manual Checks:

- a. June 26, 2025
- b. July 3, 2025

4. Approval of Payroll:
  - a. June 19, 2025
5. Approval of Requisitions
  - a. July 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. Please feel free to 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 Business**

1. 9:40 am Angela Banks, Assessor of Jefferson County (**pgs. 12-13**)  
1.1 Approval of hire— Clerk-- Assessor's office
2. 9:45 am Years of Service Awards
3. 9:50 am Public Hearing: Zoning Map Amendment (rezoning) for the Ghazwa's Forest property designated as Tax District: Charles Town (02), Map: 3, Parcel: 9.4. (**pgs. 14-57**)
4. 10:00 am Roger Goodwin -- Engineering, Planning, and Zoning Department (**pgs. 14-57**)  
4.1 Zoning Map Amendment (rezoning) for the Ghazwa's Forest property designated as Tax District: Charles Town (02), Map: 3, Parcel: 9.4.
5. 10:10 am Overview of Jefferson County Government and Judicial Center

Purchase- Kanette Petry of Conrad and Luttrell (pg. 58)

6. 10:40 am Jim Auxer, Gail Boober, **\*\*Greg Jones**, Patsy Noland (pg. 59)  
 6.1 Presentation on the needs to retrofit 330 N. George Street into the new Jefferson County Judicial Center  
**\*\*Greg Kennedy amended/updated to Greg Jones**
7. 11:30 am Charles Town Utility Board Presentation (Majdi) (pgs. 60-62)  
 7.1 Case No. 25-0263-W-C, City of Charles Town v. West Virginia- American Water Company
- \*\* Lunch Break \*\***
8. 1:00 pm Nikki Painter, County Clerk's Office (pgs. 63-72)  
 8.1 Petition to remove Executrix Carolyn Jean Carper from the estate of Carol V. Naylor  
 8.2 Quarterly review of new estates, accountings, and waivers of final settlements (pgs.73-82)
9. 1:05 pm Cara Keys, County Commissioner (pgs. 83-127)  
 9.1 Letter of support for the Jacob Folk House's proposed designation on the National Register of Historic Places
10. 1:10 pm Rebecca Hall, Prosecuting Attorney's Office (pgs. 128-129)  
 10.1 Victims of Crime Act (VOCA) grant application approval and signature
11. 1:20 pm Tom Hansen, Jefferson County Sheriff and Treasurer (pgs. 130-132)  
 11.1 Approval of hire— Tax Deputy – Jefferson County Sheriff's Office  
 11.2 Approval of hire—Animal Control Officer—Jefferson County Sheriff's Office  
 11.3 Auction approval
12. 1:30 pm Jennifer Myers, director of Jefferson County Parks and Recreation Commission (pg. 133)  
 12.1 Overview and update on parks, programs, and fireworks event
13. 1:40 pm Consider the appointments, membership, and make up of the following boards: (pgs. 134-137)  
 13.1 Jefferson County Board of Health  
 13.2 Jefferson County Parks and Recreation Commission  
 13.3 Jefferson County Development Authority
14. 2:10 pm Jack Hefestay, County Commissioner (pg. 138)  
 14.1 Revise Water Advisory Committee Bylaws

15. 2:20 pm Mike Sine, director of Jefferson County Emergency Services Agency **(pgs. 139-145)**  
 15.1 Middleway Volunteer Fire Company Ambulance space lease  
 15.2 Ambulance Fee update and FY26 billing
16. 2:40 pm Jessica James, Chief Human Resources Officer **(pgs. 146-152)**  
 16.1 Approval of Promotion – Lead Permit Technician – Department of Engineering, Planning, and Zoning  
 16.2 Approval of Hire – Office Assistant – Department of Fleet and Facilities Management  
 16.3 Approval of Promotion – Firefighter/Advanced EMT II – Emergency Services Agency  
 16.4 Approval of COLA/Merit Increases for the Jefferson County Clerk’s Office
17. 3:00 pm David Bound, Chief Financial Officer **(pgs. 153-156)**  
 17.1 External budget transfer approval- merit and cost-of-living adjustment (COLA)
18. 3:05 pm Nathan Cochran, Assistant Prosecuting Attorney **(pg. 157)**  
 18.1 Discussion and advice from counsel and possible action on courthouse annex.
19. 3:20 pm Edwina Benites, county administrator **(pgs. 158-165)**  
 19.1 Certificate of Insurance  
 19.2 Next Steps on the building-build out  
 19.3 Community Discussion on Washington Street Properties update  
 19.4 Federal Appropriations update  
 19.5 Pay to two decimals instead of four  
 19.6 Day Report INC.  
 19.7 Review of Priorities – Quarter 3 and 4  
 19.8 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. 166-405)**

Letter from WV Department of Arts, Culture and History re: Jacob Folk House  
 Rebecca Phipps – email  
 Brant Lowe – email  
 David Tabb – correspondence  
 Harpers Ferry/Bolivar PSD – meeting minutes  
 Richard Zigler – emails  
 Mark Werner - emails