



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

SPECIAL MEETING AGENDA JEFFERSON COUNTY COMMISSION

TUESDAY, July 8, 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

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. 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
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
 - 16.5 Approval of Hire—Chief Technology Officer/ Department Director of IT/ GIS- Department of IT/ GIS

- 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