



# 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](http://www.jeffersoncountywv.org)

PRESIDENT  
*Pasha Majdi*

COMMISSIONER  
*Jack Hefestay*

COMMISSIONER  
*Cara Keys*

COMMISSIONER  
*Mike Mood*

COMMISSIONER  
*Steve Stolipher*

## MEETING AGENDA JEFFERSON COUNTY COMMISSION

Thursday, August 7, 2025

9:30 a.m.

County Commission Meeting Room  
393 N. Lawrence Street, Charles Town, WV—please use East Entrance

### **Zoom Broadcast (live):**

<https://us06web.zoom.us/j/83860145683?pwd=NolDWHAVbMgboU221Wga31IKaQJLHI.1>

Meeting ID: 838 6014 5683

Passcode: 823554

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. July 17, 2025 Regular Meeting Minutes DRAFT
2. Approval of Accounts Payable:
  - a. July 24, 2025
  - b. July 31, 2025
  - c. August 7, 2025
3. Approval of Manual Checks:
  - a. July 24, 2025

- b. July 31, 2025
  - c. August 7, 2025
4. Approval of Payroll:
- a. August 1, 2025
5. Approval of Requisitions
- a. August 7, 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. 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
  - 1.1 Approval of taxpayers' exonerations
2. 9:45 am Years of Service and County Mission Awards
3. 9:50 am Nikki Painter, County Clerk's Office
  - 3.1 Reopen the estate of Cecil Dickinson
  - 3.2 Accept the Waiver of Final Settlement for the Ronald Lewis Sr. Estate
  - 3.3 Petition to Remove Margaret Simmons as Executrix on the Estate of Francis Campanella & Fiduciary Commissioner Response
  - 3.4 Set the Early Voting location for the 2026 Elections
4. 10:05 am Tom Hansen, Sheriff and Treasurer
  - 4.1 Approval of the FY25 Equitable Sharing Agreement and Certification
  - 4.2 Approval of Tax Collection Commission
5. 10:20 am Consider the appointments, membership, and make-up of the

following boards:

- 5.1 Jefferson County Parks and Recreation Commission
  - 5.2 Jefferson County Development Authority
  - 5.3 Jefferson County Commission Water Advisory Committee
6. 11:20 am Designation of September as Library Card Sign-up Month- 2025 (Stolipher)
7. 11:25 am Roger Goodwin, director of Engineering, Planning, and Zoning
- 7.1 Shubhangini, LLC-Burr Park lot 37 file #22-4-SP request for bond release
  - 7.2 Reschedule of Cochran Properties Zoning Map Amendment Public Hearing
  - 7.3 Impact Fee Refund Requests
    - 7.3.a Avtar Singh and Manpreet Gill
    - 7.3.b Joseph Stillwell, Stillwell Homes, LLC
8. 11:40 am Jessica James, Chief Human Resources Officer
- 8.1 Approval of Promotion –Deputy Director – Department of Engineering, Planning, and Zoning
  - 8.2 Approval of Promotion – County Planner – Department of Engineering, Planning, and Zoning
  - 8.3 Approval of Hire – Administrative Assistant – Emergency Services Agency
  - 8.4 Approval of Hire – Grants and Social Services Coordinator – County Commission
  - 8.5 Approval of Temporary Assignment – Acting Director – Emergency Communications
9. 11:30 am David Bound, Chief Financial Officer
- 9.1 Ambulance Fee bill adjustments/ exonerations
  - 9.2 Banking considerations for the e-911 Fee and Hill Top TIF
10. 11:40 am Nathan Cochran, Assistant Prosecuting Attorney
- 10.1 Discussion of Charles Town Utility Board v. West Virginia American Water Company (25-0263-PWD-C).
11. 12:00 pm Edwina Benites-LM, county administrator
- 11.1 393 and 330 Buildings Update
  - 11.2 Ending the meeting room lease with the Charles Town Library
  - 11.3 Meeting room policy update
  - 11.4 Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office space and/or courthouse space.

### **VIII. 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.

#### CORRESPONDENCE AND INFORMATION

Anna Mary Walsh email  
CTUB Meeting Agenda 7.23.2025  
CTUB Meeting Agenda 6.25.2025  
CTUB Meeting Agenda 6.11.2025  
Hampshire County Commission correspondence  
Zach Holland email  
Jessy Printz email  
Ohio County thank you letter  
Lyn Widmyer email  
City of Charles Town email  
City of Charles Town resolution

## **Minutes**

### **Jefferson County Commission**

**Thursday, July 17, 2025**

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A meeting of the Jefferson County Commission was held on Thursday, July 17, 2025, during the third quarterly session at 393 N. Lawrence Street, Charles Town, WV at 6:00 p.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; Nathan Cochran, Assistant Prosecuting Attorney; Jacki Shadle, County Clerk; and Lynn Dillow, Administrative Clerk. The archived meeting of the Thursday, July 17, 2025, meeting is available on the Jefferson County Commission website.

#### **JEFFERSON COUNTY COMMISSION COMMUNITY DISCUSSION ON THE COMMISSION-OWNED WASHINGTON STREET PROPERTIES**

##### **Opening – President Majdi**

##### **Washington Street Properties Presentations**

##### **OVERVIEW OF THE PROPERTIES AND PROCESS:**

1. Nathan Cochran, Assistant Prosecuting Attorney  
Legal Options Regarding the Sale of Commission-owned Properties in West Virginia – Informational. No action taken
2. Laura Kuhn, Director of Fleet and Facilities Management  
Properties Overview – Informational. No action taken.
3. Patsy Noland, Former County Commissioner  
History of Washington Street Properties and Potential Uses – Informational. No action taken.
4. Angie Banks, Jefferson County Assessor  
Assessment Overview – Informational. No action taken.
5. Kanette Petry, Conrad and Lutrell  
Jefferson County Courthouse Use Restrictions – Informational. No action taken.
6. Meredith Dreistadt, Acting Deputy West Virginia State Historic Preservation Office  
Informational Presentation. No action taken.

**PRESENTATION BY BUSINESS GROUPS-Informational Only-No action taken**

- 1. Charles Town Now
- 2. Strong Towns of Jefferson County

**PRESENTATION BY SOME POTENTIAL PURCHASERS-Informational Only-No action taken**

- 1. Lori Wysong, Director of the Jefferson County Museum
- 2. Mike George, Mayor of the City of Charles Town
- 3. Scott Sudduth, Jefferson County Building Commission
- 4. Josh Cook, Program Manager of the Jefferson County Development Authority

**PUBLIC COMMENT**

Public comment was received by:

- Amanda Stroud
- David Tabb
- Christine Wimer
- Emily Galleher
- Summer Wilkes

**JEFFERSON COUNTY COMMISSION MEETING AGENDA**

**Moment of Silence**

**Pledge of Allegiance**

**Pledge of allegiance to the West Virginia flag**

**APPROVAL OF MINUTES**

Commissioner Majdi motioned to approve:

- July 8, 2025 Special Meeting Minutes DRAFT
  - Meeting minute updates: inclusion of additional attachments from June 5, 2025
- The motion was approved without objection.

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK NUMBER		VENDOR NAME	UNCLEARED
92726		AT&T	66.80
92727		BENJAMIN S WILLIAMS	282.00

92728		BIEDLERS ELEC MOTOR REP	20.88
92729		CAPITAL ELECTRIC	720.70
92730		CASTO & HARRIS INC	2,204.00
92731		CITY OF CHARLES TOWN	20.00
92732		CMA CHRYSLER DODGE JEEP	295.10
92733		GUTTMAN OIL CO	12,626.70
92734		JOHN DEERE FINANCIAL	622.39
92735		KONE BROOKLYN	1,172.32
92736		MILLENIUM INSURANCE GROUP	250.00
92737		NAPA AUTO PARTS	571.28
92738		R.E. MICHEL CO. LLC	435.57
92739		STAPLES	466.94
92740		UNIFIRST	169.65
92741		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	341,568.50
92742	AM/053	PAYMENTUS CORP	10.95
<b>TOTAL</b>			<b>361,503.78</b>

Commissioner Majdi motioned to approve the accounts payable for July 10, 2025 in the amount of \$ 361,503.78. The motion was approved without objection.

CHECK NUMBER		VENDOR NAME	UNCLEARED
92744		ABENEO ZUNIGA	288.00
92745		ALEXIS MASTERS	134.40
92746		AMERIFLEX	122.40
92747		APRIL BLAKER	643.92
92748		ATLANTIC EMERGENCY SOLUTIONS, INC.	697.02
92749		BJ'S EMBROIDERY CO INC	503.00
92750		BOLAND TRANE SERVICES INC	2,123.00
92751		BUREAU OF CHILD SUPPORT	921.49
92752		CARRIE ORR	1,628.09
92753		COMPTROLLER OF MARYLAND	1,352.86
92754		CYNTHIA DANNER	293.57
92755		DARYLL WIMER	5.70
92756		DAVID EVERETT BOOBER	959.00
92757		DOUGLAS H FLETCHER	1,019.01
92758		EFTPS IRS TAXES	193,585.01
92759		EMILY MORROW	269.50
92760		EMPOWER RETIREMENT	12,125.17
92761		ENTERPRISE FM TRUST	52,975.04
92762		EXECUTIVE EMERGENCY LIGHTING LLC	135.00

92763		FBINAA WV	125.00
92764		FRONTIER	13,861.56
92765		HIGHMARK WV	261,406.42
92766		JEFFERSON SECURITY BANK	3,678.00
92767		JEFFERSON COUNTY CHAMBER OF COMMERCE	600.00
92768		KONE BROOKLYN	1,809.75
92769		LORI BROWN	397.39
92770		MARYLAND FIRE EQUIPMENT CORPORATION	15,480.60
92771		MCA, INC	3,271.74
92772		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	249.62
92773		MORGAN BLUE	5,200.40
92774		NATIONWIDE RETIREMENT SOLUTIONS	1,065.00
92775		OBSESSION AUTOMOTIVE	3,118.86
92776		PA SCU	320.00
92777		POTOMAC EDISON	31,756.11
92778		PPC LUBRICANTS LLC	367.25
92779		QUADIENT INC	1,286.00
92780		R.E. MICHEL CO. LLC	244.24
92781		RICOH USA INC	375.51
92782		ROBERTS OXYGEN COMPANY, INC	112.56
92783		RONALD DANTZIC	7.49
92784		SANDRA KELLEY	373.45
92785		SPIRIT OF JEFFERSON	501.21
92786		STATE TAX DEPARTMENT	254.67
92787		TINT WIZARD	480.00
92788		UNIFIRST	221.66
92789		VALLEY HEALTH EMPLOYER HEALTH	225.00
92790		VICTORIA MYERS	1,049.65
92791		WV DEPUTY SHERIFF RETIREMENT SYSTEM	35,073.98
92792		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	97,627.27
92793		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	48,774.05
92794		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	66,874.85
92795		WV STATE BAR	2,450.00
92796		WV STATE TAX DEPARTMENT	49,954.99
92797	GS/004	GENERAL COUNTY FUND - J FEE	13,047.23
92798	FG/009	SHERIFF OF JEFFERSON COUNTY	5,891.15
92799	AM/053	SHERIFF OF JEFFERSON COUNTY	3,761.39
<b>TOTAL</b>			<b>941,075.23</b>

Commissioner Majdi motioned to approve the accounts payable for July 17, 2025, in the amount of \$ 941,075.23. The motion was approved without objection.

**APPROVAL OF MANUAL CHECKS**

JULY 10TH, 2025				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
1936	CO/246	84 LUMBER		838.68
1022	CW/059	WV STATE AUDITOR		905.00
<b>TOTAL</b>				<b>\$ 1,743.68</b>

Commissioner Majdi motioned to approve the manual checks for July 10, 2025, in the amount of \$ 1,743.68. The motion was approved without objection.

July 17, 2025				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
352	DG/003	SHERIFF OF JEFFERSON COUNTY		\$30,784.43
351	MG/005	SHERIFF OF JEFFERSON COUNTY		\$30,379.24
968	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING		\$3,283.20
969	HD/008	SATELLITE TRACKING OF PEOPLE		\$1,541.60
224	VR/063	SECRETARY OF STATE'S OFFICE		\$303.52
1252	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC		\$3,928.82
1253	AV/056	MILLER'S SUPPLIES AT WORK		\$447.75
1254	AV/056	MONROE SYSTEMS FOR BUSINESS		\$943.26
1527	IP/249	SHERIFF OF JEFFERSON COUNTY SCHOOL		\$274,965.70
1528	IP/249	SHERIFF OF JEFFERSON COUNTY LAW ENFORCEMENT		\$16,829.42
1529	IP/249	SHERIFF OF JEFFERSON COUNTY PARKS/REC		\$101,097.18
1530	IP/249	SHERIFF OF JEFFERSON COUNTY EMS		\$26,242.13
1531	IP/249	SHERIFF OF JEFFERSON COUNTY ADMIN		\$29,762.14
1023	CW/059	WVRC MEDIA		\$3,550.96
1024	CW/059	SHERIFF OF JEFFERSON COUNTY		\$2,000.00
<b>TOTAL</b>				<b>\$526,059.35</b>

Commissioner Majdi motioned to approve the manual checks for July 17, 2025, in the amount of \$ 526,059.35. The motion was approved without objection.

**APPROVAL OF PAYROLL**

Commissioner Majdi motioned to approve payroll for July 18, 2025, in the amount of \$ 527,022.58. The motion was approved without objection.

**APPROVAL OF REQUISITIONS**

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
SHERIFF - LAW	26021	\$ 5,791.53	10-42 Tactical LLC	vests
FLEET AND FACILITIES - OTHER BLDGS	26022	\$ 9,620.00	Fidelity Power Systems	generator maintenance service program
	26023	\$ 200,000.00	Enterprise FM Trust	FY26 vehicle lease
	26024	\$ 37,059.00	ARC Document Solutions	ARC facilities annual subscrip/quickstart
COUTNY COMMISSION	26027	\$ 100,336.02	Berkeley County Council	Berkley Co. Day Report Reimbursement
IT	26026	\$ 34,490.32	TEK Advisors LLC	IT Buildout - 393 Lawrence
<b>GRAND TOTAL</b>		\$ 387,296.87		

Commissioner Majdi motioned to approve the requisitions for July 17, 2025, in the amount of \$ 387,296.87. The motion was approved without objection.

**PUBLIC COMMENT:**

Public comment was received by:

Amanda Stroud

David Tabb

Elizabeth Ricketts

Christine Wimer

William Kenny

Ross Morgan

**PRESENTATIONS**

1. Public Hearing: Zoning Map Amendment Petition for Hoxton Center (Commercial Growth) (File# 25-2-Z)

Public Comment:

Commissioner Stolipher motioned to open public comment. The motion was seconded by Commissioner Mood and approved unanimously.

No one offered public comment for this agenda item.

Commissioner Stolipher motioned to close public comment. The motion was seconded by Commissioner Mood and approved unanimously.

Zoning Map Amendment Petition for Hoxton Center (Commercial Growth) (File #25-2-Z)

*Commissioner Keys recused herself from voting on this agenda item.* Commissioner Stolipher motioned to approve the rezoning request as submitted. The motion was seconded by Commissioner Mood. The motion was approved by a vote of 4-0.

2. Roger Goodwin, Director of Engineering, Planning and Zoning; Will Smith, Land Development Specialist; Luke Seigfried, County Planner

Beallair Homes, LLC-Beallair Phase 1 File #02-36 request for bond release

Commissioner Stolipher motioned to approve a complete bond release for Performance Bond GM226705 with Great Midwest Insurance Company for Beallair Homes, LLC-Beallair Phase 1 file no. 02-36. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Beallair Homes, LLC-Beallair Phase 4A File #19-16-SD request for bond release

Commissioner Mood motioned to approve the complete bond release for Performance Bond GM225305 with Great Midwest Insurance Company for Beallair Homes, LLC-Beallair Phase 4A file no. 19-16-SD. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Rezoning request for Cochran Properties

Commissioner Stolipher motioned to forward the Rezoning Request of the Cochran Properties (Tax Map 5 Parcels 10.3, 10.4, 10.7, 12.14 and 12.15) to the Planning Commission agenda for August 21<sup>st</sup> at a time to be determined for review and recommendation. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

3. Pasha Majdi, Jefferson County Commission President – Jefferson County Development Authority Next Steps and Interview

Resolution: Vision for the Jefferson County Development Authority

Commissioner Mood motioned to approve the resolution with the amendment to section 3 adding the phrase “as appropriate”. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Resolution: Jefferson County Development Authority Partnership with the State

Commissioner Stolipher motioned to approve the resolution with the change in wording from “including” to “primarily”. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

4. Tom Hansen, Jefferson County Sheriff and Treasurer

Governor’s Highway Safety Program (GHAP) grant

Commissioner Stolipher motioned to approve the application for the Governor’s Highway Safety Grant and authorize the president to sign the associated documents. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Potential legal issue regarding former employee

*Commissioner Stolipher motioned to enter into executive session to receive legal advice on a personnel and contractual matters at 9:23 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.*

*Commissioner Hefestay motioned to reconvene in regular session at 10:13 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.*

Revisit Home Confinement

Commissioner Hefestay motioned to approve the proposed revision to the Home Confinement program. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

5. Mike Mood, Jefferson County Commission Vice-President

Resolution: West Virginia Goes Purple

Commissioner Mood motioned to approve the resolution for West Virginia Goes Purple for the month of September with an amendment for all commissioners to sign the

resolution. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

6. Jessica James, Chief Human Resource Officer

Approval of Promotion: Facilities Mechanic-Department of Fleet and Facilities Management

Commissioner Mood motioned to approve the promotion of Michael Lee for the Grade V, full-time, 80 hour position of Facilities Mechanic within the Department of Fleet and Facilities Management, at a salary of \$57,500. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Approval of Employee Changes in Title-Part Time Instructors-Emergency Services Agency

Commissioner Mood motioned to approve the changes in title for employees Monte Conner and David Swain, from part-time FF/EMTs to part-time instructors for the Jefferson County Emergency Services Agency, effective July 1, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

7. David Bound, Chief Financial Officer

Internal Budget adjustments

Commissioner Stolipher motioned to accept the internal budget adjustments as presented with FY25-013. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Ambulance Fee bill adjustments/exonerations

Commissioner Stolipher motioned to approve the ambulance fee bill adjustments and exonerations as presented. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

8. Nathan Cochran, Assistant Prosecuting Attorney

Discussion, advice and possible action from counsel regarding ongoing opioid litigation and related issues

*Commissioner Stolipher motioned to enter into executive session to receive legal advice on a personnel and contractual matters at 9:23 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.*

*Commissioner Hefestay motioned to reconvene in regular session at 10:13 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.*

Commissioner Stolipher motioned that the commission is in favor of the Purdue Bankruptcy Settlement Plan. The motion was seconded by Commissioner Keys. The motion was approved unanimously.

Discussion of Charles Town Utility Board v. West Virginia American Water Company (25-0263-PWD-C)

*Commissioner Stolipher motioned to enter into executive session to receive legal advice on a personnel and contractual matters at 9:23 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.*

*Commissioner Hefestay motioned to reconvene in regular session at 10:13 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.*

Discussion regarding Jefferson County Circuit Court Case No. CC-19-2025-C-162.

*Commissioner Stolipher motioned to enter into executive session to receive legal advice on a personnel and contractual matters at 9:23 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.*

*Commissioner Hefestay motioned to reconvene in regular session at 10:13 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.*

**COUNTY ADMINISTRATOR REPORTS**

9. Edwina Benites-LM, County Administrator

393 and 330 Building Update

Agenda item was informational only. No action was taken.

Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office space, and/or courthouse space.

*Commissioner Stolipher motioned to enter into executive session to receive legal advice on a personnel and contractual matters at 9:23 p.m. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.*

*Commissioner Hefestay motioned to reconvene in regular session at 10:13 p.m. The motion was seconded by Commissioner Mood. The motion was approved unanimously.*

**Adjourn**

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 10:30 p.m.

\_\_\_\_\_  
Pasha Majdi, PRESIDENT

Respectfully submitted  
Jacqueline C. Shadle  
Jefferson County Clerk

DRAFT

CHARLES TOWN, WV

# Washington Street Properties

Where Small - Town Charm  
Meets Big - Time Opportunity.



**Laura Kuhn**

lkuhn@jeffersoncountywv.org



# Locations

The Washington Street properties are located on the 100 block of East Washington Street in Charles Town

## Hunter House

124 E. Washington Street

## Mason Building

116 E. Washington Street

## Smoot Building

114 E. Washington Street

## Moffett/Reininger Buildings

104-112 E. Washington Street

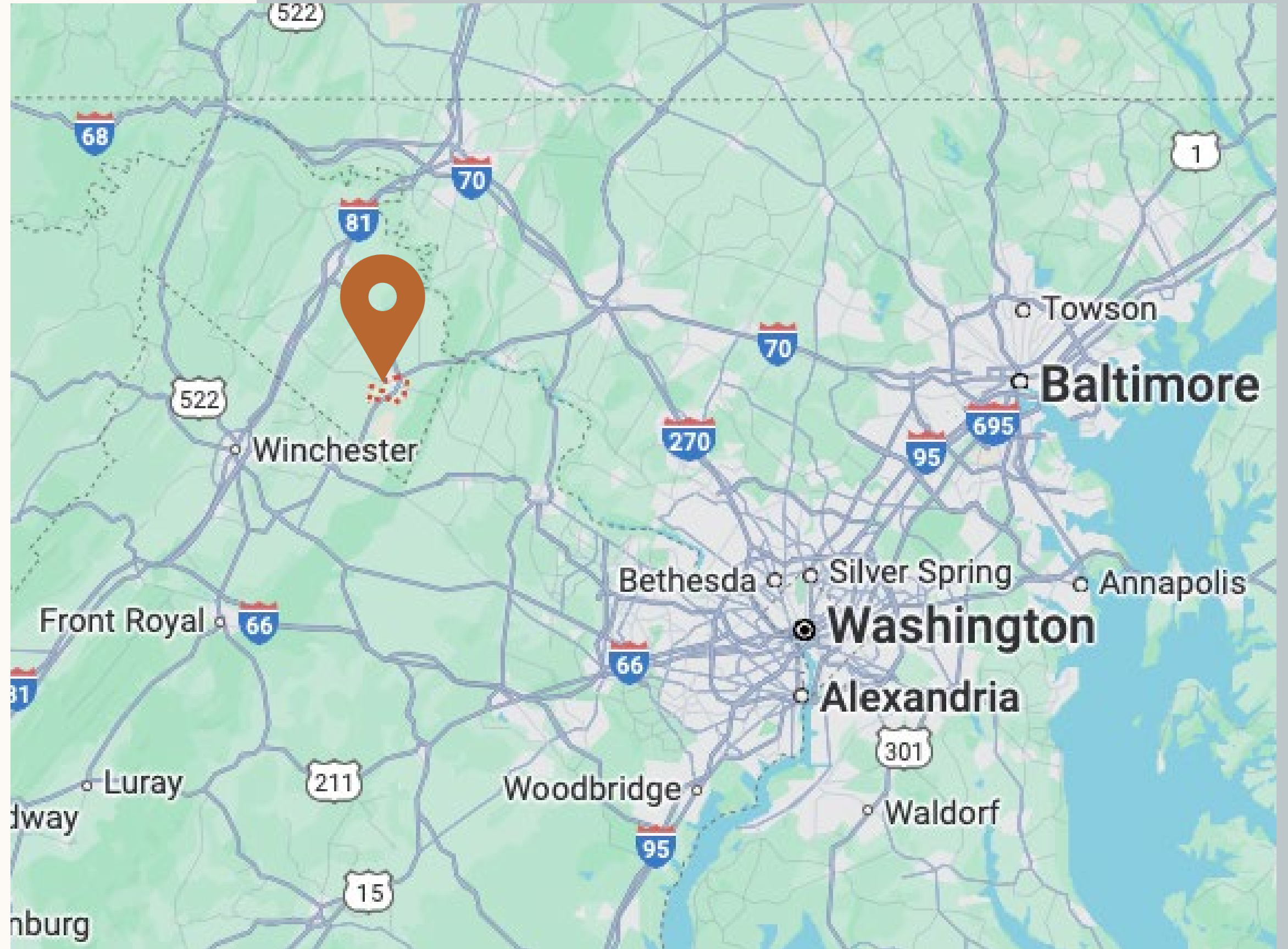
## Jefferson County Courthouse

100 E. Washington Street

## Getting Here



1 hour 20 minutes to DC





## The Neighborhood

### Neighborhood Profile

Families and working individuals who are friendly and inviting

### Average Age

38.5 years

### Median Household Income

\$94,830

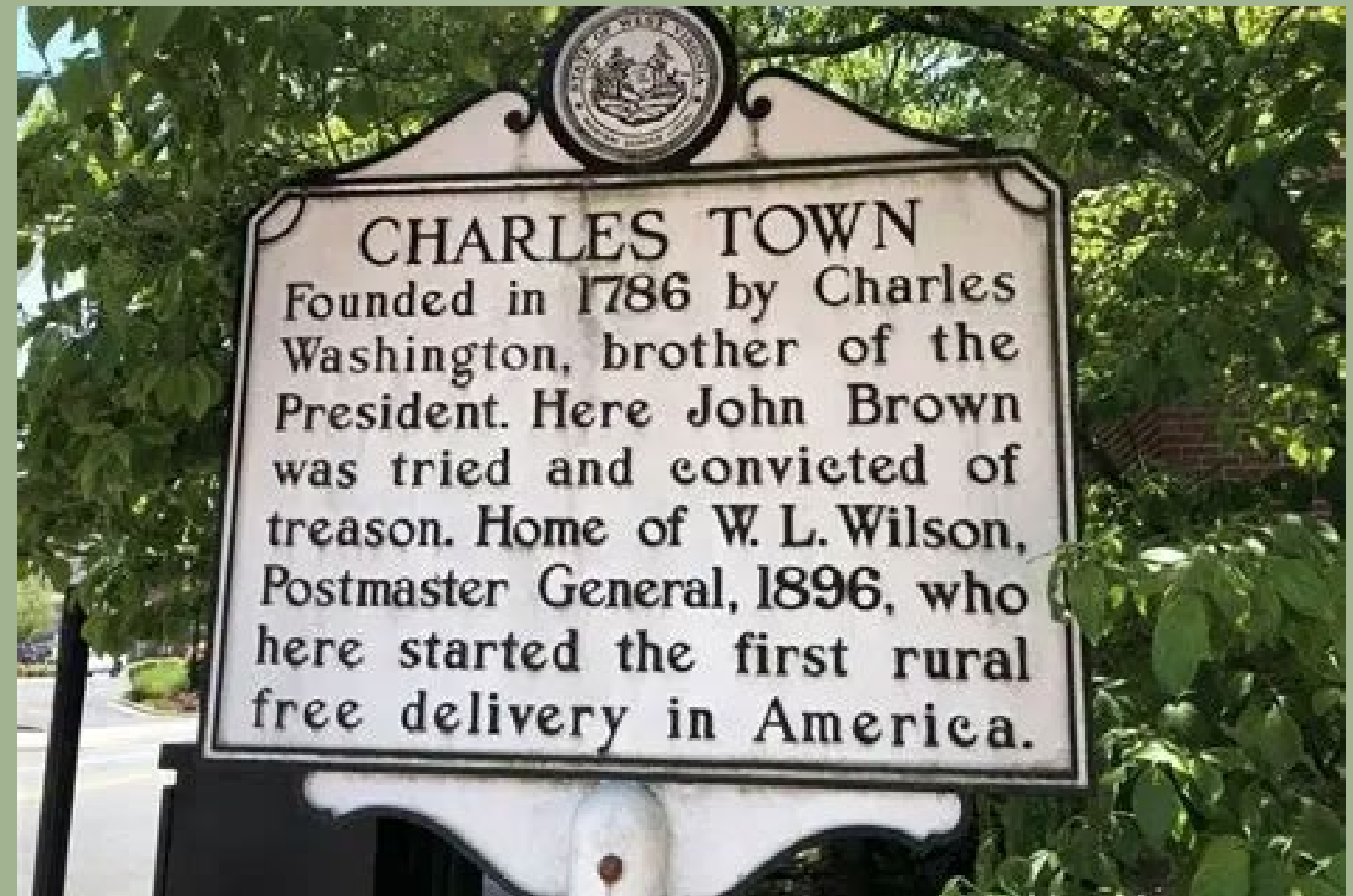
### Nearby Ammenities

- Harpers Ferry National Historic Park
- Hollywood Casino at Charles Town Races
- Summit Point Motorsports Park
- Shepherdstown
- Appalachian Trail



# Our History

Founded in 1786 by George Washington's youngest brother, Charles Town was built for commerce, law, and community —and it still delivers. With a walkable downtown, rich architectural legacy, and strategic proximity to D.C. and the I-81 corridor, the city blends historic charm with modern market potential. From the trial of John Brown to the boom of tourism and revitalization, Charles Town has always been at the center of regional momentum. Today, its historic properties offer rare opportunities for investors to anchor themselves in a growing, high-visibility market.





# Hunter House

124 E. Washington Street

This stately two - story brick residence, complete with a turret and inviting covered porch, stands as a landmark of Charles Town's rich heritage

Originally built circa 1820 for Andrew Hunter, a prominent local attorney and chief prosecutor in the John Brown trial, the property symbolizes both civic prominence and architectural grace.

Burned by Union troops in July 1864—ironically under orders from Hunter's own cousin—it was meticulously rebuilt on its original foundation after the Civil War.

In the mid-20th century, the building gained life as the beloved Iron Rail Restaurant, adding a commercial legacy to its historic significance.

# The Details

Hunter House

5,825 GSF

Lot Size - .344 a c re

The Hunter House property features a spacious grassy rear yard that enhances the site's historic residential character and provides green space within the downtown setting. At the back of the lot stands a small carriage-style house at 1,881 gsf.

Currently houses the County Commission Administrative Offices and the Prosecuting Attorney (Civil Division)



# Mason Building

116 E. Washington Street



The Mason Building is a two-story red brick office structure with a symmetrical and traditional design. The building features a central entrance highlighted by a modest pediment and columned portico, adding a touch of classical architectural style. A gable with a decorative half-moon vent crowns the central section of the roofline. Windows are evenly spaced across both floors, with double-hung sash windows framed by subtle brick lintels and sills. The front entrance is accessible by a ramp, enhancing accessibility while maintaining a clean and professional façade.

# The Details

Mason Building

13,272 GSF

Lot Size - .449 acre

After its purchase by the county, the building initially served as the home of the Sheriff's Department. Parks and Recreation also operated from this location until relocating to Sam Michaels Park. Additionally, the Jefferson County Department of Homeland Security and Emergency Management was based here before moving to Bardane.

Currently houses the Department of Engineering, Planning & Zoning, GIS, IT, and the county's mailroom.





# Smoot Building

## 114 E. Washington Street

The Smoot Building is a narrow, two-story structure with a modest but distinct historic appearance. Its upper façade features detailed cornice brackets and ornamental window hoods. The second-story windows are framed in white trim and adorned with decorative woodwork. The storefront entrance includes a recessed doorway flanked by two large display windows. Though compact in size, the building's decorative trim and prominent front-facing windows give it a recognizable and somewhat vintage storefront character along the streetscape.

# The Details

Smoot Building

1,487 GSF

Lot Size - .03 a c r e

Before being purchased by the county, the Smoot Building was an insurance agency. The building is currently vacant due to egress issues identified by the West Virginia State Fire Marshal. In the past, it housed the Jefferson County Impact Fee Office, which was later absorbed into the Department of Engineering, Planning, and Zoning. The building also temporarily served as a location for the Tax Office and Jefferson County Teen Court.



# Moffet/Reininger Buildings

## 104 - 112 E. Washington Street

The Moffett and Reininger Buildings are two connected, two-story brick structures. The Moffett Building, on the left, features a buff brick façade with decorative brown brick accents and a classical Greek key frieze beneath an ornate cornice. A large, storefront-style window and a recessed doorway reflect its early 20th-century commercial origins. The adjoining Reininger Building to the right showcases a more uniform red brick exterior with detailed brickwork around the tall, narrow windows and a prominent cornice with dentil molding. The ground floor includes multiple entrances with large display windows and a covered entrance porch, now equipped with accessibility ramps.



# The Details

## Moffett/Reininger Buildings

Moffett : 5,172 GSF, Lot Size - .034 a cre

Reininger: 7,755 GSF, Lot Size - .087 a cre



The Moffett and Reininger Buildings have undergone several functional transformations over the years. Originally, the first floor of the Moffett side housed the Assessor's Office, while the Reininger side included the County Meeting Room and the Tax Office. The second floors accommodated Engineering, Planning & Zoning (Moffett) and the County Commission offices (Reininger). As needs shifted, the Assessor's Office expanded into the former meeting room space after meetings were relocated to the library basement. When the Tax Office later vacated its space, the Assessor's Office expanded further into the Reininger side. The County Commission relocated to the Hunter House, and Engineering, Planning & Zoning moved to the Mason Building. The vacated spaces were then repurposed to house Probation services.

The Assessor now occupies the entirety of the first floor of both buildings while the Probation Department occupies the second floor.



Moffett



Reininger



# Historic Courthouse

100 E. Washington Street

The Historic Jefferson County Courthouse is a striking example of Greek Revival architecture and a central landmark in downtown Charles Town. Its red brick exterior is accented by a grand portico supported by the towering white columns, leading to a classical pediment with a louvered arch vent.

Rising above the roofline is the stately, clock tower. The tower includes four clock faces that overlook the surrounding streets. The tower not only enhances the building's historic character but also serves as a visual focal point for the town, visible from blocks away. Listed on the National Register of Historic Places, the courthouse has served a variety of public functions over the years, connecting the community's past with its present through both its architecture and its ongoing civic role.

# The Details

Historic Courthouse

17,850 GSF

Lot Size - .354 acre

Over the years, the Historic Jefferson County Courthouse has served as the central hub for numerous county departments, reflecting its longstanding role in local governance. In addition to housing the Circuit Court and County Clerk—functions it still serves today—the courthouse was once home to the Circuit Clerk’s Office, the County Commission offices, and the County Commission meeting chamber. These essential government functions operated under one roof, making the courthouse not only a judicial center but also the administrative heart of Jefferson County. Its multifunctional use over the decades highlights the building’s significance in the daily workings of county government and its enduring role as a symbol of civic leadership.

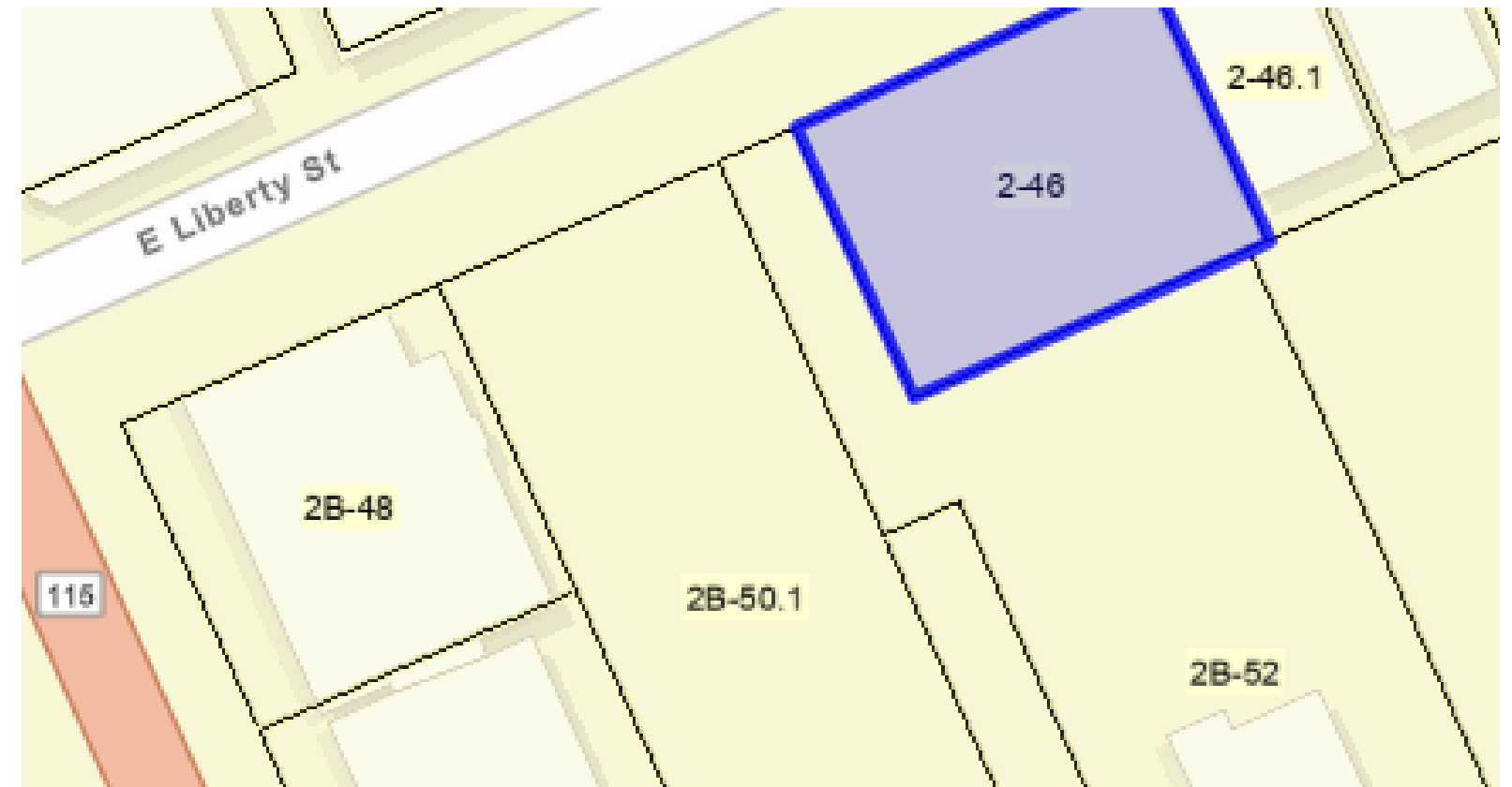


# The Details

Parking Parcels

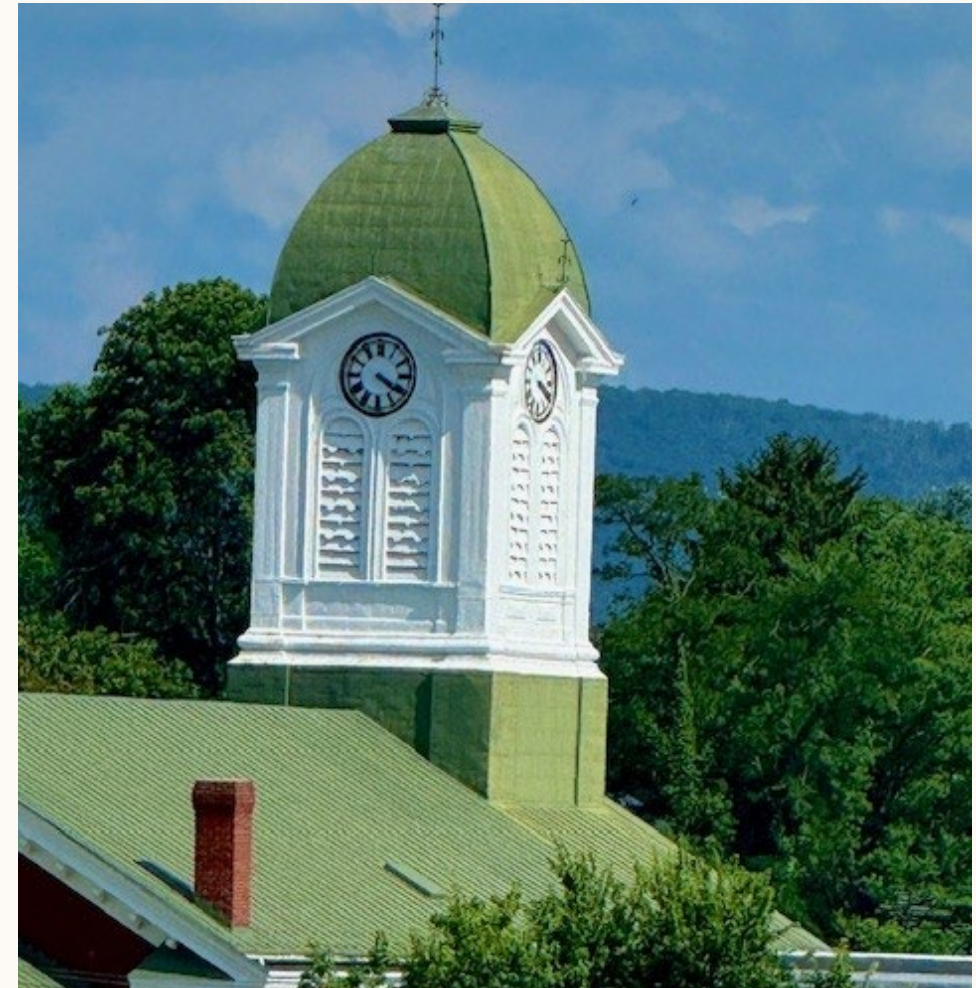


Parking Parcel - .291  
acre



Parking Parcel - .0157  
acre

The Hunter House and Mason Building parcels include dedicated parking areas. Together, these two separate parcels provide convenient parking behind the Courthouse, Moffett, and Reiningger Buildings, as well as an auxiliary lot accessible from Liberty Street.



# Tourism Market

Jefferson County leads West Virginia in tourism spending, with over \$825 million in annual visitor expenditures —more than any other county in the state. Tourism here is growing steadily, driven by visitors from D.C., Northern Virginia, and beyond who come for history, gaming, recreation, and dining. With a strong, diverse tourism base and year - over - year growth, downtown Charles Town offers investors rare access to West Virginia’s most dynamic visitor market.



# JCDA Briefing: Washington Street Redevelopment Concepts

**Presenter: Joshua Cook, Program Manager, Jefferson County Development Authority**

**Date: July 17, 2025 | Jefferson County Commission Meeting**

Good evening Commissioners,

Thank you for the opportunity to speak with you tonight. I'd like to begin by acknowledging that Krista Hoffman, our Executive Director, asked me to carry this briefing forward on her behalf while she is representing Jefferson County at a previously scheduled Leadership West Virginia engagement. She asked me to express her appreciation for your time and partnership as we begin to explore the future of the Washington Street properties.

For those I haven't met in person yet, my name is Joshua Cook and I am the Program Manager for the Jefferson County Development Authority, hired less than 2 months ago. My background includes founding and running businesses in the food and agriculture industry, working as an economic development researcher and professor of Entrepreneurial Finance at WVU, and being a consultant for governments and businesses over the past 5 years.

Earlier this Summer, JCDA staff were asked to participate in this conversation as part of our ongoing effort to support impactful, mission-aligned development in the County.

## **Our Approach**

Staff has approached this project from an exploratory standpoint—gathering initial ideas and assembling an early-stage framework for what types of redevelopment might be both financially feasible and programmatically meaningful at the Washington Street properties.

At this stage of the process, we are not making financial commitments or presenting formal proposals. Instead, our role is to help outline the conditions under which public-sector participation—whether from the JCDA or other partners—might become attractive and viable.

## **Downtown Redevelopment Opportunity**

Washington Street presents a rare combination of location, architectural interest, and public ownership. The area lies fully within a federally designated Opportunity Zone, which positions it well to receive investment from individuals or entities with capital gains—many of them local—who are seeking aligned, place-based reinvestment options.

Staff believes this project may be a good candidate for a future Opportunity Zone investor charette—a structured work session bringing together property owners and sellers, other investors, developers, community leaders, and design professionals to identify shared priorities and uncover feasible pathways to reinvestment.

### **The Courthouse: Historic and Future-Forward**

The courthouse is clearly the anchor of this block. Its expected adaptive reuse as a museum is a noble and stabilizing use that preserves our shared history.

Staff has also identified a few additional programmatic layers that could be explored alongside the museum function—ideas that aim to ensure the building becomes not only preserved, but also activated:

- Including a craft beverage tasting room or café, designed to keep the space active into the evening, would offer an iconic gathering point for visitors and residents and directly connect to our placemaking initiative focused on the craft beverage economy in Jefferson County.
- A flexible meeting or incubator suite, which could be used for small industry gatherings, workshops, or regional marketing efforts related to agriculture, tourism, or technology would underline the importance of startup development and cultivating community among entrepreneurs.

These ideas are not formal proposals, but examples of how placemaking can add value to historical preservation—by ensuring the site speaks to both our past and our future.

### **Surrounding Property Concepts**

Regarding the surrounding properties, staff has done light analysis of their potential uses. While no specific path is being advanced at this time, several uses could be considered based on building size and location:

- One building could support a small bar or tasting room.
- Another may lend itself to a restaurant or hybrid food and coworking venue.
- A third could be explored for live/work housing or short-term residential use.

- The Hunter House may have potential as a small guesthouse or lodging space for special visitors such as entrepreneurs, chefs, or tourists.
- The nearby parking lots, while limited by current layout, could offer interim revenue as managed lots and in the long-term might support a consolidated parking structure as downtown density increases.

### **Next Steps and Role of the JCDA**

We want to reiterate that no decisions of the JCDA are being described here tonight, and no commitments are being extended. The JCDA's staff has been tasked with testing feasibility, assembling early-stage models, and helping local leaders assess the kinds of tools and partnerships that can make redevelopment possible.

We recognize that several community groups are deeply invested in the future of downtown. Where the JCDA can help advance those priorities in alignment with County goals, we are ready to assist.

Should conditions evolve to include meaningful grant funding, incentive layering, or strong partner interest, staff is prepared to evaluate those opportunities further with our incoming Board. From a development finance perspective, these types of projects become especially compelling when a stacked capital model is in play.

### **The Types of Capital Stack Tools That Can be Used Here Include:**

- **Federal and State Grants and Loans** – including programs from USDA Rural Development, WV EDA, and the WV Department of Commerce
- **Congressionally Directed Spending (Earmarks)** – to support site preparation, infrastructure, or public-facing components
- **Opportunity Zone Equity** – reinvested capital gains that receive favorable tax treatment, especially from local investors; this program was recently updated and made permanent in the OBBBA signed by the President July 4, 2025.
- **New Markets Tax Credits (NMTCs)** – potentially applicable if the development includes mixed-use or community-serving components
- **Historic Tax Credits** – depending on qualifying building status and scope of restoration
- **Philanthropic or Mission-Aligned Capital** – from institutions focused on placemaking, rural entrepreneurship, or community preservation
- **Tourism and Small Business Incentives** – through regional or state programs targeting hospitality, agribusiness, or creative economy uses

- **Private Debt or Equity Investment** – contingent on a viable operating plan and tenant strategy
- **PILOT Agreements (Payments in Lieu of Taxes)** – negotiated early-year property tax relief to improve project feasibility and increase investor confidence
- **Tax Increment Financing (TIF)** – using future property tax gains to fund site prep, utilities, or shared amenities
- **Sales Tax Increment Financing (STIF)** – capturing a portion of increased sales tax (often from hospitality or retail) to fund upfront investments

These tools can help **mitigate investment risk, unlock private capital, and support layered development models** that serve multiple community priorities--expanding the range of creative uses available to a site like this.

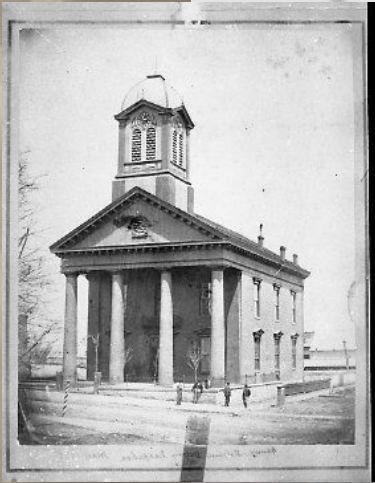
## **Conclusion**

In closing, we see Washington Street, being a central corridor of Charles Town, as a critical placemaking project, one that no stakeholder would want to see falter or languish. It is so important actually, that it likely requires some de-risking capital from federal and/or state sources.

**A sound business model, partnerships, and a well-developed capital stack, including public and private sources of funds, would likely be necessary to include in any proposals that staff presents to our future Board.**

Regardless of the JCDA's board composition (thank you, by the way, to our former Board members for their service), we look forward to a new Board's expertise in areas of finance, property development, law, public policy, tourism, and organizational capacity building. I look forward to working with them to identify real, actionable paths to investment in Jefferson County. This corridor has the potential to be a signature success story for all of us.

Thank you for the opportunity to participate in tonight's discussion. I look forward to your thoughts and welcome any questions.



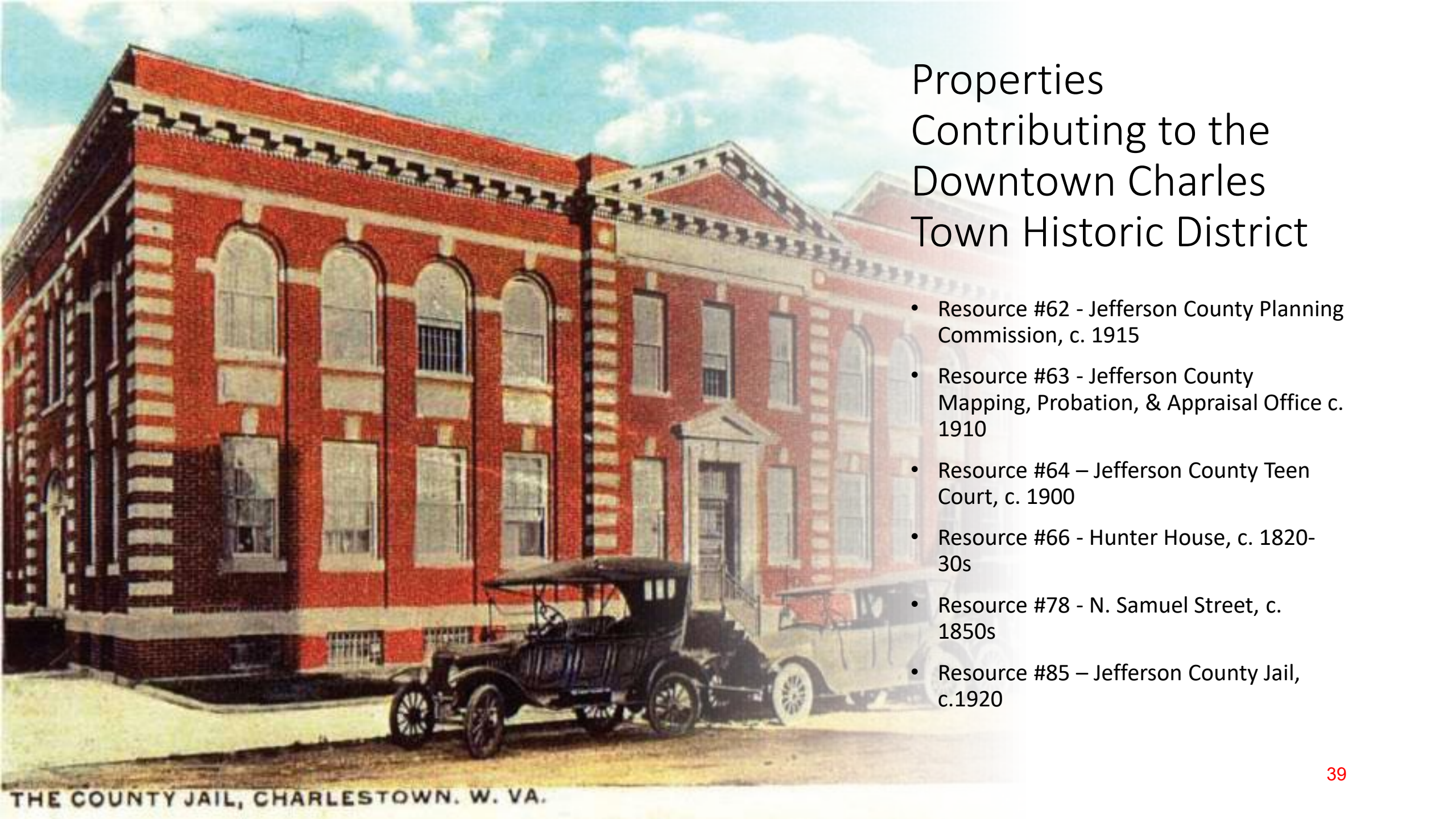
# Jefferson County's Historic Listings

## 10 Historic Districts

- Downtown Charles Town HD
- Old Charles Town HD
- South Charles Town HD
- The Rocks HD
- Harpers Ferry HD
- Harpers Ferry National Historic Park
- Middleway HD
- Scrabble HD
- Shepherdstown HD
- Morgan's Grove HD

## 89 Individually Listed Properties

- Includes farms, schools and universities, churches, industrial, and public works/facilities
- Houser-Mahoney House
- Charles Town Opera House
- Cool Springs Farm
- Halltown Colored Free School
- Lee-Longworth House
- Rellim Farm
- Charles Town Mining, Manufacturing, & Improvement Company Building
- Wild Goose Farm
- Allemong House



# Properties Contributing to the Downtown Charles Town Historic District

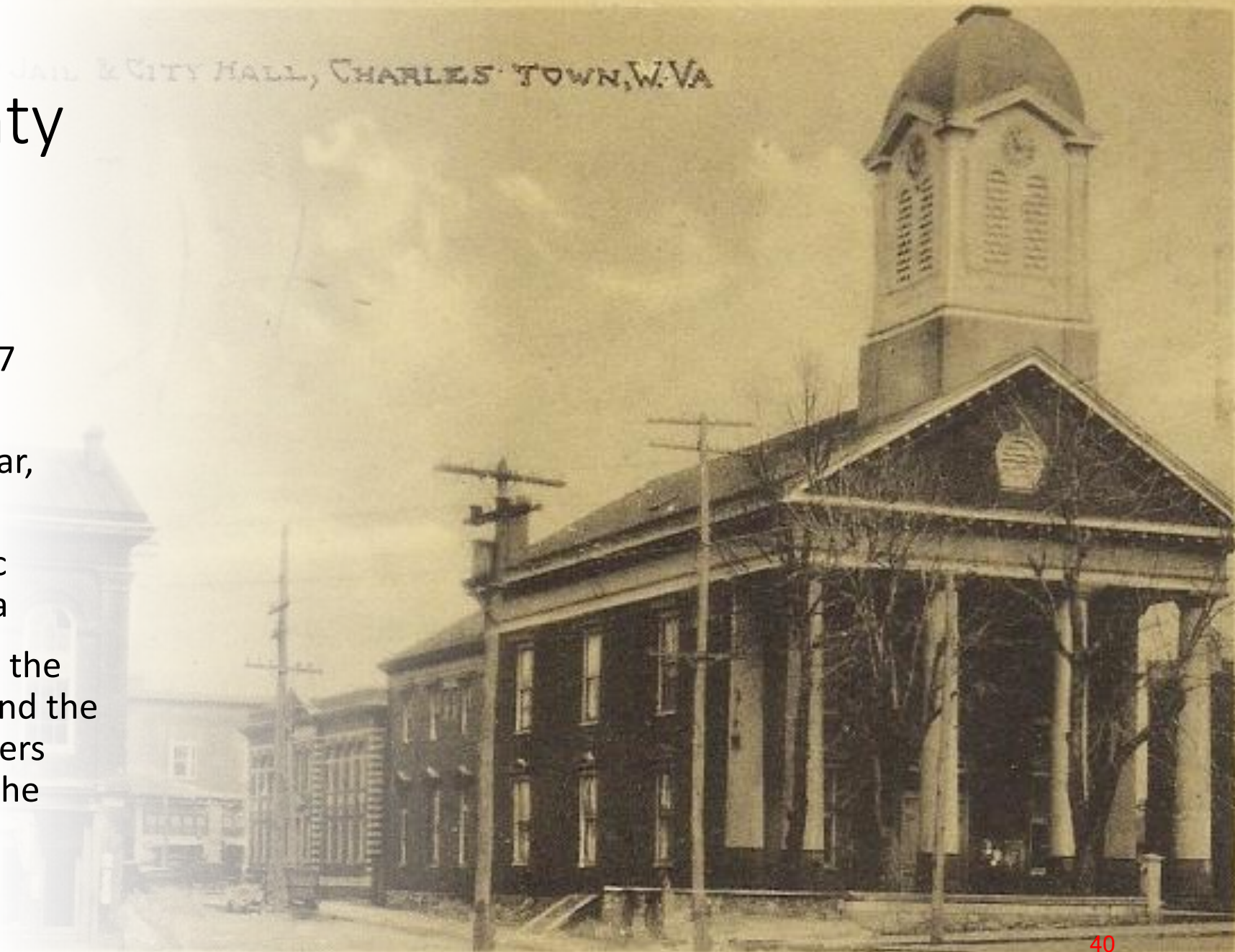
- Resource #62 - Jefferson County Planning Commission, c. 1915
- Resource #63 - Jefferson County Mapping, Probation, & Appraisal Office c. 1910
- Resource #64 – Jefferson County Teen Court, c. 1900
- Resource #66 - Hunter House, c. 1820-30s
- Resource #78 - N. Samuel Street, c. 1850s
- Resource #85 – Jefferson County Jail, c.1920

THE COUNTY JAIL, CHARLESTOWN. W. VA.

# Jefferson County Courthouse

- Originally constructed 1837
- Largely rebuilt after heavy damage during the Civil War, reconstructed 1871-1872
- One of 16 National Historic Landmarks in West Virginia
- Listed for its connection to the West Virginia Mine Wars and the treason trials of union miners held at the courthouse in the early 1920s

OLD CITY HALL, CHARLES TOWN, W.VA



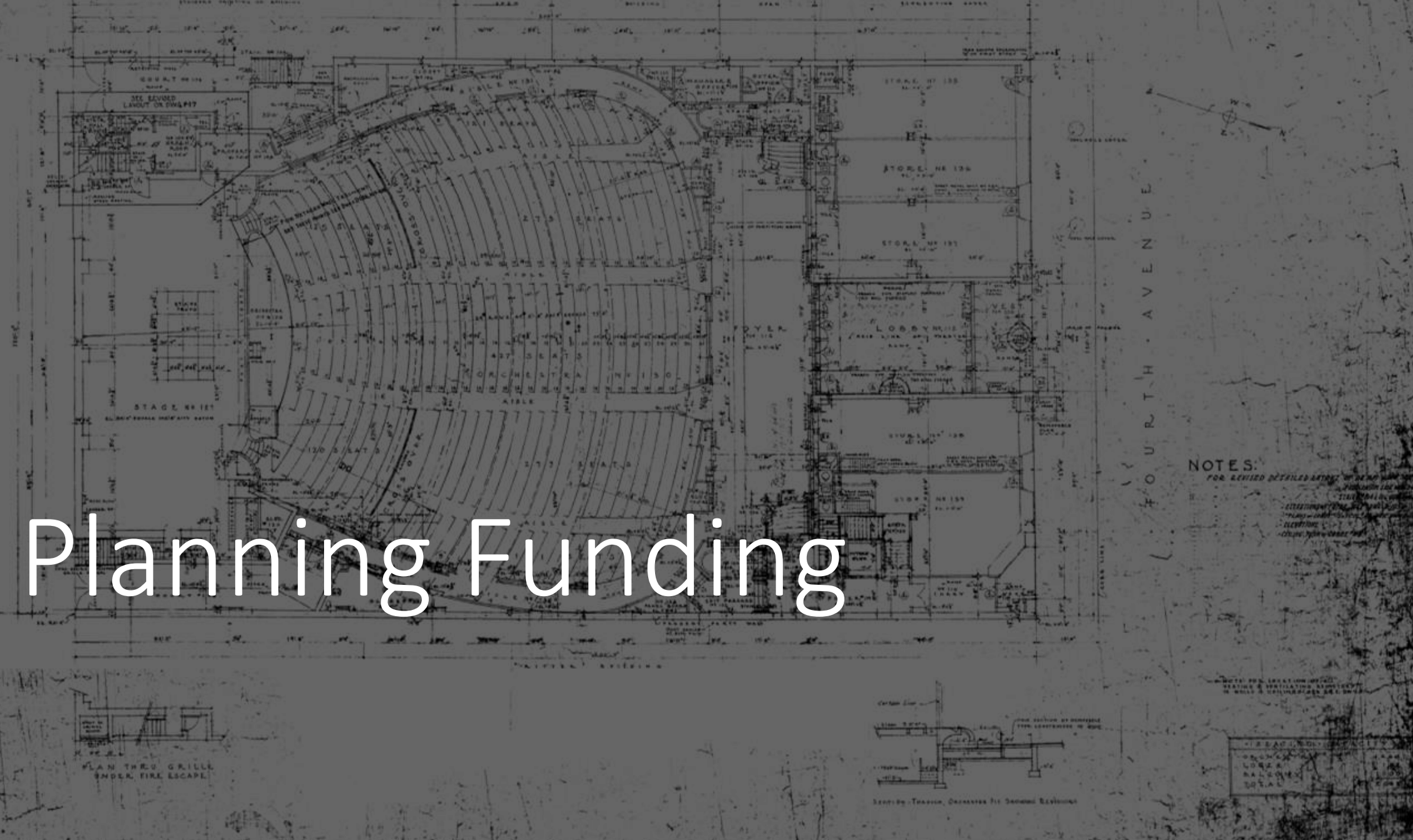


# Financial Incentives for Preservation

West Virginia State Historic Preservation Office

STOP  
SIDEWALK  
CLOSURE

# Planning Funding



NOTES:  
FOR REVISED DETAILS AND FOR REVISIONS TO THE PLAN, SEE THE FOLLOWING LIST OF REVISIONS:  
- CHANGES TO THE SEATING PLAN  
- CHANGES TO THE STAGE PLAN  
- CHANGES TO THE LOBBY PLAN  
- CHANGES TO THE Foyer PLAN  
- CHANGES TO THE SERVICE AREAS  
- CHANGES TO THE ELECTRICAL PLAN  
- CHANGES TO THE MECHANICAL PLAN  
- CHANGES TO THE STRUCTURAL PLAN  
- CHANGES TO THE FINISHES  
- CHANGES TO THE SCHEDULE

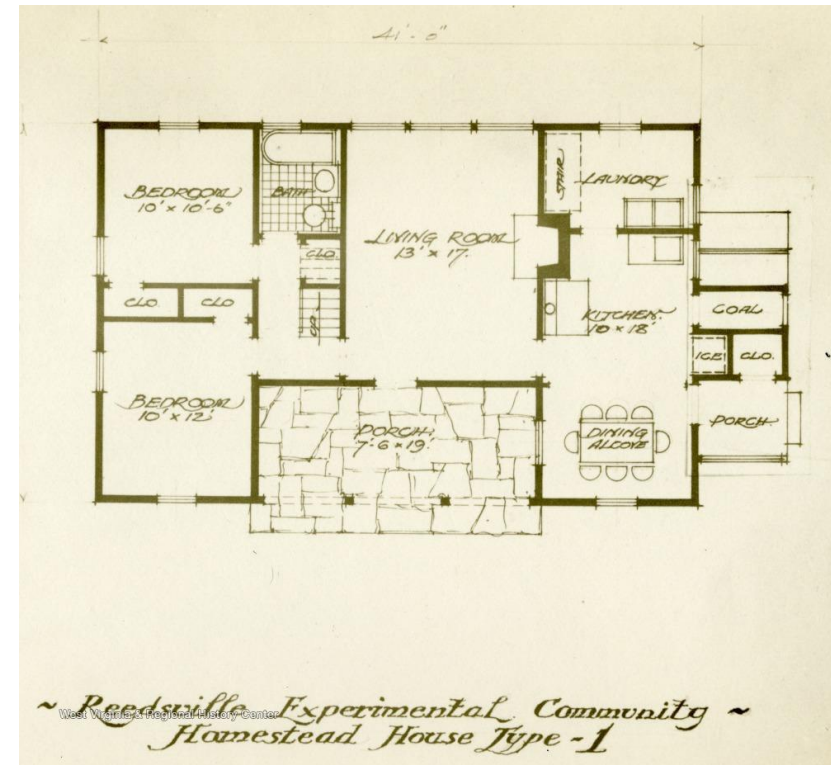
SEATING CAPACITY	
ORCHESTRA	100
LOBBY	100
BALCONY	100
TOTAL	300

ORCHESTRA PLAN  
SEATING CAPACITY

# Survey & Planning Grants

**WVSHPO** - due October 31st

- **Historic Structure Report** – Discusses a property's historic appearance, changes made over time, present conditions, and recommendations for rehabilitation plans.
- **Feasibility Studies** – Detailed physical investigation of a property to determine the technical and financial undertaking required for a proposed project.
- **Plans and Specifications** – Working drawings and technical specifications necessary for a rehabilitation project.



# History of Equal Rights Grants

- **NPS** – deadline as Congress apportions funding, generally August
- For properties associated with equal rights movements
- Provides federal funding for pre-preservation costs such as architectural or engineering services of between \$15,000 and \$50,000 in federal share



A photograph of a two-story white house with a porch, partially obscured by a large tree. A silver SUV is parked on the street in front of the house. The scene is set in a residential area with trees and a stone wall. The text 'Physical Preservation Funding' is overlaid in white on the left side of the image.

# Physical Preservation Funding

# Development Grants

- **WVSHPO** – due March 31<sup>st</sup>
- 50/50 matching grant
- Can provide up to \$50,000 per project
- Must show benefit to the community:
  - Describe its significance to local history
  - Letters of support from mayor, representatives, historic landmarks commissions, preservation nonprofits, other community stakeholders



# Emergency Grants

- **WVSHPO** – rolling deadline
- Provides funding for circumstances out of owner's control – generally cannot fund deferred maintenance
- 50/50 matching grant
- Up to \$10,000 – mostly can fund stabilization





# Save America's Treasures

- **NPS** - deadline as Congress apportions funding, generally December
- Properties must have national historic significance or be National Historic Landmarks
- For projects between \$125,000 and \$750,000 in federal share
- Requires a 50/50 match



## Paul Bruhn Grant Funding (subgrant)

- NPS grants funding to a municipality, non-profit, CLG, SHPO, etc.
- The grantee disburses funding to applicants who have applied
- The grantee determines:
  - Which types of projects to fund
  - How much each project will be awarded

# National Trust for Historic Preservation Grants

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- National Trust Preservation Fund
- African American Cultural Heritage Action Fund
- National Fund for Sacred Places
- Cynthia Woods Mitchell Fund for Historic Interiors



# Preservation Alliance of West Virginia

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- Microloan Program
  - Provides loans at a 2% interest rate for 24 month periods
- Saving Historic Places Grant
  - Opens when PAWV has received subgrant funding, usually from the NPS



# Brownfields Assistance & Grants

- Funding and assistance for properties with hazardous substances or contaminants
  - Lead
  - Asbestos
  - Chemical waste



# Other Grants

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- Regional Grants
  - State-wide preservation groups
  - Regional preservation orgs
- Friends Group Grants
  - City-wide preservation orgs
- Municipality Grants
  - Façade improvement grants
  - Upper-floor incentive grants
  - Reuse/development grants
  - General preservation grants



# Historic Tax Credits

- The HTC Program allows building owners who have completed a qualified, *certified rehabilitation* of a *certified historic structures* to receive an income tax credit based on the amount spent on *qualified expenses* during the rehabilitation
- Administered by the National Park Service and the WV State Historic Preservation Office
- Leveraged over \$70 million in private investment and earned historic building owners \$17 million in state tax credits in FY 2024
- Follows the Secretary of the Interior's *Standards for Rehabilitation*
- 3-step application process



Ananias Pitsenbarger Farm, Franklin, Pendleton County

# Commercial Historic Tax Credit

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25% State income tax credit, 20% Federal income tax credit

- Total: 45% tax credit on all qualified rehabilitation expenditures (QREs)
- Credit taken differently for Fed & State credits

## Eligibility Requirements:

- Building(s) must be listed on the National Register
- Expend the greater of \$5,000 or the adjusted basis of the building within 2 years (5 years if phased rehabilitation is described)
- Secretary of the Interior's *Standards for Rehabilitation* must be met
- Must be used as an income-producing property for five years after rehabilitation is completed





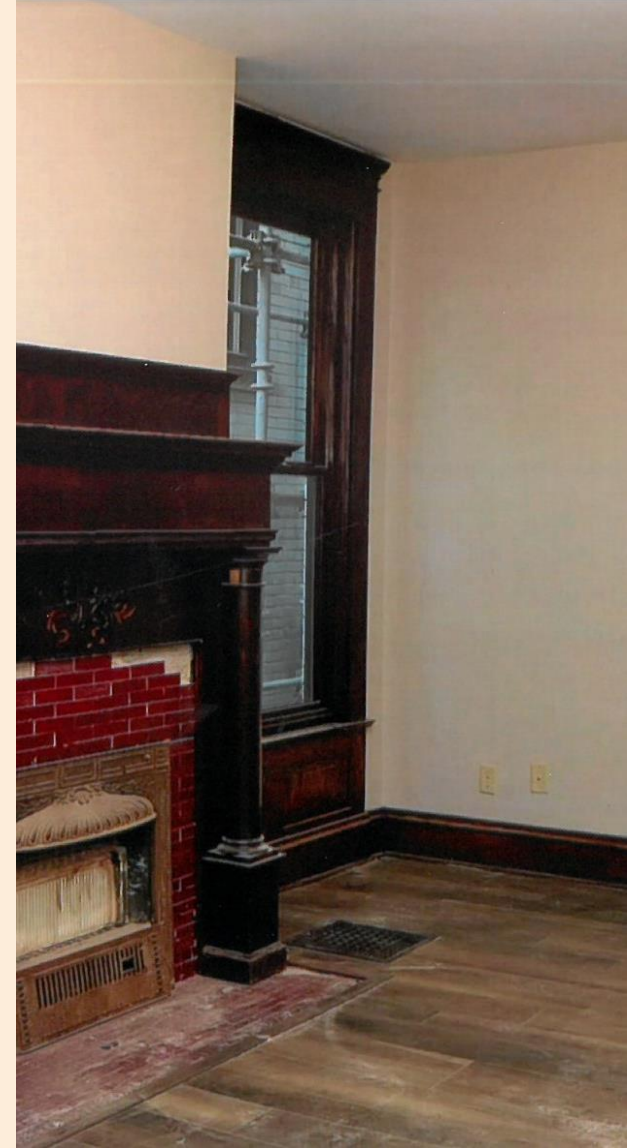
## Qualified Rehabilitation Expenditures (QREs)

### Qualified Expenditures:

- Structural components of a building
- Walls, roof, electrical, plumbing, chimneys, windows, etc.
- Soft costs like architect/engineer fees
- Construction period interest and taxes
- Other fees charged to a capital account

### Non-Qualified:

- Acquisition costs
- Additions/enlargements
- Appliances
- Cabinets
- Decks (if not part of original building)
- Exterior facilities work
- Feasibility studies



806-808 Main St, Wheeling



WEST VIRGINIA DEPARTMENT OF ARTS, CULTURE AND HISTORY  
HISTORIC REHABILITATED BUILDING/RESIDENTIAL HISTORIC  
REHABILITATED BUILDING INVESTMENT CREDIT  
CERTIFICATE OF APPROVAL-SALE/TRANSFER/ASSIGNMENT

PART I – TRANSFEROR INFORMATION

ORIGINAL CERTIFICATION NUMBER: \_\_\_\_\_

ORIGINAL QUALIFIED TAX CREDIT: \_\_\_\_\_

NAME OF TRANSFEROR: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

WV TAX ID NUMBER/SSN: \_\_\_\_\_ TAX YEAR CREDIT FIRST USED: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PART II – TRANSFEREE INFORMATION\*

\*IF MORE THAN ONE TRANSFERRE, A SEPARATE CERTIFICATE MUST BE COMPLETED FOR EACH.

NAME OF TRANSFEREE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

WEST VIRGINIA TAX ID NUMBER/SSN: \_\_\_\_\_

AMOUNT OF CREDIT TRANSFERRED SOLD OR ASSIGNED: \_\_\_\_\_

DATE OF TRANSFER, SALE OR ASSIGNMENT: \_\_\_\_\_

DEPARTMENT OF ARTS, CULTURE AND HISTORY: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

# Using Tax Credits

- Federal Historic Tax credits are **ineligible** for transfer, sale, or assignment
- State Historic Tax Credits are **eligible** for transfer, sale, or assignment
  - State HTC transfers must be approved by our office
  - Transfer Form found on the SHPO website
- Include approved Part 3, transfer form, phase determination (if applicable), and Tax Schedule RBIC or RBIC-A in submission to State Tax Department
- Reach out to State Tax Division for more information



# Questions?

Meredith Dreistadt

Acting Deputy State Historic Preservation Officer

Tax Credit/Certified Local Government Coordinator

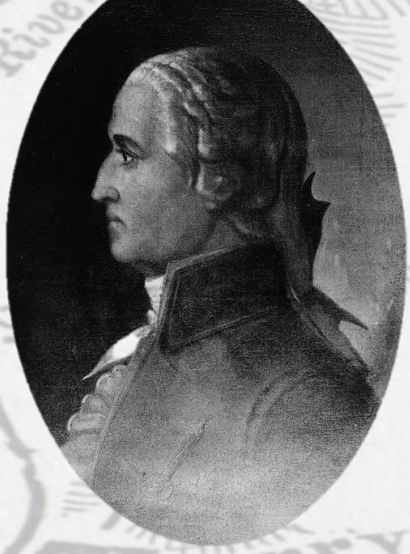
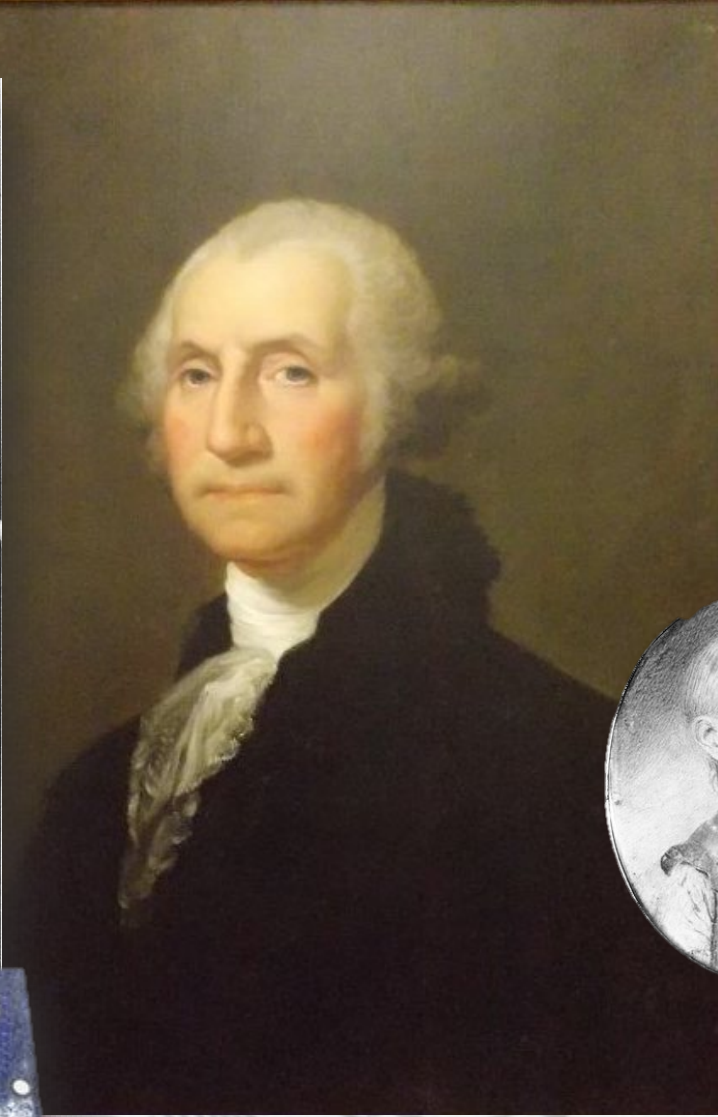
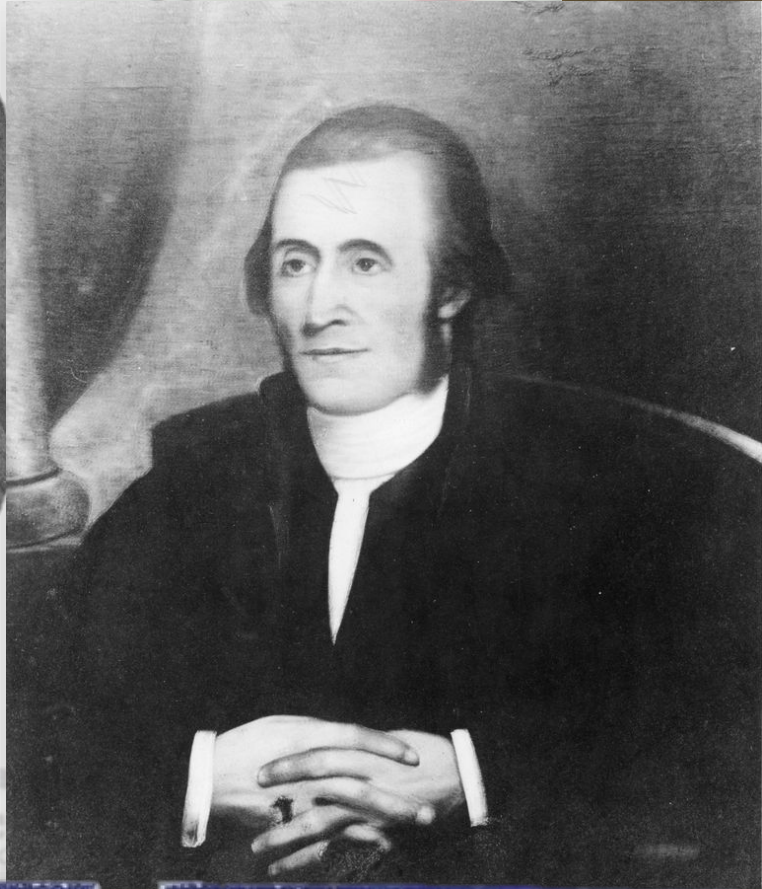
[meredith.c.dreistadt@wv.gov](mailto:meredith.c.dreistadt@wv.gov)

304-558-0240 ext. 138

SHPO website – [wvculture.org](http://wvculture.org)

The program receives Federal funds from the National Park Service. Regulations of the U.S. Department of Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P. O. Box 37127, Washington, D.C. 20013-7127.





**W. WASHINGTON ST.**







Mount Vernon 22 Sep 1799

Dear Sir,

Your letter of the 16<sup>th</sup> inst<sup>l</sup> has been received, informing me of the death of my brother. -

The death of dear relations, always produce awful, and affecting emotions, for as whatsoever circumstances it may happen - that of my brother's, has been so long expected, - and his latter days so unexpectable to himself, must have prepared all around him for the stroke, though painful is the effect. -

I was ~~as~~ the first, and the last of my father's children by the second marriage who remain, when called upon to follow their parents, I shall endeavour to obey with a good grace. - A<sup>rs</sup> Washington has been and still is, very much indisposed, but with all our best wishes for you, to<sup>rs</sup> Bah and family - with great esteem & regard.

I am Dear Sir -

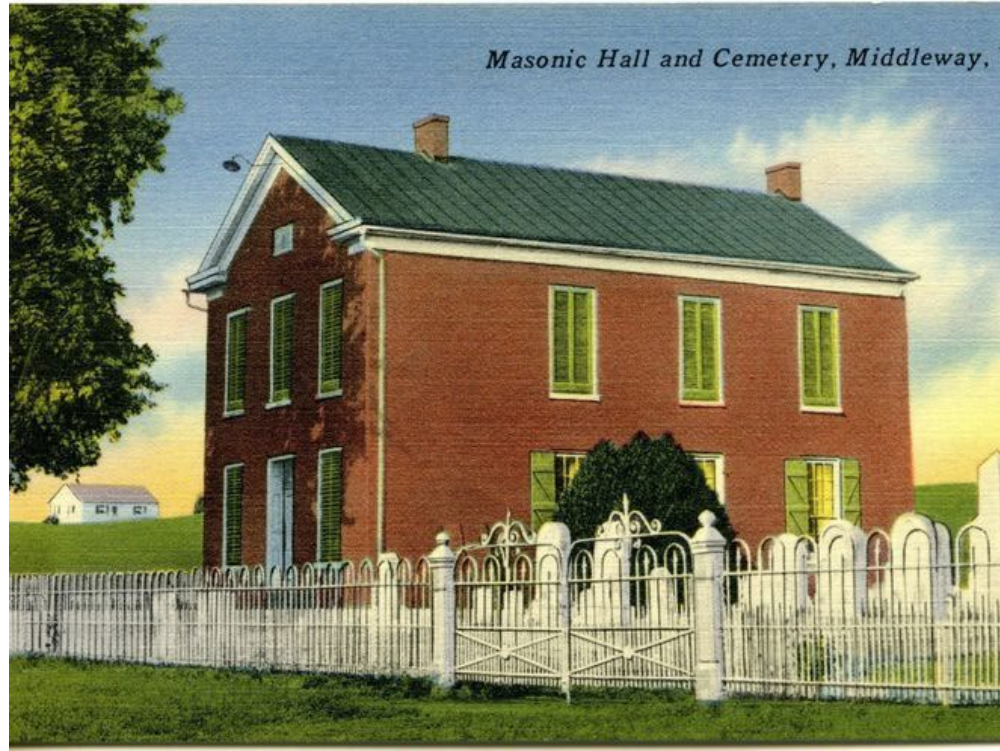
Your affec<sup>t</sup> Serv<sup>t</sup>  
C<sup>o</sup> Washington



*Hill Top House, Harpers Ferry, W. Va.*



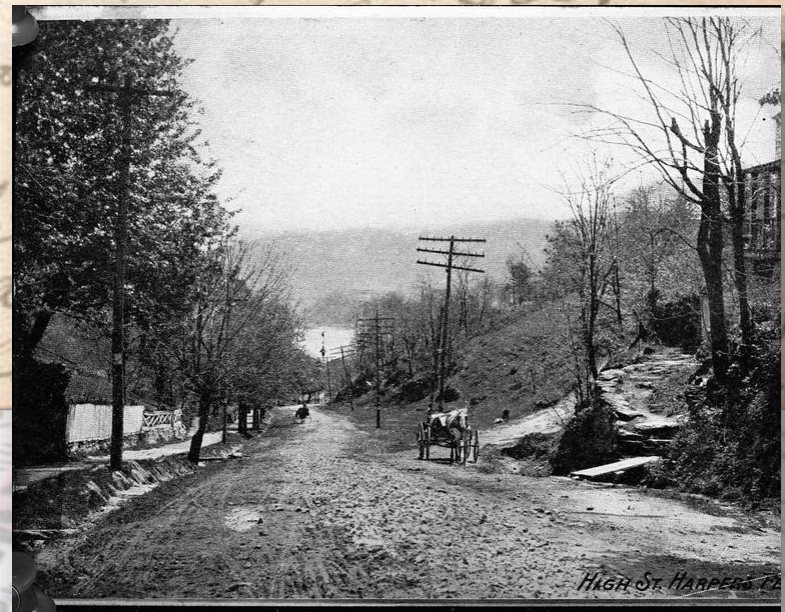
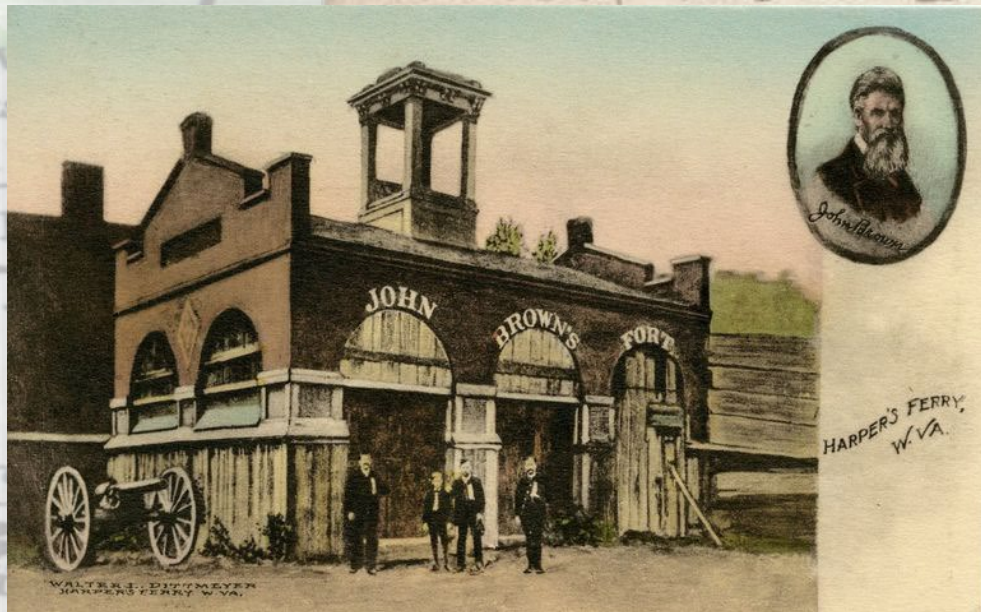
*Masonic Hall and Cemetery, Middleway, W*





The Horseshoe-Bend, Potomac River, Shepherdstown, W. Va.

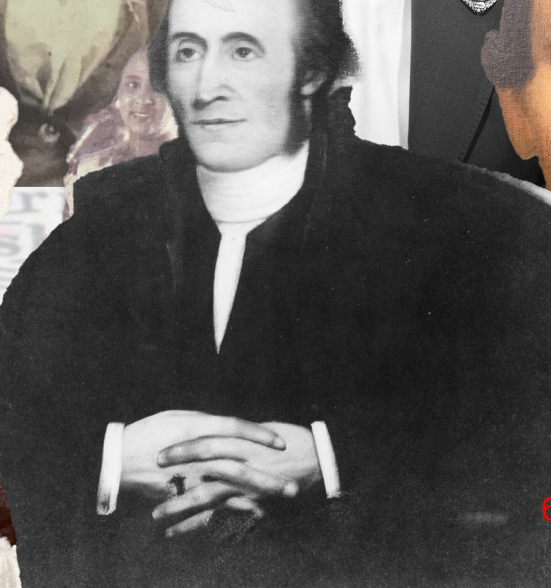
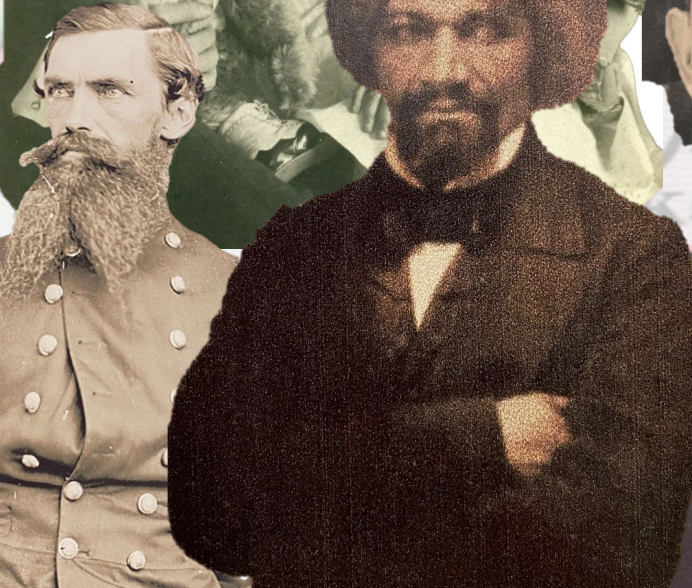
*Hello! how are you Why didn't*





Kabletown Morrisonville  
Hillsboro





# Jefferson County Commission

## COMMUNITY DISCUSSION ON WASHINGTON STREET PROPERTIES

### SIGN-IN SHEET TO SPEAK DURING PUBLIC HEARING

Thursday, July 17, 2025

NAME	NAME OF GROUP REPRESENTED
Amanda Strand	Self
David TABB	Me
Christin Van	JC Foundation
Emily Gallener	Charles Town Business owners
Summer Wilkes	" " "

\*THE COMMISSION IS ALLOWING THREE (3) MINUTES FOR EACH PERSON WISHING TO MAKE PUBLIC COMMENT\*

# Jefferson County Commission

## REGULAR COMMISSION MEETING

### SIGN-IN SHEET TO SPEAK DURING PUBLIC COMMENT

Thursday, July 17, 2025

NAME (please print)	NAME OF GROUP REPRESENTED	JEFFERSON COUNTY RESIDENT?
Amanda S	self	yes
Jacquelyn Milliam	self	Yes
<del>David TABB</del>	Me	Yes
Elizabeth Ricketts	Former JCDA	yes
Christine Winer	JC Foundation	yes
William Kinley	Me	NO
ROSS L MORGAN	MYSELF	YES

\*THE COMMISSION ALLOWS THREE (3) MINUTES FOR EACH PERSON WISHING TO MAKE PUBLIC COMMENT\*

# Jefferson County Commission

## REZONING HEARING

### SIGN-IN SHEET TO SPEAK DURING PUBLIC COMMENT

Thursday, July 17, 2025

NAME (please print)	NAME OF GROUP REPRESENTED	JEFFERSON COUNTY RESIDENT?
<del>David TaBIB</del>	me	yes
ERIC LEWIS	self	yes

**\*THE COMMISSION ALLOWS THREE (3) MINUTES FOR EACH PERSON WISHING TO MAKE PUBLIC COMMENT\***

**Public Comment for Jefferson County Commission Community Discussion  
meeting for Washington St properties  
July 17, 2025 @ 5:00pm**

I, *David Tabb*, a lifelong resident/taxpayer make the following comments:

**PUBLIC COMMENT –**

- i. First, the County Commission has not proven that they own property on Washington Street. West Virginia Code requires the County Commission to maintain the property to include the courthouse, regardless of ownership. No documentation included that one could make comments too.
- ii. Over the last 4 years, the County Commission has neglected its requirement (WV Code 7-3-2) to maintain the properties used by the Jefferson County government. The County Commission has taken maintenance and upgrade funding then appropriated that funding to a hidden account or accounts with a misappropriation to purchase a property instead using it for its intended use. No documentation included that one could make comments too.
- iii. No documentation has been included that one could make comments too.
- iv. In regards to the appraisal by the County Assessor, the actual cost of the property (by the County) has not been shown or appraisal comps been use. If this appraisal is used then the County Commission owes a lot in property tax.
- v. No documentation has been included that one could make comments too.
- vi. No documentation has been included that one could make comments too.

**b. Presentation by Business Groups**

- i. & ii No documentation has been included that one could make comments too.

**c. Presentation by some Potential Purchasers**

Again, if you didn't pay for it, you can't sell it. You could gift it in presentable condition.

- i. Within the proposal submitted by the Jefferson County Museum, it was pointed out that there is a need to do upgrades to the HVAC system, lighting, restrooms and security system that should have been done years ago.

I also agree with the Jefferson County Museum's statement, in part, that the corner lots of the town square should be preserved as public use under the stipulation by the Washingtons.

- ii. City of Charles Town - No documentation has been included that one could make comments too.

- iii. Jefferson Co, Building Commission – Should have no parts of this since they approved the APU allowance of purchase. Conflict of interest.
- iv. JCDA – This was illegally disbanded by the JCC and can't make any requests. Also, inappropriate to make any suggestions/plans.

The purchase of APU without public input or knowledge over the last 4 years is at a minimum of inappropriate, if not illegal. The Washington Street properties have been fast tracked and the community's ownership has been ignored including the following:

Primary example is the special session minutes (virtual only with no public comments of 6/24/25), closing transactions for 393 N. Lawrence and 330 N. George St, (APU buildings) in the amount of \$7,533,903.92. This amount is only a portion that has already been approved; giving a false impression of how much these buildings have cost. This does not include how much more this will cost for the build-out and maintaining the current county offices for the next two (2) years. The minutes for this transaction clearly state all 5 Commissioner – *"approved by the vote of 5-0"*.

There are dozens of similar votes by the four newly elected Commissioners; which brings to mind that the term *"guilty by association"* that Commissioner Stolipher has put into play over the last four years.

Where is the money for the new Jefferson County Fire Dept/employees-staff/equipment-turnout gear, air packs that times out and no fire trucks to include in their new complex? Since the JCDA has been disbanded, where is the money for the new sport complex and any other project that the JCDA was working on in secret?

All these subject matters need to be addressed prior to any further actions taken by this County Commission to ensure the needs and the safety of the community before the wishes of five Commissioner are *the only things* addressed by this Commission.

*"The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The Government is to be "open for business" and not deprived the public of notice and comments that would violate ethic provisions.*

*It is hard to be safe, with the current County Commission.*

**Have a nice day!**

**Public Comment for Jefferson County Commission meeting for  
July 17, 2025**

I, *David Tabb*, a lifelong resident/taxpayer make the following comments:

**PUBLIC COMMENT –**

There is no bulletin board at the 393 N. Lawrence St facility to post this agenda and the meeting is in violation of WV Code 7-3-2. Secondly, the evening County Commission meetings are required to start at 6:00 o'clock and was not appropriately addressed. Furthermore, if flags are not presented and properly attached to the building then you are in violation of WV Code 7-3-2a. Without the WV Codes being properly addressed, any action taken by this County Commission on July 17, 2025, would be a violation and no action can be taken, resulting in illegal transactions.

The following agenda items would be put into jeopardy:

**Agenda 1 - Public Hearing Zoning Map** Public hearing zoning map amendment.

**Agenda 2 – Engineering, Planning and Zoning** The County Commission has to allow at least 30 days prior to taking any action on any zoning map amendment.

**Agenda 3 – JCDA** County Commission can take no action since the previous action taken by this Commission was at minimum was improper and probably illegal.

**Agenda 4 – Sherriff Hanson**

4.1 Any action taken by the County Commission could jeopardize the Governor's Safety program grant.

4.2 Potential legal issue regarding former employee.

4.3 Revisit Home Confinement

**Agenda 5 – WV Goes Purple** This would be very appropriate and the current County Commissioners should be the first to check it out.

**Agenda 7 – Chief Financial Officer** Does the County Commission really want to address the budget and ambulance fee adjustment without properly sitting as a Commission, and also using the wrong number agenda line items. (6.1 and 6.2).

**Agenda 8 – Asst Prosecuting Attorney** – Again, the agenda line terms are wrong to include 7.2 CTUB v. WV American Water with a conflict of interest very apparent.

**Agenda 9 – County Administrator** - Again the agenda line terms are wrong and do you really want to put your 393 and 330 buildings and plans into jeopardy?

I hope this current Jefferson County Commission would address my concerns and postpone the meeting and at least do the procedures legally even though you got here illegally.

*“The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The Government is to be “open for business” and not deprived the public of notice and comments that would violate ethic provisions.*

*It is hard to be safe, with the current County Commission.*

**Have a nice day!**

# REQUISITIONS TO BE APPROVED

August 7, 2025

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
SHERIFF - LAW	26029	\$ 20,971.00	Markl Supply Co.	tactical equipment for sheriff
	26037	\$ 19,113.45	Motorola Solutions	portable radios
JCESA	26031	\$ 7,800.00	Marney Treese	Medical Director
	26036	\$ 20,000.00	BJ's Embroidery Co.	stock embroidery uniform shirts
	26030	\$ 32,195.00	Progressive Printing	printing/mailing ambulance bills FY25
COUNTY COMMISSION	26033	\$ 14,080.00	Fox Associates	APUS
	26040	\$ 99,822.73	EP Regional Planning & Development Co	Region 9 local assessment HEPMPO
	25128	\$ 30,000.00	Perry & Associates CPA	FY24 Audit Prep.
	25127	\$ 17,500.00	EP Regional Planning & Development Co	Thrasher Group Sports Complex Study
IT	25129	\$ 44,985.00	Rugged Notebooks	15 Rugged Notebooks
<b>GRAND TOTAL</b>		\$ 306,467.18		

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Angela Banks

Department or Organization: Assessor of Jefferson County

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **August 7<sup>th</sup>, 2025**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject: Approval of Taxpayers' Exonerations

**Please provide the County Commission with a description of your request or presentation, including any background information:**

Is this a funding request? No

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable

**STATE OF WEST VIRGINIA,  
COUNTY OF JEFFERSON:**

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2025 Real Property Book.

KD DISTRICT  MUNICIPALITY

Described as follows:

Total take by WV DOT of 06 11000300020000

Order was not recorded for 2025 Tax Year.

Assessed Value \$ 85,400

Tax Amount \$ 1,984.70

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

Applicant Slusher, David N. Date \_\_\_\_\_  


Ticket # 20631

STATE OF WEST VIRGINIA,  
COUNTY OF JEFFERSON:

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2024 Real Property Book.

KD DISTRICT  MUNICIPALITY

Described as follows:

Total take by WV DOT of 06 11000300020000

Order was not recorded for 2024 Tax Year.

Assessed Value \$ 86,100

Tax Amount \$ 2,015.77

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

Applicant Slusher David N.

Date



Ticket # 20197

STATE OF WEST VIRGINIA,  
COUNTY OF JEFFERSON:

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2025 Real Property Book.

KD DISTRICT  MUNICIPALITY

Described as follows:

WV DOT took 7.39 AC from 06 29000900000000

Order was not recorded for 2025 Tax Year.

Assessed Value \$ 3,695

Tax Amount \$ 42.94

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

Wade A. Louther 7/31/25  
Applicant Shady Grove Holdings II LLC Date

Ticket # 20514

**STATE OF WEST VIRGINIA,  
COUNTY OF JEFFERSON:**

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2025 Real Property Book.

KD DISTRICT  MUNICIPALITY

Described as follows:

WV DOT took 1.03 AC from 06 29001100000000

Order was not recorded for 2025 Tax Year.

Assessed Value \$ 500

Tax Amount \$ 5.81

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

Mad. G. Lanthorn 7/31/25  
Applicant Shady Grove Holdings II L.L.C. Date

Ticket # 20516

**STATE OF WEST VIRGINIA,  
COUNTY OF JEFFERSON:**

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2025 Personal Property Book.

Shepherdstown DISTRICT \_\_\_\_\_ MUNICIPALITY

Described as follows:

**Did not own the 2016 Ford F-250**

**on July 1, 2024**

Assessed Value \$ 11,340

Tax Amount \$ 263.54

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.



Applicant Potts, Ruth M

7/30/2025

Date

Ticket # 317607









STATE OF WEST VIRGINIA,  
COUNTY OF JEFFERSON:

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2024 Personal Property Book.  
\_\_\_\_\_ DISTRICT Ranson Corporation MUNICIPALITY

Described as follows:

2001 Toyota Camry was double assessed.

Assessed Value \$ 778.00

Tax Amount \$ 22.10

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

Mye  
Applicant Le. Minh B

08/07/2024  
Date

Ticket # 314457

**STATE OF WEST VIRGINIA,  
COUNTY OF JEFFERSON:**

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2025 Personal Property Book.

CTD DISTRICT  MUNICIPALITY

Described as follows:

Did not own the 2019 Subaru Outback July 1, 2024

Assessed Value \$ 9,225

Tax Amount \$ 214.39

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.



**Applicant** Moser, Danielle A

7/22/2025

**Date**

Ticket # 303146

**STATE OF WEST VIRGINIA,  
COUNTY OF JEFFERSON:**

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the   2025     Personal Property   Book

  08   DISTRICT            MUNICIPALITY

Described as follows:

\_\_\_\_\_  
Vehicle titled in North Carolina on 4/5/2024  
\_\_\_\_\_

\_\_\_\_\_  
Tax Amount 193.18  
\_\_\_\_\_

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

Corey W Mangold

Corey W Mangold  
Applicant

7/21/25  
Date

Ticket #314924 \_\_\_\_\_



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Nikki Painter**  
Department or Organization: **County Clerk/Probate**  
Estimation of amount of time needed for appointment: **15 minutes**  
Date Requested – 1<sup>st</sup> Choice: **August 7, 2025**  
*If a specific date is needed, please provide reason for specific date:*  
Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

- 1. Reopen the estate of Cecil Dickinson**
- 2. Accept the Waiver of Final Settlement for the Ronald Lewis Sr. Estate**
- 3. Petition to Remove Margaret Simmons as Executrix on the Estate of Francis Campanella & Fiduciary Commissioner Response**
- 4. Set the Early Voting location for the 2026 Elections**

Please provide the County Commission with a description of your request or presentation, including any background information:

- 1. The estate of Cecil Dickinson was closed during the regular July term however they had not gone to closing on the property included in the estate. This estate will need reopened so the final step can be completed.**
- 2. The estate of Ronald Lewis Sr did not appear on the list of estates to close during the July term through no fault of the estate. The estate has met all requirements and should be closed.**
- 3. The Commission received a petition from Steven Campanella to remove Margaret Simmons as Executrix on the Estate of Francis Campanella. During the March 6, 2025 meeting, the Commission voted to refer the petition to a Fiduciary Commissioner for review and ruling. The petition was assigned to Bradley Snowden Esq for review. His recommendation is that the petition for removal be denied for the reasons stated in his ruling.**
- 4. This is the time of year I reach out to City of Charles Town regarding the use of Charles Washington Hall for Early Voting. With the purchase of the new building, it has been suggested that we will use the new Commission Meeting Room as the Early Voting location. The Commission is responsible for setting the location of early voting.**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- 1. To reopen the estate of Cecil Dickinson**
- 2. To close the estate of Ronald Lewis Sr**
- 3. To deny the petition of removal based on the findings of the fiduciary commissioner**
- 4. To move the early voting location to the courthouse annex at 393 North Lawrence St, Charles Town**

**IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA  
OFFICE OF FIDUCIARY COMMISSIONER  
Bradley C. Snowden, Fiduciary Commissioner  
6148 Winchester Avenue  
Inwood, WV 25428  
(304) 264-6166**

July 22, 2025

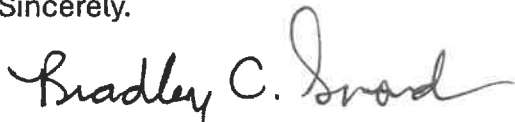
**Re: Estate of Francis Xavier Campanella, Deceased  
Jefferson County, Estate No. 9806  
Petition of Stephen M. Campanella**

Dear Ms. Olden;

Enclosed please find the Ruling Of Fiduciary Commissioner in the matter of the Petition of Steven M. Campanella in the Estate of Francis Xavier Campanella, Deceased, Jefferson County, Estate No. 9806. I have denied Mr. Campanella's Petitions which I consolidated for purposes of my ruling into one Petition title "Petition To Enforce Will And Remove Executrix" to be inclusive of all three (3) Petitions filed with the Jefferson County Commission.

I have denied the Petitions of Mr. Campanella. I have copied Mr. Campanella with my Ruling Of Fiduciary Commissioner as well D. Frank Hill, III, legal counsel for the Executrix of the Estate of Francis Xavier Campanella, Magaret H. Simmons. Should you require anything further, please contact me at your earliest convenience.

Sincerely,



Bradley C. Snowden, Esquire  
Fiduciary Commissioner for The Jefferson County Commission  
The Estate of Francis Xavier Campanella, Deceased

cc: Steven M. Campanella  
D. Frank Hill, III, Esquire (Counsel for Margaret H. Simmons, Executrix)

**IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA  
OFFICE OF FIDUCIARY COMMISSIONER**

**Re: Estate of Francis Xavier Campanella, Deceased  
Jefferson County, Estate No. 9806  
Petition of Stephen M. Campanella**

**RULING OF FIDUCIARY COMMISSIONER**

**Estate Administration**

Francis Xavier Campanella died testate the 19<sup>th</sup> day of December, 2024, a resident of Jefferson County, West Virginia. His Last Will and Testament was executed in the presence of two witnesses on October 29, 2010 and the Last Will and Testament is of record in the Clerk's Office of The Jefferson County Commission in Will Book 42, at Page 393, et. seq.

Pursuant to the provisions of his Last Will and Testament, Francis Campanella nominated Margaret H. Simmons to serve as Personal Representative of his Estate. Margaret Simmons qualified as the Personal Representative of the Estate of Francis Xavier Campanella, Deceased, with Bond before the Clerk of The Jefferson County Commission on the 15th day of January, 2025.

On the 19th day of March, 2025, the Appraisal of the Estate of Francis X. Campanella, Deceased, was filed by the Personal Representative of the Estate, namely Margaret Simmons, with the County Commission of Jefferson County. The aforesaid Appraisal is of record in Book 42, at Page 22, et. seq. The Appraisal for the Estate reflects \$561,424.51 in Probate Assets (Form ET 6.01) and \$448,388.54 in Non-Probate Assets (Form ET 6.02).

The Fiduciary Commissioner did inquire of the Personal Representative, Margaret Simmons, through her legal counsel, D. Frank Fill, III, Esquire, on March 23, 2025, requesting copies of documents that form the basis for the preparation of the Non-Probate Schedule of Assets for the Estate of Francis X. Campanella, Deceased. Specifically, the Fiduciary Commissioner requested information on the following Accounts listed on the Non-Probate Schedule:

Bank of Charles Town Account # 9778  
Truist Bank Checking Account #1442

Truist Bank Savings Account #7233  
Truist Bank Certificate of Deposit Account #7540  
Maryland Supplemental Retirement Plan Account #8184071

On June 30, 2025, the Personal Representative, through her legal counsel, D. Frank Fill, III, Esquire, did respond to the request of the Fiduciary Commissioner by providing detailed, complete and full documentation with respect to the Accounts referenced in the letter of March 23, 2025 from the Fiduciary Commissioner to Counsel. The response sets out in detail the basis for inclusion of the Accounts as Non-Probate Assets on the Appraisement filed with the Jefferson County Commission on March 19, 2025. A copy of that response was provided to Steven Campanella, beneficiary of the Estate of Francis Xavier Campanella, Deceased, via regular mail.

### **Petitions Filed By Steven Campanella/Referral To Fiduciary Commissioner**

On the 14<sup>th</sup> day of February, 2025, Steven M. Campanella, a beneficiary of the Estate of Francis Xavier Campanella, Deceased, filed three (3) Petitions with the Jefferson County Commission styled “Re: Petition To Enforce The Will/Estate of Francis X. Campanella, Deceased,” and “Re: Petition To Remove Executrix Margaret Simmons: Estate of Francis X. Campanella, Deceased” and “Re: Petition To Enforce The Will/Estate of Francis X. Campanella, Deceased”. For purposes of this Ruling of Fiduciary Commissioner, the three Petitions are consolidated for discussion into one title “Petition To Enforce Will And Remove Executrix.”

On the 6<sup>th</sup> day of March, 2025, the Jefferson County Commission took up the Petition that had been filed to remove the Personal Representative and on the 21<sup>st</sup> day of March, 2025, the Jefferson County Commission referred the Estate of Francis X. Campanella, Deceased, to Bradley C. Snowden, Esquire for settlement.

The Fiduciary Commissioner became aware on May 22, 2025 that the “Petition To Enforce Will And Remove Executrix.” had not been served on the Personal Representative of the Estate, Margaret Simmons, and the Fiduciary Commissioner served the Personal Representative on May 30, 2025 through her legal counsel, D. Frank Fill, III, Esquire. The Fiduciary Commissioner gave the Personal Representative fourteen (14) to respond to the aforesaid Petition.

On the 12<sup>th</sup> day of June, 2025, ten (10) days after receipt of the “Petition To Enforce Will And Remove Executrix” the Personal Representative through her legal counsel filed a Response To Petition To Remove Executrix Margaret Simmons, a copy of which response was provided to the Petitioner, Steven Campanella.

## **Basis Of Steven Campanella's Petitions**

The basis for the "Petition To Enforce Will And Remove Executrix." filed by Steven Campanella can essentially be summarized as follows:

**Self-Dealing:** That the Executrix has prioritized her own interests as a beneficiary of the Estate over the interests of the Estate and its rightful beneficiaries.

**Failure To Perform Duties:** That the Executrix has failed to adequately perform her duties as Executrix.

**Mismanagement of Estate Assets:** That the Executrix failed to maintain proper records of income and expenses, neglected to secure valuable assets, leading to potential loss and depreciation, and that the Executrix improperly invested estate funds, resulting in financial losses

**Delay in Administration:** That the Executrix failed to timely file the Inventory (Appraisement) of estate assets not with the court, failed to timely file necessary tax returns, and unjustifiably delayed distribution of assets to beneficiaries.

**Lack of communication and transparency.**

**Denying the Beneficiary Assets.** That the Executrix has is attempting to withhold the rightful assets that are designated to the Beneficiary.

## **Fiduciary Commissioner's Ruling**

After careful and thorough review of the "Petition To Enforce Will And Remove Executrix" filed by Steven Campanella, the Response To Petition To Remove Executrix Margaret Simmons filed by D. Frank Hill, III, legal counsel for the Executrix, Margaret H. Simmons, the letter dated June 30, 2025 filed D. Frank Hill, III, legal counsel for the Executrix, Margaret H. Simmons, setting forth in detail information requested on the titling of Non-Probate assets listed on the Estate Appraisement, the Last Will and Testament of Estate of Francis X. Campanella, Deceased, and the Appraisement of The Estate of Francis X. Campanella, Deceased, this Fiduciary Commissioner finds no basis to support the allegations set forth in the "Petition To Enforce Will And Remove Executrix".

In addition, in accordance with established law in West Virginia, "Thus... it is the county commission which may revoke and annul the powers of a fiduciary under whose order, or under the order of whose clerk, any such fiduciary derives his [or her] authority 'whenever from any

cause it appears proper.....Haines v. Kimble, 654. S.E. 2d 588, 221 W. Va. (W. Va. 2007), citing West Virginia Code Section 44-5-5 (1982), this Fiduciary Commissioner finds no evidence that support the allegations made by the Petitioner that the Executrix should be removed. This Fiduciary Commissioner finds no evidence that the Executrix is acting as Personal Representative contrary to the provisions of the Last Will and Testament of Francis Xavier Campanella, Deceased.

To create a complete record of the Dismissal of the "Petition To Enforce Will And Remove Executrix", this Fiduciary Commissioner specifically sets forth the following:

**Self-Dealing:** This Fiduciary Commissioner finds no evidence of self-dealing by Executrix. She has made no request for payment of fees for income tax return preparation, has not evidenced an intent to ask for an Executrix Commission for serving as Personal Representative of the Estate, nor is there any evidence that she has used any Estate funds for personal use.

**Failure To Perform Duties:** This Fiduciary Commissioner finds no evidence, nor any specific instances asserted by the Petitioner of a failure by the Executrix to perform her duties as the Personal Representative of the Estate. Moreover, the timely and complete marshalling of Estate assets, the timely filed response to the "Petition To Enforce Will And Remove Executrix" once the Executrix was on notice of its filing and the Executrix's timely and full response to the Fiduciary Commissioner's request for documentation with regard to Non-Probate assets evidence that the Executrix has performed the duties of Personal Representative timely, thoroughly and in compliance with her fiduciary obligations.

**Mismanagement of Estate Assets:** This Fiduciary Commissioner finds no mismanagement of Estate Assets. For clarification, the sole Estate assets for which the Executrix is accountable as Personal Representative of the Estate are the real property located at 15 Spruce Street, Harpers Ferry, West Virginia which passed by Will to Steven Campanella, the tangible personal property, and the Jefferson Security Bank Certificate of Deposit No. 39320.

Steven Campanella holds title to the real estate located at 15 Spruce Street, Harpers Ferry, West Virginia, subject to completion of the Estate administration when any claims against the Estate of Francis Xavier Campanella have been paid and the Executrix's Settlement of Accounts has been filed, approved and recorded. To the best of the knowledge and belief of the Fiduciary Commissioner, the vehicles owned by the decedent, Francis Xavier Campanella, have been sold and the proceeds distributed to the beneficiary named under Will, and the remainder of the tangible personal property has been distributed to the named beneficiaries.

The Jefferson Security Bank Certificate of Deposit No. 39320 forms the sole source of the Estate for the payment of any debts of Francis Xavier Campanella, as well as any costs of administration(i.e., filing and recording fees with the Clerk's Office, federal and state income

taxes, income tax preparation fees, fees to be paid to the Fiduciary Commissioner, Executrix's Commissions if requested and approved). The balance of those funds will then be distributed in accordance with the Will provisions.

Although the Non-Probate assets listed on Form ET 6.02 of the Estate Appraisalment were required to be identified and listed, the Executrix has no control over or authority to administer or distribute those assets. They passed by operation of law to either a named co-account holder as documented by either an Account Agreement or Signature Card, Payable On Death, or by an Account Beneficiary Designation. As Non-Probate Assets, the assets listed on Form ET 6.02 of the Estate Appraisalment are not subject to management by the Executrix and immediately upon the death of Francis Xavier Campanella, Deceased, passed to either the co-owner of the Account, as the Payable On Death designee, or by Account Beneficiary Designation.

**Delay in Administration:** This Fiduciary Commissioner finds no basis for an assertion that the Executrix has caused any delays in the administration of the Estate.

Francis Xavier Campanella died on December 19, 2024. The Executrix qualified to administer the Estate of Francis Xavier Campanella, Deceased, before the Jefferson County Commission on January 15, 2025 and filed the Appraisalment Of The Estate on March 19, 2025. West Virginia Code Section 44-1-14(f) requires that the Estate Appraisalment and Non-Probate Inventory be filed within 90 days of appointment as Personal Representative of the Estate. The Executrix filed the Appraisalment within the 90-day statutory requirement. Steven Campanella filed no objection to the Estate Appraisalment and Non-Probate Inventory when it was filed.

Now that the Claims Period for the filing of Claims against the Estate has expired, the Executrix will be required to prepare and file a Settlement of Accounts with the Fiduciary Commissioner for review and for all Beneficiaries to review and either approve or file objections thereto.

In addition to her timely qualification as Executrix and filing of the Estate Appraisalment, the Executrix later learned that Mr. Campanella had not timely filed his 2023 federal and state income tax returns which she prepared and filed as well as timely filing his 2024 federal and state income tax returns.

**Lack of communication and transparency.** This Fiduciary Commissioner finds no basis for an assertion that the Executrix has evidenced lack of communication or transparency with the Petitioner.

In addition to the receipt of the Response To Petition To Remove Executrix Margaret Simmons dated June 12, 2025 and the dispositive letter and documentation on inclusion of certain assets on the Non-Probate Schedule of the Estate Appraisalment dated June 30, 2025 from D. Frank Hill, III, legal counsel for the Executrix, Margaret H. Simmons, Mr. Campanella received letters

from Mr. Hill dated January 30, 2025, January 31, 2025, February 3, 2025, February 11, 2025, February 14, 2025, February 25, 2025, March 5, 2025, March 11, 2025, and March 19, 2025. Mr. Campanella has, in the estimation of the Fiduciary Commissioner, had reasonable, consistent, thorough and complete communication with legal counsel for the Executrix and once the Beneficiary was on notice that the Executrix had legal counsel, any meaningful communication should have been and should continue to be through legal counsel and not directly with the Executrix.

**Denying the Beneficiary Assets.** The Fiduciary Commissioner finds no evidence that the Executrix is denying the Petitioner, Steven Campanella, any assets to which he is entitled to as Beneficiary of the Estate.

Mr. Campanella received, pursuant to Article Fifth of the Will, the real property in Harpers Ferry. He will not have clear title to the real property until all debts of the decedent are paid, any and all claims against the Estate or dealt with and if due, paid, and until the Estate has filed and had approved its Settlement of Accounts. This is the standard for all estate settlements.

The Petitioner has received all tangible personal property for which he is the named beneficiary under the Will. The Petitioner will receive 85% of the balance of funds that originally comprised the Jefferson Security Bank Certificate of Deposit No. 39320 once the estate administration is completed.

Finally, the Fiduciary Commissioner will address how the Non-Probate Assets of Francis Xavier Campanella, Deceased, passed at his death. The Non-Probate Assets of the Estate of Francis Xavier Campanella were comprised of \$448,388.54. These assets are not part of the Probate Estate, not subject to administration by the Executrix and do not pass pursuant to any provision of the Last Will and Testament of Francis Xavier Campanella, Deceased.

Whether the assets were intended to be distributed in a different manner under the Will is irrelevant. Even if any one or more of the assets identified on the Non-Probate Schedule were devised or bequeathed under the provisions of the Will of Francis Xavier Campanella, unless Mr. Campanella owned that asset outright without a beneficiary designation, without a payable on death designation or co-ownership on the date of his death, the asset does not pass to a named estate beneficiary, but by operation of law to the co-owner, payable on death designee or contractually designated beneficiary.

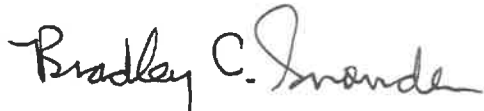
All but one of the Non-Probate Assets listed on the Appraisement Schedule were retitled by Mr. Campanella more than 3 years before his death and 1 asset was retitled more than 1 year before his death. All 4 of these accounts were retitled more than 10 years after he executed his Last Will and Testament further supporting that it was his intent to no longer have those assets

or accounts pass pursuant to the provisions of his Will. Otherwise, he would have retitled the assets to pass in accordance with the provisions of his Last Will and Testament.

This Fiduciary Commissioner also finds no allegation was made by the Petitioner that Francis Xavier Campanella lacks legal capacity or was under undue influence at the time that he retitled the subject Accounts in 2020 or 2023.

This Fiduciary Commissioner denies the "Petition To Enforce Will And Remove Executrix" without Hearing and Orders that the "Petition To Enforce Will And Remove Executrix" be **DISMISSED**.

Respectfully submitted,

A handwritten signature in black ink that reads "Bradley C. Snowden". The signature is written in a cursive style with a large, looped initial "B".

Bradley C. Snowden, Esquire  
Fiduciary Commissioner

United States of America

State of West Virginia



County of Jefferson, ss:

Estate Summary

Deceased Person	<b>CECIL DENNIS DICKINSON</b>		
Social Security Number	8080		
Date of Death	01/01/2025		
Application Date	01/31/2025		
Will Recording Date	01/31/2025	Date On Will	09/08/2023
Appraisement Date	02/20/2025		
Appraisement Deadline 1	05/01/2025	Appraisement Deadline 2	05/31/2025
Publication Date	03/13/2025	Claim Deadline Date	05/12/2025
Settlement Date	06/04/2025	Closed Date	07/08/2025

Personal Representative(s)

KEVIN S DICKINSON EXECUTOR  
Mobile: 540-379-6224

519 KNOBS VIEW ROAD, PURGITSVILLE, WV 26852-1109

List of Beneficiaries

MICHAEL SHAWN DICKINSON	SON	112 NORTH HOLLY AVENUE, HIGHLAND SPRINGS, VA 23075-1453
WILLIAN BRYANT DICKINSON	BROTHER	4396 BALDWIN AVE, APT 45, LITTLE RIVER, SC 29566-8274
DEBORAH STANLEY	SISTER	475 ATLANTIC AVE, MURRELLS INLET, SC 29576-8108
KEVIN S DICKINSON	BROTHER	519 KNOBS VIEW ROAD, PURGITSVILLE, WV 26852-1109
JEFFERY DEAN DICKINSON #84771-083	BROTHER	UNITED STATES PENITENTIARY, PO BOX 5000, YAZOO CITY, MS 39194-5000

Claims

Claim Amount:	Status:		
Date Filed:	Contact Date:	Deadline Date:	Release Date:

Special Term

August 2025

**State of West Virginia, County of Jefferson**, to-wit:

At a Special Term of the County Commission of said County and State, begun and held at the Jefferson County Annex thereof, on Thursday, August 7, 2025 at 9:30AM.

PRESENT: County Commissioners: Pasha Majdi, Mike Mood, Jack Hefestay, Cara Keys, and Steve Stolipher

***The following Waivers of Final Settlement was this day examined by the Commission and there being no exceptions thereto, and none appearing on the face thereof, same are ordered approved and recorded as follows:***

Estate of Ronald Lewis, Sr., deceased, Sarah Slade, Administratrix .

---

President of the County Commission

# WAIVER OF FINAL SETTLEMENT

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA IN THE  
MATTER OF THE ESTATE OF

Ronald Lewis Sr., deceased

STATE OF WEST VIRGINIA, COUNTY OF JEFFERSON, to-wit:

Sarah Slade, being first duly sworn, deposes and says that:  
(Personal Representative)

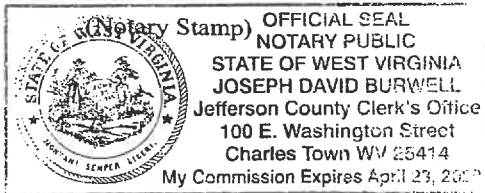
- (1) I am the duly appointed and acting personal representative of the above- referenced estate.
- (2) A Certificate of Non-liability and Release of Lien for Estate Tax (if required) has been filed with the Clerk of Jefferson County, West Virginia.
- (3) More than sixty (60) days have elapsed since the filing of any notice required §44-2-1 of the West Virginia Code as amended.
- (4) The time for filing claims against the estate has expired.
- (5) No known and unpaid claims exist against the estate.
- (6) The beneficiaries whose signatures are attached have been advised of the share to which he/she is entitled from the above referenced estate and does hereby waive the final settlement and viewing the final accounting.

Sarah Slade  
Personal Representative Signature

Taken, subscribed and sworn to before the undersigned authority by

Sarah Slade in said state  
(Personal Representative)

and county this 16 day of January, 2025



Joseph David Burwell  
Notary Public Signature

My Commission Expires: April 23 2025

Estate of Ronald Lewis Sr., deceased

STATE OF WEST VIRGINIA, COUNTY OF JEFFERSON, to-wit:

By my signature below, I affirm that I am a beneficiary/heir of the above referenced estate, that I have been advised of the share or shares to which I am entitled from the estate, and I hereby waive the final settlement.

Sarah Slade / Vanessa Dykes

Beneficiary/Heir Signature

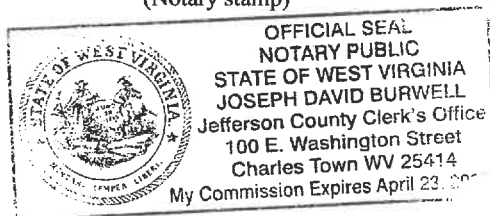
Taken, subscribed and sworn to before the undersigned authority by

Sarah Slade / Vanessa Dykes, in the state of West Virginia,  
Beneficiary/Heir

County of Jefferson, this 16 day of January 2025.

Joseph David Burwell  
Notary Public Signature

(Notary stamp)



My Commission Expires: April 23 2025

# Jefferson County Clerk's Office

Nikki Painter  
Katrina Clark  
Amanda Kemp  
Kaelyn Hoffinan  
Heather Day  
Michael Carden

Jacki Shadle, County Clerk



Shari Carr  
Tina Branson  
Kelly Campbell  
Karen Olden  
Joseph Burwell  
Giordana Baker

Estate of Ronald Lewis Sr., deceased

STATE OF WEST VIRGINIA, COUNTY OF JEFFERSON, to-wit:

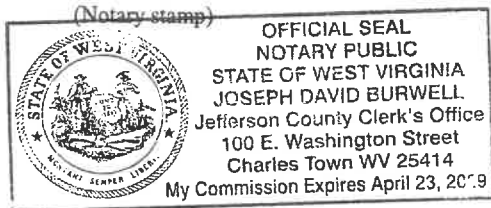
By my signature below, I affirm that I am a beneficiary/heir of the above referenced estate, that I have been advised of the share or shares to which I am entitled from the estate, and I hereby waive the final settlement.

\*   
Beneficiary/Heir

Taken, subscribed and sworn to before the undersigned authority by

Ronald A. Lewis Sr, in the state of West Virginia,  
Beneficiary/Heir

County of Jefferson, this 25 day of March 2025.



exp. April 23, 2019

Notary Public

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

---

Name: Tom Hansen

Department or Organization: Sheriff and Treasurer

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

FY25 ESAC  
Commission Check

Please provide a description of your request or presentation, including any background information:

-The FY25 Equitable Sharing Agreement and Certification is due. Requesting authorization to submit digitally and for the Commission to agree to the terms.

-Sheriff Hansen's Commission Check is now due for the collection of taxes.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

Recommended Motion (type out wording of the motion you would like the Commission to approve):

-I move to approve Deborah Lowe to submit the FY25 Equitable Sharing and Certification and agree to abide by the policies and procedures set forth in the Guide and subsequent updates and the Code of Federal Regulations.

-I move to approve the issuance of the Commission check for Sheriff Hansen as qualified in the report.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?     Projector     Internet/Wi Fi:     Conference/Video     No

Contact Information:

Phone Number: 304-728-3205

Email Address:

dlowe@jeffersoncountywv.org



# Office of Sheriff and Treasurer of Jefferson County

Law Enforcement Office  
102 Industrial Blvd.  
Kearneysville, WV 25430  
304-728-3205  
Fax 304-728-3299

Tax Office  
PO Box 9  
Charles Town, WV 25414  
304-728-3220  
Fax 304-728-4034

Animal Control Office  
161 Poor Farm Road  
Kearneysville, WV 25430  
304-728-3289  
Fax 304-728-4889

August 1, 2025

Jefferson County Commission  
124 East Washington St  
Charles Town WV 25414

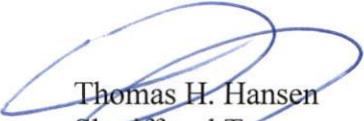
Re: Sheriff's Commission

Dear Commissioners:

Attached is a copy of the computation of the 2025 Sheriff's Commission report for your approval.

Should you have any questions or are in need of additional information, please don't hesitate to ask.

Sincerely,

  
Thomas H. Hansen  
Sheriff and Treasurer  
Jefferson County

07/30/2025  
13.26.02

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2024-06/30/2025  
Levying Body-TOTAL

Current Year Taxes	47,996,114.95
Additional Levies	<u>239,035.46</u>
A. Total Taxes Levied	48,235,150.41
Less: Exoneration without refund & Bankruptcy	-15,300.36
Exoneration with refund Certified to State	-819.87
	<u>-121,059.32</u>
B. Total Net Levy	48,097,970.86
Add: Certified to State Collected	50,026.96
Less: Ending Accounts Receivable	<u>-2,348,106.70</u>
C. Net Current Year Taxes	45,799,891.19
Less: 85% of Net Levy	<u>-40,883,275.13</u>
D. Current Year Taxes over 85%	4,916,615.89
E. Amount to be paid to Sheriff	<u>15,000.00</u>
Calculated Weights per Levying Body	1.0000

07/30/2025  
13.26.02

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2024-06/30/2025  
Levying Body-STATE

Current Year Taxes	334,241.91
Additional Levies	<u>1,653.11</u>
A. Total Taxes Levied	335,895.02
Less: Exoneration without refund & Bankruptcy	-99.56
Exoneration with refund Certified to State	-6.22
	<u>-846.75</u>
B. Total Net Levy	334,942.49
Add: Certified to State Collected	354.66
Less: Ending Accounts Receivable	<u>-16,225.43</u>
C. Net Current Year Taxes	319,071.72
Less: 85% of Net Levy	<u>-284,701.12</u>
D. Current Year Taxes over 85%	34,370.60
E. Amount to be paid to Sheriff	<u>105.00</u>
Calculated Weights per Levying Body	.0070

07/30/2025  
13.26.02

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2024-06/30/2025  
Levying Body-COUNTY CURRENT

Current Year Taxes	17,714,826.05
Additional Levies	<u>87,613.11</u>
A. Total Taxes Levied	17,802,439.16
Less: Exoneration without refund & Bankruptcy	-5,279.27
Exoneration with refund	-330.22
Certified to State	<u>-44,879.44</u>
B. Total Net Levy	17,751,950.23
Add: Certified to State Collected	18,798.32
Less: Ending Accounts Receivable	<u>-859,952.64</u>
C. Net Current Year Taxes	16,910,795.91
Less: 85% of Net Levy	<u>-15,089,157.70</u>
D. Current Year Taxes over 85%	1,821,638.21
E. Amount to be paid to Sheriff	<u>5,536.50</u>
Calculated Weights per Levying Body	.3691

07/30/2025  
13.26.02

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2024-06/30/2025  
Levying Body-SCHOOL CURRENT

Current Year Taxes	25,937,179.31
Additional Levies	<u>128,278.80</u>
A. Total Taxes Levied	26,065,458.11
Less: Exoneration without refund & Bankruptcy	-7,729.67
Exoneration with refund Certified to State	-483.48
	<u>-65,710.27</u>
B. Total Net Levy	25,991,534.69
Add: Certified to State Collected	27,523.59
Less: Ending Accounts Receivable	<u>-1,259,100.50</u>
C. Net Current Year Taxes	24,759,957.78
Less: 85% of Net Levy	<u>-22,092,804.49</u>
D. Current Year Taxes over 85%	2,667,153.29
E. Amount to be paid to Sheriff	<u>8,106.00</u>
Calculated Weights per Levying Body	.5404

07/30/2025  
13.26.02

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2024-06/30/2025  
Levying Body-Municipal-BOLIVAR CORP

Current Year Taxes	136,514.18
Additional Levies	<u>583.59</u>
A. Total Taxes Levied	137,097.77
Less: Exoneration without refund & Bankruptcy	-242.62
Exoneration with refund	.00
Certified to State	<u>-515.18</u>
B. Total Net Levy	136,339.97
Add: Certified to State Collected	.00
Less: Ending Accounts Receivable	<u>-11,205.57</u>
C. Net Current Year Taxes	125,134.40
Less: 85% of Net Levy	<u>-115,888.97</u>
D. Current Year Taxes over 85%	9,245.43
E. Amount to be paid to Sheriff	<u>42.00</u>
Calculated Weights per Levying Body	.0028

07/30/2025  
13.26.02

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2024-06/30/2025  
Levying Body-Municipal-CHARLES TOWN CORP

Current Year Taxes	1,779,151.99
Additional Levies	<u>11,048.97</u>
A. Total Taxes Levied	1,790,200.96
Less: Exoneration without refund & Bankruptcy	-775.23
Exoneration with refund	.00
Certified to State	<u>-2,450.25</u>
B. Total Net Levy	1,786,975.48
Add: Certified to State Collected	1,320.07
Less: Ending Accounts Receivable	<u>-88,664.26</u>
C. Net Current Year Taxes	1,699,631.29
Less: 85% of Net Levy	<u>-1,518,929.16</u>
D. Current Year Taxes over 85%	180,702.13
E. Amount to be paid to Sheriff	<u>558.00</u>
Calculated Weights per Levying Body	.0372

07/30/2025  
13.26.02

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2024-06/30/2025  
Levying Body-Municipal-HARPERS FERRY CORP

Current Year Taxes	87,359.38
Additional Levies	<u>259.40</u>
A. Total Taxes Levied	87,618.78
Less: Exoneration without refund & Bankruptcy	.00
Exoneration with refund Certified to State	<u>-653.27</u>
B. Total Net Levy	86,965.51
Add: Certified to State Collected	229.26
Less: Ending Accounts Receivable	<u>-6,759.98</u>
C. Net Current Year Taxes	80,434.79
Less: 85% of Net Levy	<u>-73,920.68</u>
D. Current Year Taxes over 85%	6,514.11
E. Amount to be paid to Sheriff	<u>27.00</u>
Calculated Weights per Levying Body	.0018

07/30/2025  
13.26.02

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2024-06/30/2025  
Levying Body-Municipal-RANSON CORP

Current Year Taxes	1,746,913.04
Additional Levies	<u>9,343.48</u>
A. Total Taxes Levied	1,756,256.52
Less: Exoneration without refund & Bankruptcy	-474.79
Exoneration with refund	.00
Certified to State	<u>-3,153.75</u>
B. Total Net Levy	1,752,627.98
Add: Certified to State Collected	716.50
Less: Ending Accounts Receivable	<u>-83,149.88</u>
C. Net Current Year Taxes	1,670,194.60
Less: 85% of Net Levy	<u>-1,489,733.78</u>
D. Current Year Taxes over 85%	180,460.82
E. Amount to be paid to Sheriff	<u>546.00</u>
Calculated Weights per Levying Body	.0364

07/30/2025  
13.26.02

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2024-06/30/2025  
Levying Body-Municipal-SHEPHERDSTOWN CORP

Current Year Taxes	259,929.70
Additional Levies	<u>254.93</u>
A. Total Taxes Levied	260,184.63
Less: Exoneration without refund & Bankruptcy	-699.59
Exoneration with refund	.00
Certified to State	<u>-2,850.65</u>
B. Total Net Levy	256,634.39
Add: Certified to State Collected	1,084.75
Less: Ending Accounts Receivable	<u>-23,048.44</u>
C. Net Current Year Taxes	234,670.70
Less: 85% of Net Levy	<u>-218,139.23</u>
D. Current Year Taxes over 85%	16,531.47
E. Amount to be paid to Sheriff	<u>79.50</u>
Calculated Weights per Levying Body	.0053

07/30/2025  
13.26.02

Sheriff's Commission  
Sheriff of JEFFERSON County, West Virginia  
07/01/2024-06/30/2025  
Levying Body-Undistributed

Current Year Taxes	.61
Additional Levies	<u>-.07</u>
A. Total Taxes Levied	.54
Less: Exoneration without refund & Bankruptcy	-.37
Exoneration with refund	-.05
Certified to State	<u>-.24</u>
B. Total Net Levy	-.12
Add: Certified to State Collected	.19
Less: Ending Accounts Receivable	<u>.00</u>
C. Net Current Year Taxes	.07
Less: 85% of Net Levy	<u>.10</u>
D. Current Year Taxes over 85%	.17
E. Amount to be paid to Sheriff	<u>.00</u>
Calculated Weights per Levying Body	.0000

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Edwina Benites-LM

Department or Organization: Administration

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 07, 2025**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

Consider the appointments, membership, and make up of the following boards:

1. Jefferson County Parks and Recreation Commission
2. Jefferson County Development Authority
3. Jefferson County Commission Water Advisory Committee

**Please provide the County Commission with a description of your request or presentation, including any background information:**

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector  Y Internet/Wi Fi  Y Telephone for conference call  Y

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



# 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](http://www.jeffersoncountywv.org)

PRESIDENT

*Pasha Majdi*

VICE PRESIDENT

*Mike Mood*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*Steve Stolipher*

To: Commissioner Pasha Majdi  
Commissioner Steve Stolipher  
Commissioner Mike Mood  
Commissioner Cara Keys  
Commissioner Jack Hefestay

From: Edwina Benites-LM, county administrator

Re: Boards and Commissions, August 7, 2025

---

Consider the appointments, membership, and make up of the following boards:

1. Jefferson County Parks and Recreation Commission
2. Jefferson County Development Authority
3. Jefferson County Commission Water Advisory Committee

## **1. Jefferson County Park and Recreation Commission**

The Commission will consider appointments, membership, and make up of Jefferson County Parks and Recreation Commission:

Applicants nominated for interview:

- Carlos Fonesca (registered to vote/ owns property)

*Meeting dates:* Board meetings are held on the third (3rd) Wednesday of each month (except August & December). Meetings begin at 7:00 p.m. and are held at the Jefferson County Community Center in the Meeting Room.

*Bylaws link:*

<https://www.jeffersoncountywv.org/home/showpublisheddocument/15434/636651665059870000>

*Code Links:* §7-11-1 et sec.

*Term:* 3-years

Requirements: Bona fide resident of Jefferson County, owning real estate within the County.

**Suggested Motions:**

- Motion to appoint \_\_\_\_\_ to the Jefferson County Parks and Recreation Commission for a three-year term ending June 30, 2028.

## **2. Jefferson County Development Authority**

The Commission will consider appointments, membership, and make up of Jefferson County Development Authority.

Applicants nominated for interview:

- Mara Bauserman
- Dan Casto
- David Lutman
- Jill Upson
- Kathy Skinner
- Todd Wilt
- Raymond Goodrich
- Nick Russo
- Heather McIntyre
- Tyler Tummolo
- Elizabeth Ricketts
- JP Thoma
- Ranale Jones

*Meeting dates: Third Tuesday of the month, additional committee meeting dates*

*Bylaws link: [https://jcda.net/images/uploads/By-Laws\\_appd\\_Dec\\_2012\\_by\\_JCDA.pdf](https://jcda.net/images/uploads/By-Laws_appd_Dec_2012_by_JCDA.pdf)*

*Code Links: <https://code.wvlegislature.gov/7-12/> please note, additional Code changes are effective July 11, 2025, regarding membership.*

Suggested Motions:

- Motion to appoint \_\_\_\_\_ to the Jefferson County Development Authority for a three-year term ending April 5, 2026- seat 1.
- Motion to appoint \_\_\_\_\_ to the Jefferson County Development Authority for a three-year term ending April 5, 2026- seat 2.
- Motion to appoint \_\_\_\_\_ to the Jefferson County Development Authority for a three-year term ending April 5, 2026- seat 3.
- Motion to appoint \_\_\_\_\_ to the Jefferson County Development Authority for an unexpired term ending April 5, 2027- seat 4.
- Motion to appoint \_\_\_\_\_ to the Jefferson County Development Authority for an unexpired term ending April 5, 2027- seat 5.
- Motion to appoint \_\_\_\_\_ to the Jefferson County Development Authority for a three-year term ending April 5, 2027- seat 6.
- Motion to appoint \_\_\_\_\_ to the Jefferson County Development Authority for a three-year term ending April 5, 2028- seat 7.
- Motion to appoint \_\_\_\_\_ to the Jefferson County Development Authority for a three-year term ending April 5, 2028- seat 8.

**3. Jefferson County Commission Water Advisory Committee**

The Commission will consider appointments, membership, and make up of Jefferson County Commission Water Advisory Committee:

Applicants nominated for interview:

- Elizabeth Riordan- for the  
One (1) staff member of Harpers Ferry- Bolivar Public Service District;
- Daniel Hayes  
Citizen representative

Suggested motions:

- Motion to appoint \_\_\_\_\_ to the Jefferson County Commission Water Advisory Committee as the \_\_\_\_\_ for a three-year term ending January 15, 2028.
- Motion to appoint \_\_\_\_\_ to the Jefferson County Commission Water Advisory Committee as a citizen representative for a three-year term ending January 15, 2028.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Steve Stolipher, commissioner

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **August 7, 2025**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

Designation of September as Library Card Sign-Up Month – 2025

**Please provide the County Commission with a description of your request or presentation, including any background information:**

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector  Y Internet/Wi Fi  Y Telephone for conference call  Y

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



## 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](http://www.jeffersoncountywv.org)

# Designation of September as Library Card Sign-Up Month – 2025

*Approved: August 7, 2025*

**WHEREAS**, libraries across Jefferson County have served as essential community institutions, offering welcoming spaces and access to information, education, and opportunity for generations;

**WHEREAS**, libraries in Jefferson County offer borrowing privileges to all county residents and those who work in the county, removing barriers to access and expanding the reach of knowledge and lifelong learning;

**WHEREAS**, libraries are foundational to early childhood development and academic success, providing resources such as preschool story times, homework help, and college and career planning;

**WHEREAS**, libraries support lifelong learning by providing tools for research, technology access, job readiness, and digital literacy across every stage of life;

**WHEREAS**, libraries contribute to workforce development and economic resilience by supporting entrepreneurs, job-seekers, students, and remote workers with training and access to tools;

**WHEREAS**, in times of crisis or emergency, libraries and their staff serve as dependable sources of information and public service, both in-person and virtually;

**WHEREAS**, libraries strengthen families by providing safe, educational environments for children and resources for parents and caregivers;

**WHEREAS**, libraries support students, teachers, and homeschoolers by supplementing classroom instruction and providing access to reliable materials;

**WHEREAS**, libraries foster a sense of civic pride by preserving local history, promoting community events, and serving as trusted public spaces;

**WHEREAS**, libraries partner with schools, veterans organizations, local nonprofits, and government agencies to expand services and meet community needs efficiently;

**WHEREAS**, a library card gives residents access to trusted resources and learning tools, supporting both personal growth and community engagement;

**NOW, THEREFORE, BE IT RESOLVED** that we, the Jefferson County Commission, do hereby proclaim September 2025 as **Library Card Sign-Up Month** in Jefferson County, West Virginia, and encourage all residents to sign up for a library card and explore the many valuable resources available at their local library.

\_\_\_\_\_  
Pasha Majdi  
Jefferson County Commission President

\_\_\_\_\_  
Jacqueline C. Shadle  
Jefferson County Clerk

\_\_\_\_\_  
Mike Mood  
Jefferson County Commission Vice-President

\_\_\_\_\_  
Jack Hefestay  
Jefferson County Commissioner

\_\_\_\_\_  
Steve Stolipher  
Jefferson County Commissioner

\_\_\_\_\_  
Cara Keys  
Jefferson County Commissioner

DRAFT

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Roger Goodwin**

Department or Organization: **Engineering**

Estimation of amount of time needed for appointment: **5 minutes**

Date Requested – 1<sup>st</sup> Choice: **August 7th, 2025**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

**1. Shubhangini, LLC- Burr Business Park lot 37 file # 22-4-SP request for bond release**

Please provide the County Commission with a description of your request or presentation, including any background information:

**1. Complete bond release for Performance Bond GM228027 with Great Midwest Insurance Company for Shubhangini, LLC- Burr Business Park Lot 37**



Is this a funding request?    Y/NO

If so, how much?                \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

**1. I move to authorize the complete release of the above referenced Performance Bond GM228027 with a remaining balance of \$177,957.00**

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?            Projector    Y/NO            Internet/Wi Fi    Y/NO            Telephone for conference call    Y/NO

Contact information:

Email address: [Engineering@jeffersoncountywv.org](mailto:Engineering@jeffersoncountywv.org)

Phone Number: 304-728-3257

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



# 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](http://www.jeffersoncountywv.org)

PRESIDENT  
*Pasha Majidi*

August 7th, 2025

VICE PRESIDENT  
*Mike Mood*

Mr. Mark D. Leskanic, Attorney-in-Fact  
Great Midwest Insurance Company

COMMISSIONER  
*Cara Keys*

800 Gessner, Suite 600  
Houston, TX 77024

COMMISSIONER  
*Steve Stolipher*

RE: Performance Bond No. GM228027 with Great Midwest Insurance  
Company dated June 9<sup>th</sup>, 2023 for Burr Business Park lot 37 file no. 22-4-SP

COMMISSIONER  
*Jack Hefestay*

Dear Mr. Leskanic:

The Jefferson County Commission authorizes a complete release of \$177,957.00 from the construction bond for Shubhangini, LLC—Burr Business Park lot 37 (file # 22-4-SP). This project is located at 464 James Burr Blvd. Kearneysville, WV 25430. The project appears to be 100% complete

In summary, you are hereby authorized to fully release amount of the above referenced Performance Bond No. GM228027 with a remaining balance of \$177,957.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Pasha Majidi, President  
Jefferson County Commission

cc: Jadon Mahendra  
21834 Inglewood Court  
Broadlands, VA 20148

Department of Engineering, Planning & Zoning

County Administrator  
*Edwina Benites*

### BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 7 / 16 / 2025 J.C.P.C. File No. 22-4-SP  
Consultant/Engineer/Firm Name: W.K. Snyder / Shobhangini, LLC  
Mailing Address: 21934 Inglewood Ct  
City: Broadland S State: VA Zip: 20148  
Contact Person: Neal Snyder Phone: \_\_\_\_\_  
Project/Subdivision Name: Burr Business Park Lot 37  
Section/Phase: \_\_\_\_\_ Lots: \_\_\_\_\_

Review Comments:

The bond release/reduction is Approved as Submitted.  The bond release/reduction request is Denied.

\_\_\_\_\_ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

\_\_\_\_\_ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: This project appears to be 100% complete

**Approved for:**  
Bond Release  
By: W.S. Date: 7-28-25  
**County Engineer Date**

Original Bond Amt. \$ 379,292 + 15% Cont. \$ 56,994 = Total Original Bond Amt \$ 436,286.00

Total Current Bond Amount \$ 177,957.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Will Smith Title: L.D.I.  
Signature: W.S. Date: 7 / 28 / 2025



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Roger Goodwin

Department or Organization: Engineering, Planning, and Zoning

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **August 7<sup>th</sup>, 2025**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

**Reschedule of Cochran Properties Zoning Map Amendment Public Hearing**

**Please provide the County Commission with a description of your request or presentation, including any background information:**

- ✚ To meet notice requirements for the Cochran Properties Zoning Map Amendment public hearing, the hearing needs to be rescheduled to September 4<sup>th</sup>, 2025. The applicant has been notified of this change.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

**I move to reschedule the August 21<sup>st</sup>, 2025 Cochran Properties Zoning Map Amendment Public Hearing to September 4<sup>th</sup>, 2025 at 11:00 am.**

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)

Phone Number: (304) 728-3228

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



Jefferson County, West Virginia  
 Department of Engineering, Planning and Zoning  
**Office of Planning and Zoning**  
 116 E. Washington Street, 2<sup>nd</sup> Floor  
 Charles Town, West Virginia 25414

File #: 25-3-Z  
 Fees Paid: \$ 5400

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)

Phone: (304) 728-3228

**Zoning Map Amendment (Rezoning)**

**A Zoning Map Amendment shall process in accordance with Article 12 of the Zoning Ordinance.\***

*A complete petition, and related fees, shall be submitted to the Office of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. A copy of the application shall be submitted to the County Commission Office for inclusion on the County Commission Agenda at least one week prior to the County Commission meeting date.*

**Property Owner Information**

Owner Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Contact Information**

Applicant Name: \_\_\_\_\_ Same as owner:   
 Business Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Consultant Information**

Consultant Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Physical Property Details**

Physical Address: \_\_\_\_\_ Vacant Lot:   
 Parcel ID: \_\_\_\_\_ (Tax District / Map No. / Parcel No.)  
 Parcel Size: \_\_\_\_\_ Deed Book: \_\_\_\_\_ Page No: \_\_\_\_\_

**Current Zoning District (please check one)**

- |   |   |
|---|---|
| <input type="checkbox"/> Residential Growth (RG)                          | <input type="checkbox"/> General Commercial (GC)                |
| <input type="checkbox"/> Industrial Commercial (I-C)                      | <input type="checkbox"/> Highway Commercial (HC)                |
| <input checked="" type="checkbox"/> Rural (R)*                            | <input type="checkbox"/> Light Industrial (LI)                  |
| <input type="checkbox"/> Residential-Light Industrial-Commercial (R-LI-C) | <input type="checkbox"/> Major Industrial (MI)                  |
| <input type="checkbox"/> Village (V)                                      | <input type="checkbox"/> Planned Neighborhood Development (PND) |
| <input type="checkbox"/> Neighborhood Commercial (NC)                     | <input type="checkbox"/> Office/Commercial Mixed-Use (OC)       |

**Proposed Zoning District:** \_\_\_\_\_





***The Cochran Properties***

***Zoning Map Amendment (Rezoning) Request***

***(Tax Map #5, Parcel #s 10.3, 10.4, 10.7, 12.14 & 12.15)***

***June 24, 2025***

**Existing Zoning District:** Rural (R)

**Proposed Zoning District:** Residential-Light Industrial-Commercial (RLIC)

This report has been prepared on behalf of Four Seas of WV LLC as a formal request for a Zoning Map Amendment (rezoning) for the subject parcels identified as Tax Map 5, Parcels 10.3, 10.4, 10.7, 12.14, and 12.15. (Parcels 12.14 & 12.15 were acquired in May by the owner / applicant Four Seas however the JC WV Parcel Map - Assessor's Office Interactive Map still shows the ownership as Christina Kardos and Linda Gibson respectively.) Prior to ownership of the five referenced parcels the applicant had met with the County back in March of this year and back in 2024 seeking to get an understanding of the development options.

The following summation is in response to Substantiation for the Request per the County's Zoning Map Amendment Application and supporting justification for the change in zoning.

**Substantiation for the Request:**

***A. Describe your proposed use/project and describe why this Zoning Map Amendment is necessary for the proposed use (and/or project) described.***

The subject properties are situated between Leetown Road to the east and Charles Town Road to the west, and are bounded to the north by the eastbound ramp and Route 9. Collectively, the parcels encompass approximately ±51.57 acres. This location's proximity to the surrounding road network lends itself to being highly desirable with proper supporting zoning.

Currently zoned Rural (R), the applicant seeks to rezone the properties to Residential-Light Industrial-Commercial (RLIC). This request is grounded in the property's inclusion within the Route 9 Preferred Growth Area (PGA) and its adjacency to the Ranson Urban Growth Boundary (UGB), as designated in the Jefferson County 2045 Comprehensive Plan (adopted February 25, 2025). The RLIC zoning district provides the greatest flexibility to attract a range of commercial, office, and residential users, aligning with the 2045 Plan's vision for growth in this strategic location.

This rezoning is necessary to enable development consistent with the Comprehensive Plan and Future Land Use Guide, as Rural (R) zoning is no longer appropriate for land within a PGA. The

proposed zoning change would allow for the highest and best use of the site, with approximately 14 acres in the northwest corner targeted for Office/Commercial development, and the remaining 38 acres intended for Residential/Commercial uses as envisioned in the Future Land Use Guide.

**Office or Commercial**

*Primary Uses: The Office or Commercial category is intended to support a mix of business and office uses. Developments can include mixed use projects, a mix of office or commercial buildings, or solely office or commercial use.*

**Residential or Commercial**

*Primary Uses: This land use classification is for Suburban Residential and Neighborhood Commercial level development. Developments can include mixed use projects, a mix of residences and convenience businesses, or solely office, commercial, and residential uses that should connect to the pedestrian and auto transportation networks of adjacent properties. It includes gyms, convenience stores, townhomes, commercial and residential uses on adjoining lots, and mixed use projects with commercial ventures on ground level and residences on additional floors.*

The subject parcel has maintained its original Rural (R) zoning designation since the adoption of the Jefferson County Zoning Ordinance in 1988. However, the surrounding area has experienced significant changes over the past several decades. These include the extension of public water and sewer infrastructure, the establishment of Preferred Growth Areas (PGAs) and Urban Growth Boundaries (UGBs) by the County Commission, and evolving transportation patterns. This rezoning request is also supported by the increasing availability of public utilities in close proximity to the site, further justifying the transition to a zoning district better suited for future growth.

***B. Describe how this Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.***

The subject parcel is located within the Route 9 Preferred Growth Area (PGA) and lies just outside the City of Ranson's Urban Growth Boundary (UGB). (See attached images and reference documents at the end of this report.) The Jefferson County 2045 Comprehensive Plan anticipates that urban-level residential and non-residential development will be concentrated within UGBs and PGAs over the 20-year planning horizon.

The 2045 Plan defines PGAs as: "areas... outside the UGBs where water and sewer services are either currently available or could be made available, and are generally intended to develop using the County's development standards. Individual PGAs may also have other community services and facilities that are currently available or could be made available in the next two decades. The PGAs are not intended to be promoted in favor of the UGB for the municipalities. Both areas are expected to be viable areas for development and no policy decision is being made to favor one area over another."

The location of the subject parcels within the Route 9 PGA and adjacent to a UGB directly supports a mix of residential and commercial development. The 2045 Plan also includes an updated Future

Land Use Guide and a restructured set of Land Use Classifications intended to better align with county zoning districts.

While the Plan recommends avoiding future use of the Residential-Light Industrial-Commercial (RLIC) zoning district in favor of three new proposed districts, those new districts and supporting ordinance amendments have not yet been adopted. In the meantime, the range of uses permitted within the RLIC district largely aligns with the intended land use classifications—specifically office, commercial, and residential—outlined in the Future Land Use Guide.

According to the 2045 Plan (p.16), “The land use classifications on the Future Land Use Guide were developed throughout the planning process and may not relate precisely to a single zoning classification. These land use classifications are intended to provide guidance to the County and Planning Commissions when considering owner-initiated zoning map amendments (rezoning requests).” In accordance with West Virginia State Code Chapter 8A, the County Commission may approve a rezoning request if it finds the request to be consistent with the Comprehensive Plan.

Given the current absence of newly defined zoning categories and the need to maintain flexibility in attracting future end users, the RLIC district remains the most appropriate and adaptable designation. The requested rezoning will support development that is complementary to the community and consistent with the 2045 Plan’s goals and policies.

***C. Discuss any change(s) of transportation characteristics (i.e. type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original Ordinance was adopted.***

Since the Zoning Ordinance was adopted Route 9 was expanded to a 4-lane divided highway, providing a high-capacity road corridor between Jefferson County and Interstate 81. This expansion allowed easier access to Martinsburg and Hagerstown to this area. This property has exceptional access to Route 9 and supporting road network. As indicated in the High Problem Area Map, this proposed rezoning is not subject to any of the problem corridor and/or intersection areas.

The changes and improvements to the transportation network have taken place since 1988, when the Zoning Ordinance was adopted. Since the Comprehensive Plan was adopted in 2025, most of these road improvements have already been taken into consideration in the 2045 Comprehensive Plan. These changes strongly support the rezoning of the subject property.

The Original Zoning Ordinance was adopted on July 7, 1988. Changes in the immediate area of the subject properties include the following: Urban Growth Boundaries were proposed for Charles Town and Ranson in 2009 and subsequently adopted by the Jefferson County Commission. As such, the Utility Providers have concentrated their expansion efforts in these areas.

The Capacity of Wastewater Treatment facilities and Water Services has been greatly expanded, in anticipation of the development in the Ranson UGB, and the Route 9 PGAs based on the current Comprehensive Plan.

### **Route 9 PGA**

This area between Kearneysville and the Berkeley County line has the potential to access water, sewer, and natural gas services from Berkeley County, allowing more intense business park/commercial uses to develop along the County line. ***The intersection of Route 9 and Leetown Pike is characteristic of a commercially oriented highway interchange***, and Kearneysville could develop small businesses and residential uses compatible with the village district. As part of the 2045 Comprehensive Plan, the Route 9 PGA has been extended to include properties south of Route 9 down to Border Rd.

The Future Land Use Guide and the Zoning Map are different. The categories on each may bear some similarities, but the maps themselves are not the same. This Plan does not call for County initiated zoning map amendments, as it is anticipated that all zoning map amendments will be owner initiated. All property owners within Jefferson County have the right to request a zoning map amendment. The Planning Commission reviews all zoning map amendment requests and makes a recommendation to County Commission regarding whether if a given request is or is not consistent with the Future Land Use Guide and relevant text of the Plan.

In addition to the defined UGBs, a series of additional Preferred Growth Areas (PGAs) were identified in the Envision Jefferson 2035 plan and have been incorporated into the 2045 Comprehensive Plan. These areas are outside the UGBs where water and sewer services are either currently available or could be made available, and are generally intended to develop using the County's development standards. Individual PGAs may also have other community services and facilities that are currently available or could be made available in the next two decades. The PGAs are not intended to be promoted in favor of the UGB for the municipalities. Both areas are expected to be viable areas for development and no policy decision is being made to favor one area over another.

The following Goals of the 2045 Comprehensive Plan would be supported by this application:

*Goal 1 - Ensure that future land use regulations and policies support and balance the land rights of all landowners of all property types.*

*Goal 2 - Concentrate high density development in the County's Preferred Growth Areas (PGA), Villages, and municipal Growth Boundaries (UGB&GMB) where infrastructure exists or is made available.*

*Goal 12 - Foster job development in Jefferson County by promoting diverse businesses; employment opportunities; local business entrepreneurship; and professional service jobs.*

*Goal 13 - Develop an environment that promotes existing and new businesses by expanding necessary infrastructure within the Preferred Growth Areas (PGA), Villages, and municipal Growth Boundaries (UGB&GMB).*

This proposed rezoning would help directly realize the 4 goals referenced by attracting users to a location that has great access with minimal impacts to the surroundings. Offers higher density potential that will facilitate the extension of utility infrastructure. Create opportunities for diverse employment and business by having a prime location that is ready to respond to the market demands

by having the flexibility in potential uses while taking advantage of the proximity to Ranson UGB.

### **Conclusion**

Consistency and compatibility with the Jefferson County 2045 Comprehensive Plan and the Future Land Use Guide are the two primary criteria for evaluating a Zoning Map Amendment request. The 2045 Plan promotes growth within the Preferred Growth Areas (PGAs), Urban Growth Boundaries (UGBs), and locations where infrastructure and public services currently exist or are planned for future development.

The subject property meets these criteria. It lies within an area designated by the Comprehensive Plan for future growth and will ultimately have access to both public water and sewer services. These attributes make the property well-suited for rezoning.

The site is appropriate for a mix of residential and non-residential uses, is supported by both existing and planned infrastructure, and does not create adverse impacts on low-income communities. The proposed map amendment aligns with the goals and policies of the 2045 Comprehensive Plan.

For these reasons, we respectfully request approval of the proposed Zoning Map Amendment by the Jefferson County Commission.

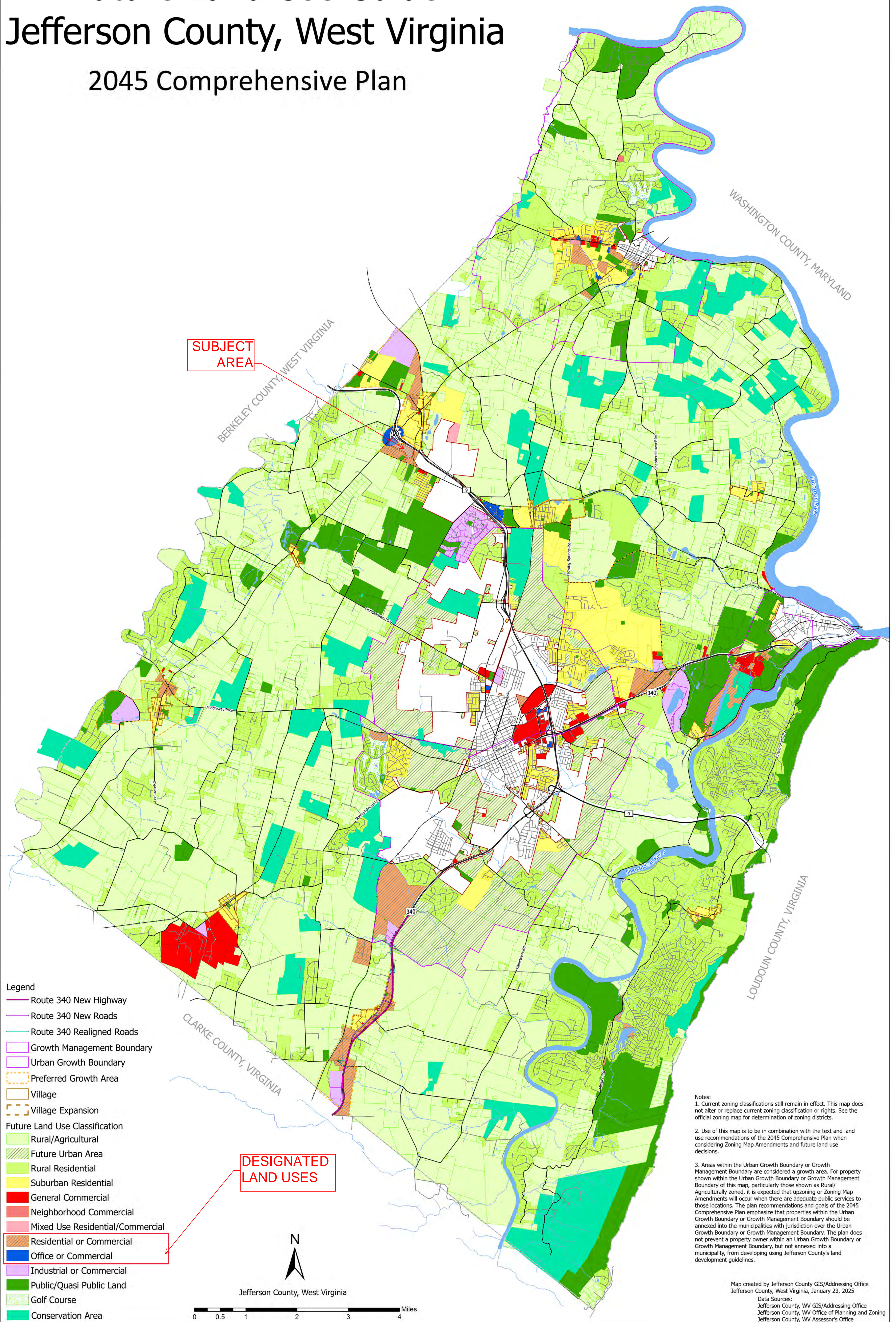
#### Attachments:

1. Future Land Use Guide
2. Route 9 Preferred Growth Area
3. Ranson Urban Growth Boundary
4. Water & Sewer Service Areas
5. 2024 Highway Problem Areas
6. Vicinity Map

# Future Land Use Guide

## Jefferson County, West Virginia

### 2045 Comprehensive Plan



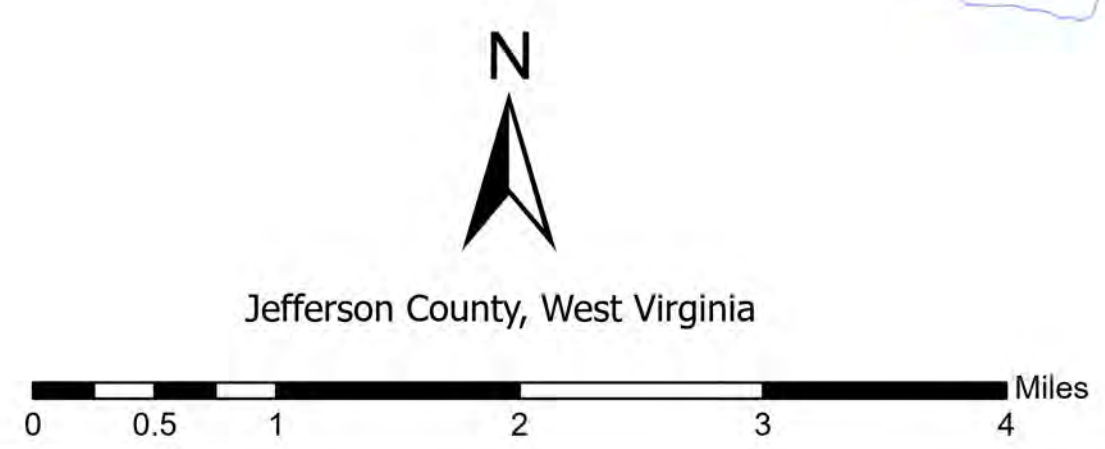
- Legend**
- Route 340 New Highway
  - Route 340 New Roads
  - Route 340 Realigned Roads
  - Growth Management Boundary
  - Urban Growth Boundary
  - Preferred Growth Area
  - Village
  - Village Expansion
- Future Land Use Classification**
- Rural/Agricultural
  - Future Urban Area
  - Rural Residential
  - Suburban Residential
  - General Commercial
  - Neighborhood Commercial
  - Mixed Use Residential/Commercial
  - Residential or Commercial
  - Office or Commercial
  - Industrial or Commercial
  - Public/Quasi Public Land
  - Golf Course
  - Conservation Area

**SUBJECT AREA**

**DESIGNATED LAND USES**

**Notes:**

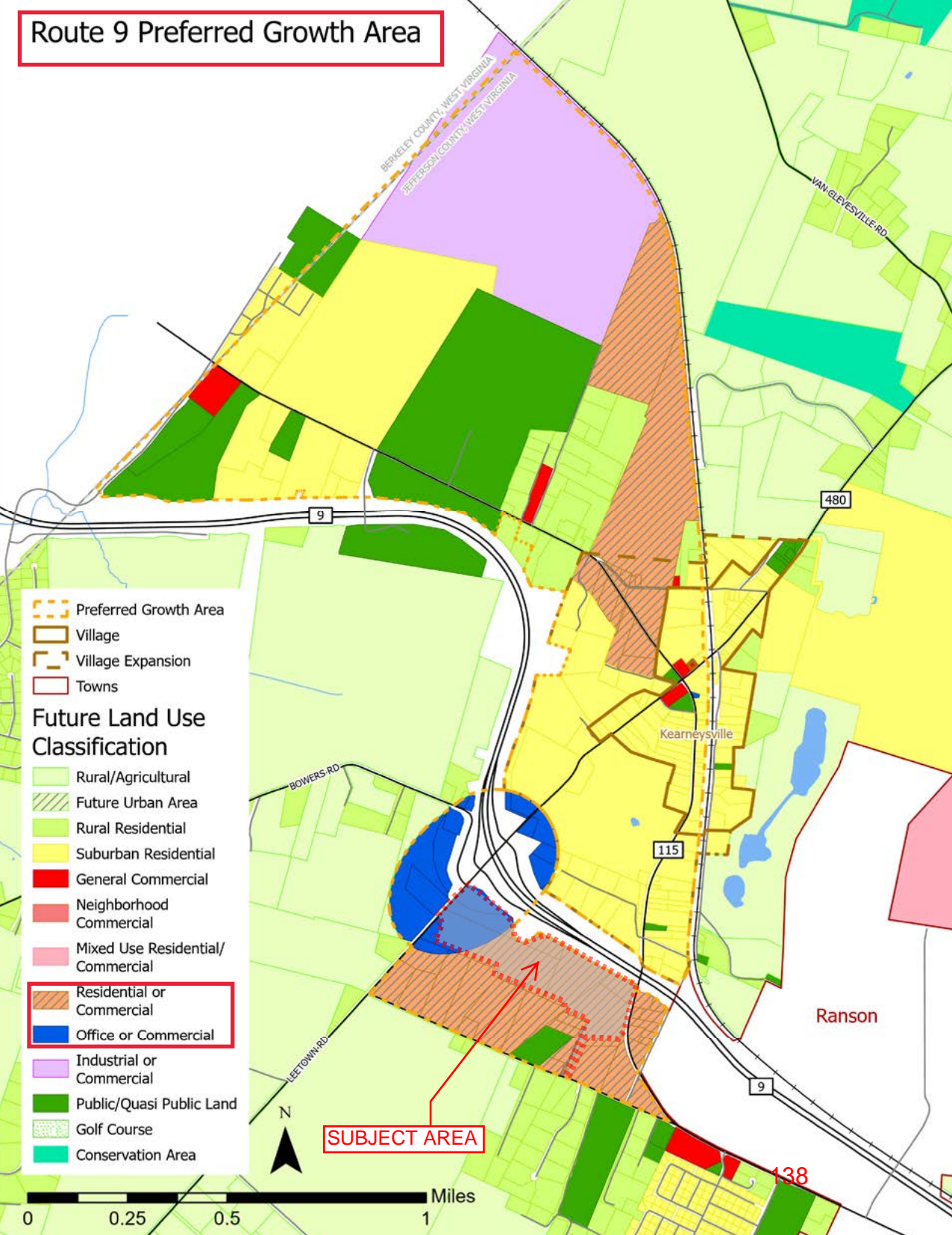
1. Current zoning classifications still remain in effect. This map does not alter or replace current zoning classification or rights. See the official zoning map for determination of zoning districts.
2. Use of this map is to be in combination with the text and land use recommendations of the 2045 Comprehensive Plan when considering Zoning Map Amendments and future land use decisions.
3. Areas within the Urban Growth Boundary or Growth Management Boundary are considered a growth area. For property shown within the Urban Growth Boundary or Growth Management Boundary of this map, particularly those shown as Rural/Agriculturally zoned, it is expected that upzoning or Zoning Map Amendments will occur when there are adequate public services to those locations. The plan recommendations and goals of the 2045 Comprehensive Plan emphasize that properties within the Urban Growth Boundary or Growth Management Boundary should be annexed into the municipalities with jurisdiction over the Urban Growth Boundary or Growth Management Boundary. The plan does not prevent a property owner within an Urban Growth Boundary or Growth Management Boundary, but not annexed into a municipality, from developing using Jefferson County's land development guidelines.



Map created by Jefferson County GIS/Addressing Office  
 Jefferson County, West Virginia, January 23, 2025  
 Data Sources:  
 Jefferson County, WV GIS/Addressing Office  
 Jefferson County, WV Office of Planning and Zoning  
 Jefferson County, WV Assessor's Office



# Route 9 Preferred Growth Area



- Preferred Growth Area
- Village
- Village Expansion
- Towns

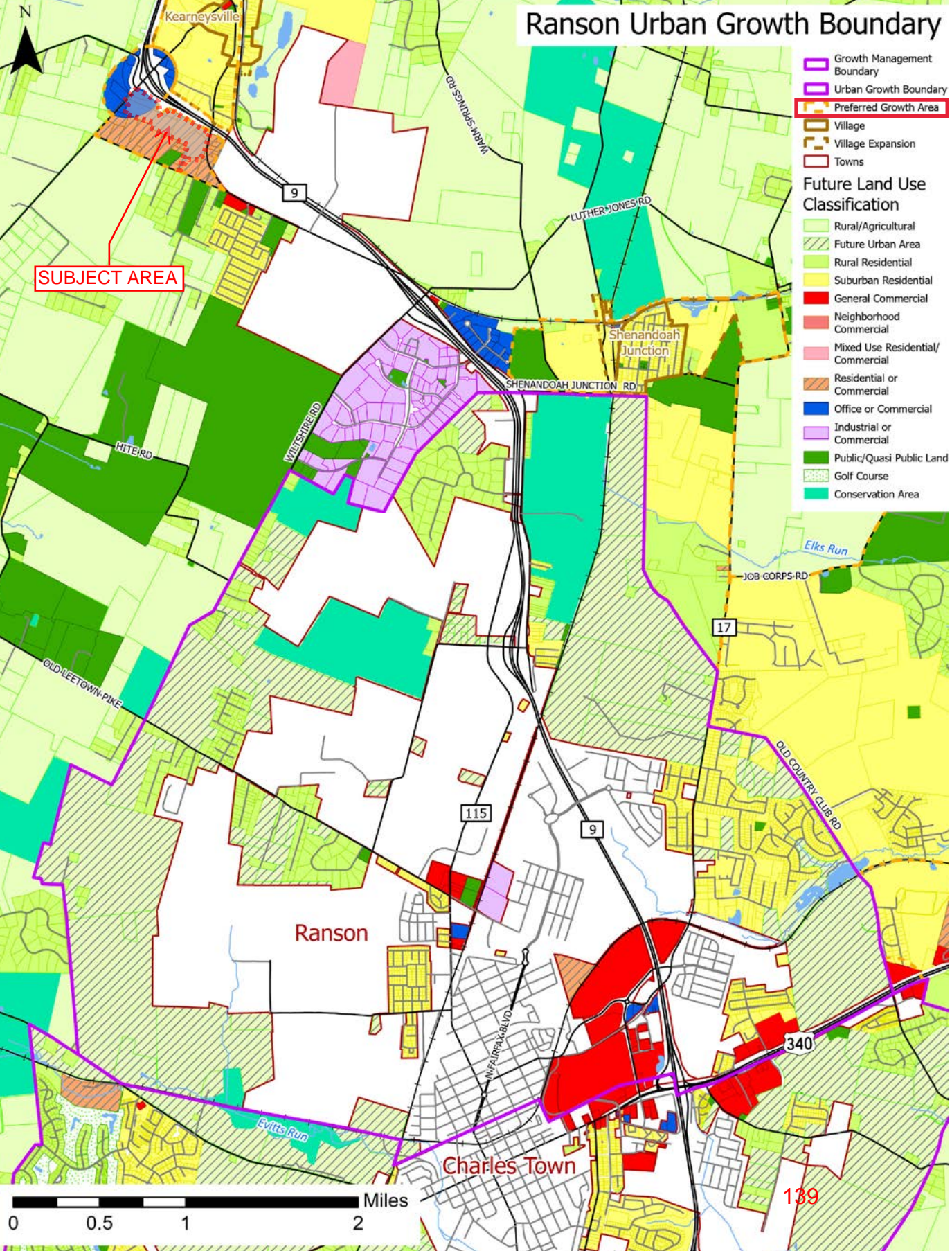
## Future Land Use Classification

- Rural/Agricultural
- Future Urban Area
- Rural Residential
- Suburban Residential
- General Commercial
- Neighborhood Commercial
- Mixed Use Residential/Commercial
- Residential or Commercial
- Office or Commercial
- Industrial or Commercial
- Public/Quasi Public Land
- Golf Course
- Conservation Area

SUBJECT AREA

0 0.25 0.5 1 Miles

# Ranson Urban Growth Boundary



- Growth Management Boundary
  - Urban Growth Boundary
  - Preferred Growth Area
  - Village
  - Village Expansion
  - Towns
- ### Future Land Use Classification
- Rural/Agricultural
  - Future Urban Area
  - Rural Residential
  - Suburban Residential
  - General Commercial
  - Neighborhood Commercial
  - Mixed Use Residential/Commercial
  - Residential or Commercial
  - Office or Commercial
  - Industrial or Commercial
  - Public/Quasi Public Land
  - Golf Course
  - Conservation Area

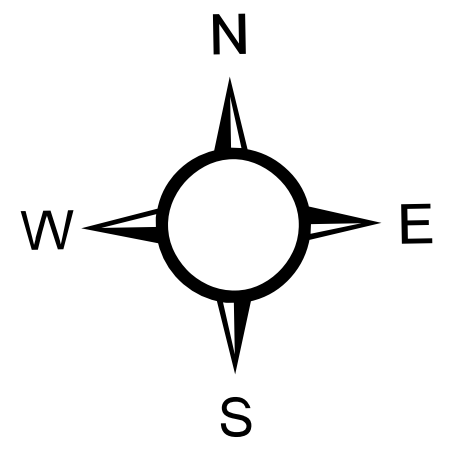
SUBJECT AREA

0 0.5 1 2 Miles

139

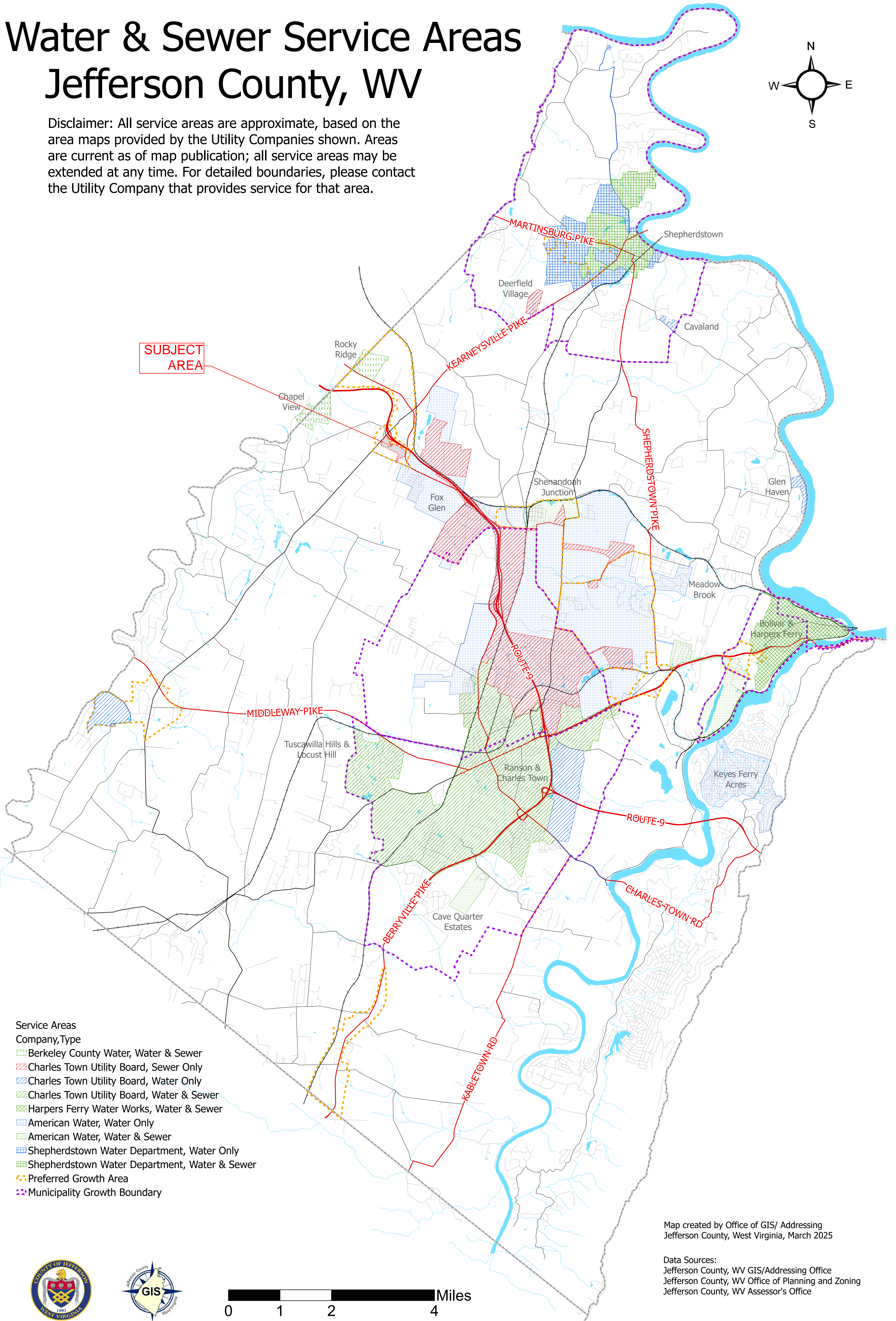
# Water & Sewer Service Areas

## Jefferson County, WV



Disclaimer: All service areas are approximate, based on the area maps provided by the Utility Companies shown. Areas are current as of map publication; all service areas may be extended at any time. For detailed boundaries, please contact the Utility Company that provides service for that area.

**SUBJECT AREA**

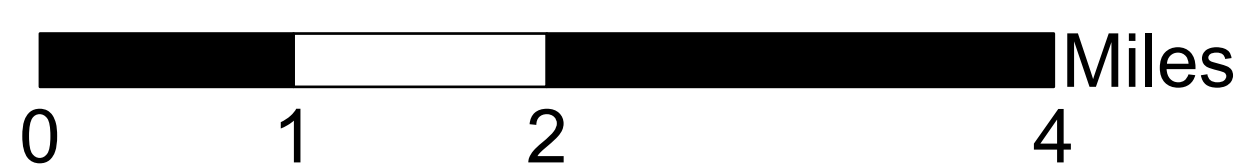


**Service Areas**  
**Company, Type**

- Berkeley County Water, Water & Sewer
- Charles Town Utility Board, Sewer Only
- Charles Town Utility Board, Water Only
- Charles Town Utility Board, Water & Sewer
- Harpers Ferry Water Works, Water & Sewer
- American Water, Water Only
- American Water, Water & Sewer
- Shepherdstown Water Department, Water Only
- Shepherdstown Water Department, Water & Sewer
- Preferred Growth Area
- Municipality Growth Boundary

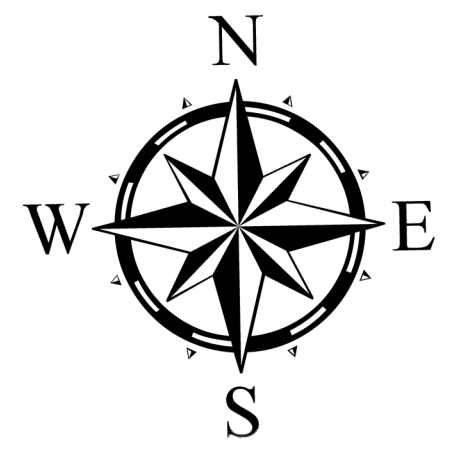
Map created by Office of GIS/ Addressing  
Jefferson County, West Virginia, March 2025

Data Sources:  
Jefferson County, WV GIS/Addressing Office  
Jefferson County, WV Office of Planning and Zoning  
Jefferson County, WV Assessor's Office



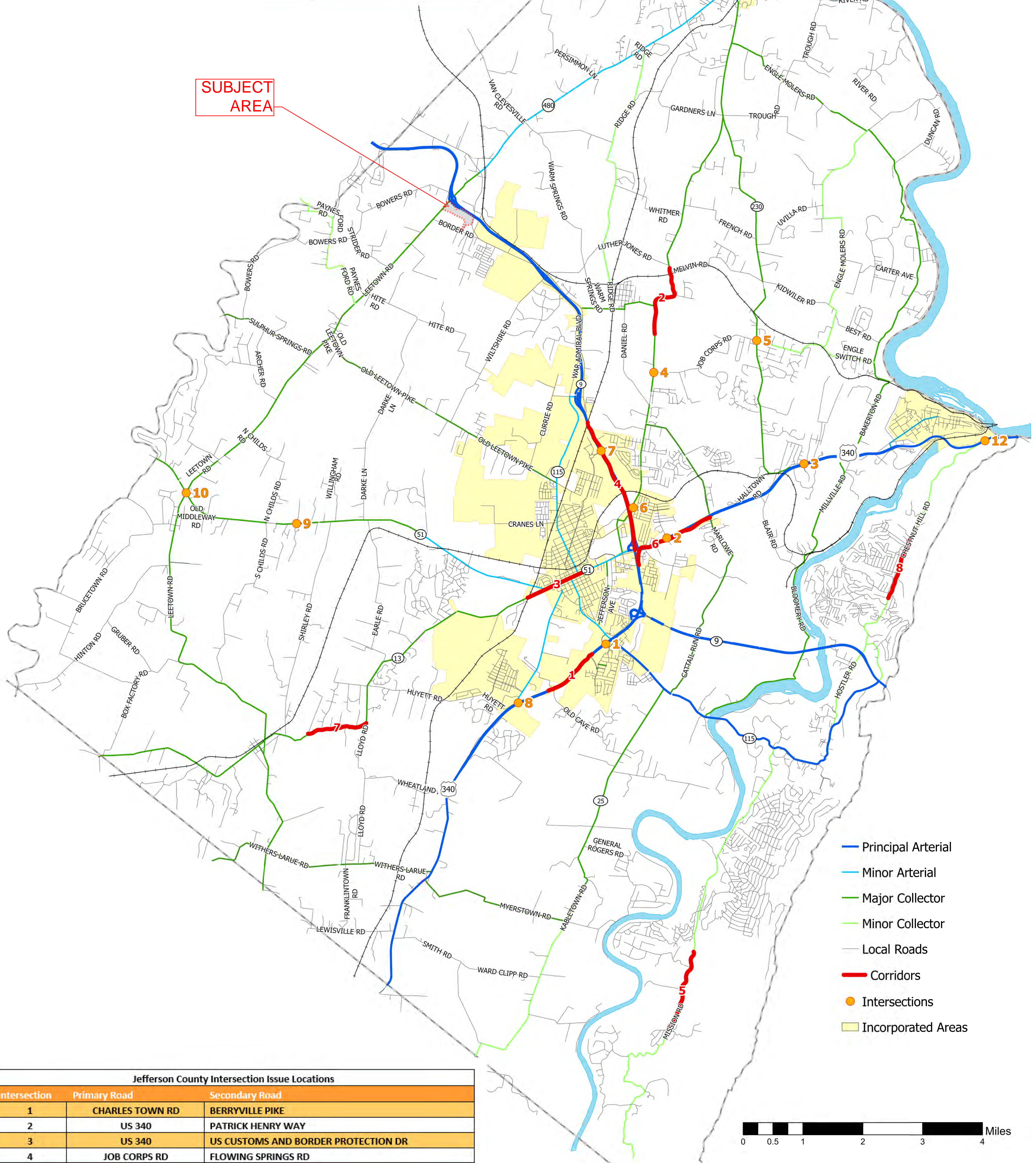
# 2024 Highway Problem Areas Map

## Jefferson County, West Virginia

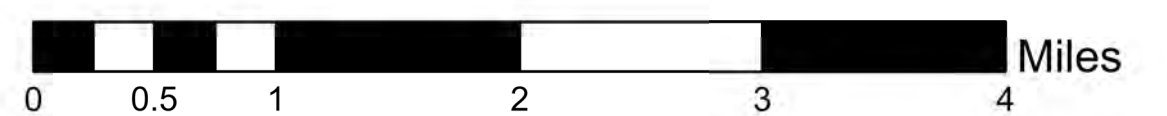


Jefferson County Priority Corridor Locations		
Corridor Property	Start	End
1	CANDLEWOOD DR	ROUTE 9
2	JEFFERSON HIGH SCHOOL	DUFFIELDS MARC STATION
3	N SEMINARY ST	RAILROAD TRACKS
4	RAILROAD TRACKS	US 340
5	SHANNONDALE SPRINGS CHAPEL	SPEAKS LN
6	ROUTE 9	US 340 MILE 10
7	MCCORMACK LN	LLOYD RD
8	MOUNTAIN VIEW LN	GROVE SPRINGS LN
9	BRIAR RUN ESTATES	OLD COUNTRY CLUB RD

SUBJECT AREA



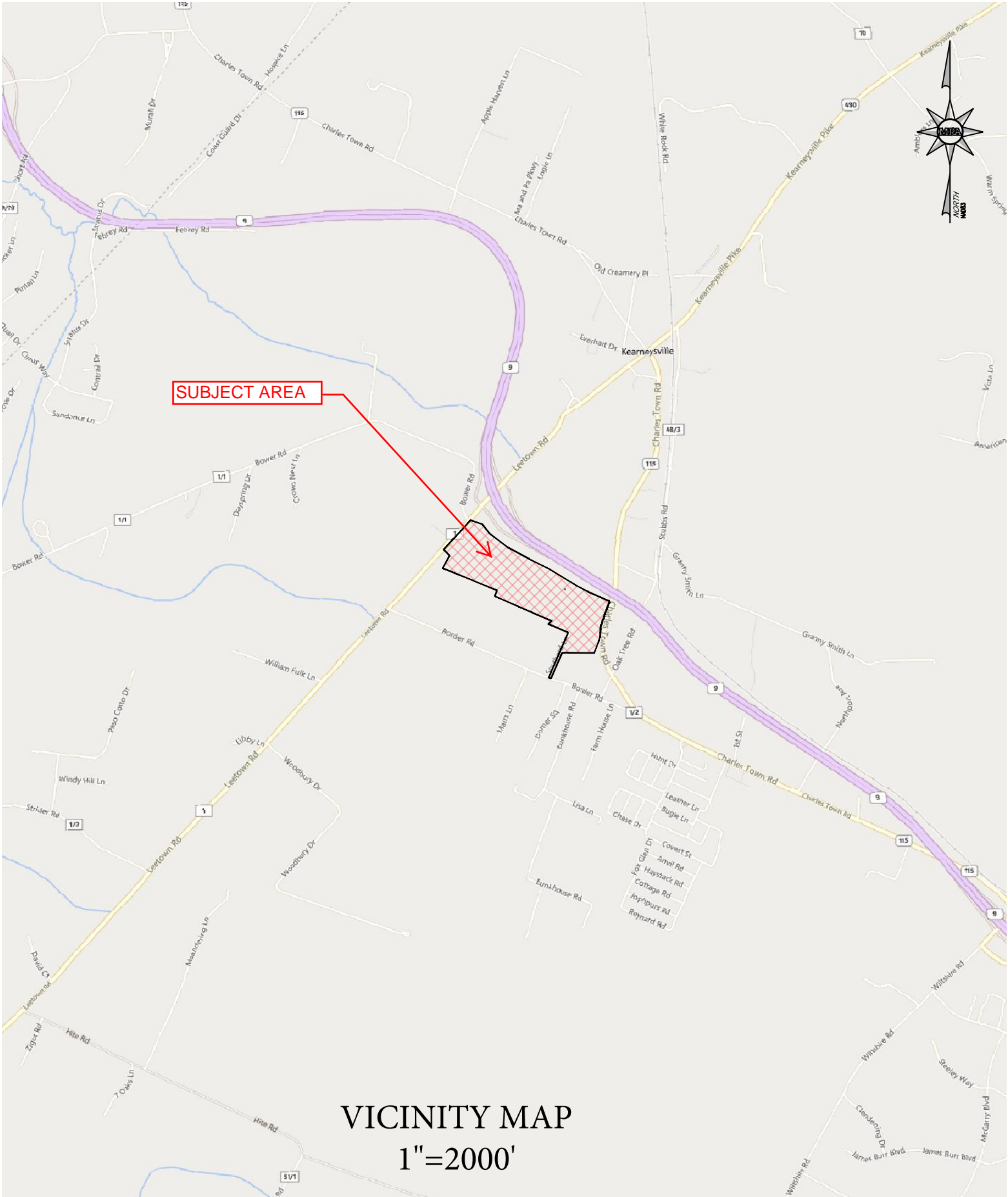
- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local Roads
- Corridors
- Intersections
- Incorporated Areas



Jefferson County Intersection Issue Locations		
Intersection	Primary Road	Secondary Road
1	CHARLES TOWN RD	BERRYVILLE PIKE
2	US 340	PATRICK HENRY WAY
3	US 340	US CUSTOMS AND BORDER PROTECTION DR
4	JOB CORPS RD	FLOWING SPRINGS RD
5	JOB CORPS RD	SHEPHERDSTOWN PIKE
6	FLOWING SPRINGS RD	MOUNTAIN LAUREL BLVD
7	OAK LEE DR	ROUTE 9
8	BERRYVILLE PIKE	AUGUSTINE AVE
9	MIDDLEWAY PIKE	NEW MEADOW DR
10	LEETOWN RD	MIDDLEWAY PIKE
11	WINEBRENNER RD	MARTINSBURG PIKE
12	US 340	CHESTNUT HILL RD

Data Sources  
 Jefferson County, WV GIS/Addressing Office  
 Jefferson County, WV Office of Planning and Zoning  
 WV Department of Transportation  
 WV Department of Highways  
 HEPMPO  
 Map Created: September 2024





VICINITY MAP  
1"=2000'

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Becky Burns, Office Workflow Manager

Department or Organization: Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: August 7, 2025

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Impact Fee Refund Requests for Avtar Singh and Manpreet Gill; and, Joseph Stillwell, Stillwell Homes, LLC.

Please provide the County Commission with a description of your request or presentation, including any background information:

- 1) Avtar Singh and Manpreet Gill are asking for the impact fee to be refunded for permit #24-811.
- 2) Joseph Stillwell, Stillwell Homes, LLC is asking for the impact fee to be refunded for permit #25-834 Ranson Corporation.

Is this a funding request? Y/N YES

If so, how much? \$1,944.00 and \$9,128.00 Impact Fee Refunds

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- 1) Move to approve a refund of the \$1,944.00 impact fee paid by Avtar Singh and Manpreet Gill and to revoke permit #24-811
- 2) Move to approve a refund of the \$9,128.00 impact fee paid by Joseph Stillwell, Stillwell Homes, LLC permit #25-834 Ranson Corporation.

Attach supporting documents for request, or request may be denied.

If not attached, explain: Staff Memo Seeking Impact Fee Reimbursement

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information: Becky Burns

Email address: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org) Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Engineering, Planning & Zoning**  
**Office of Engineering, Building Permits & Inspections**  
116 East Washington Street  
P.O. Box 716  
Charles Town, West Virginia 25414

Phone: 304-728-3257  
Fax: 304-728-3953

Email: [engineering@jeffersoncountywv.org](mailto:engineering@jeffersoncountywv.org)

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MEMORANDUM

TO: EDWINA BENITES, COUNTY ADMINISTRATOR  
JEFFERSON COUNTY COMMISSION

FROM: REBECCA F. BURNS, OFFICE WORKFLOW MANAGER  
DEPARTMENT OF ENGINEERING, PLANNING & ZONING

DATE: JULY 24, 2025

SUBJECT: IMPACT FEE REFUND REQUESTS  
PERMIT #24-811 AVTAR SINGH & MANPREET GILL  
PERMIT #25-834 (RANSON CORP) JOSEPH STILLWELL, STILLWELL HOMES, LLC

The Commission has authorized impact fees be refunded in the past when petitioned by the owner of the property based on recommendations from this office.

On August 19, 2024, Avtar Singh and Manpreet Gill applied for a building permit for a single-family residence and paid the impact fee of \$1,944.00. They are asking that the building permit be revoked and the impact fee be refunded. To date the building permit has not been issued for this property and but has undergone plan review by staff. A site inspection was conducted on July 15, 2025 and no work has started on the house. Staff recommends a full refund of the \$1,944.00 impact fee.

On June 17, 2025 Joseph Stillwell, Stillwell Homes, LLC applied for a building permit for a single family residence with the Corporation of Ranson and paid the impact fee of \$9,128.00. Mr. Stillwell is asking for a refund of the impact fee. In speaking with the City of Ranson, they have verified no construction has started and the building permit has been withdrawn. Staff recommends a full refund of the \$9,128.00 impact fee.

All parties have been informed that if they decide to build in the future they will be responsible for paying the fees and acquiring the required permits to do so.

If you have any questions, please let me know.

Process Number (county use only) 2400750  
 Building Permit Number (county use only) 24-811



## Request for Impact Fee Refund

Jefferson County Government – Office of Impact Fees

The Applicant is hereby notified that eligibility for a refund of impact fees paid is subject to the applicable provisions of §3 (D) of Ordinance 2003-1, Impact Fee Procedures Ordinance. The Applicant for Building Permit shall complete items 1-14. The completed Request for Impact Fee Refund must be accompanied by a completed copy of Form 100 – Impact Fee Calculation Form and Form 170 – Receipt for Impact Fees Paid.

1 Date (mm-dd-yyyy) \_\_\_\_\_

### Applicant Information

2 First Name Avtar J Manpreet M.I. \_\_\_\_\_  
 Last Name Singh J Gill  
 3 Contact Address 193 Rusting Leaf Pl  
 City Kearneysville WV  
 State WV ZIP 25430  
 Day Time Phone 304-982-0459

### Building Permit Information

4 Permit Application Date (mm-dd-yyyy) 19 Aug 2024  
 Property Owner Information  
 5 First Name Avtar J Manpreet M.I. \_\_\_\_\_  
 Last Name Singh J Gill  
 6 Subdivision (if applies) Smith Mt. View Estator  
 7 Lot Number (if applies) 06  
 8 Tax District 06  
 Map 20A Parcel 6  
 Deed Book 1174 Page 359

### 9 Type and Amount of Development

<i>Check all that apply</i>	<i>Provide number of units or square footage (as noted)</i>
<input checked="" type="checkbox"/> Residential	Number of dwelling units: <u>1</u>
<input type="checkbox"/> Non-Residential	Sq Ft. GFA: _____
<input type="checkbox"/> Multiple use	Number of dwelling units: _____
<input type="checkbox"/> Other (describe)	Other (describe) _____

### 10 Refund Requested

<i>Check all that apply</i>	<i>Provide refund request amounts</i>
<input checked="" type="checkbox"/> School Fee	\$ <u>1</u>
<input checked="" type="checkbox"/> Law Enforcement Fee	\$ <u>636</u>
<input checked="" type="checkbox"/> Parks & Recreation Fee	\$ <u>1131</u>
<input checked="" type="checkbox"/> EMS Fee	\$ <u>119</u>
<input checked="" type="checkbox"/> Admin. Facilities Fee	\$ <u>57</u>
<b>Total Refund Requested</b>	<b>\$ <u>1944</u></b>



**Office of Impact Fees Offset Request Action**

OFFSET REQUEST, APPLICATION FORM AND SUPPORTING DOCUMENTATION  
REVIEWED BY:

15 Date Received (mm-dd-yyyy) 8 July 2025  
 Filing is timely  Yes  No

16 Received by:  
 Name: Michelle Mason  
 Title: Impact Fee Program Specialist  
 Department: office of Impact Fees

17 REVIEWED BY:  
Michelle Mason IFPS 8 July 2025  
 Name Title/Department Date

Name Title/Department Date

Name Title/Department Date

Review Completion Date: (mm-dd-yyyy)

18 ACTION ON REQUEST FOR REFUND:  
 Approved in Full  
 Approved, in Part (describe): \_\_\_\_\_  
 Approved subject to the following conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 Denied: \_\_\_\_\_

19 IF APPROVED IN FULL OR IN PART, OR SUBJECT TO CONDITIONS:

Impact Fee Category	Impact Fee Paid Pursuant to Form 100	Refund Amount Requested by Applicant	Refund Amount Approved by County
Schools	\$ 1	\$ 1	\$ 1
Law Enforcement	\$ 686	\$ 686	\$ 686
Parks/Rec	\$ 1131	\$ 1131	\$ 1131
Emg	\$ 119	\$ 119	\$ 119
Admin. facilities	\$ 57	\$ 57	\$ 57
	\$ 1944	\$ 1944	\$ 1944

- Notes: (a) No interest shall be paid by the County in calculating the amount of the refund despite the elapsed period of time between fee payment and fee refund.  
 (b) A \_\_\_% administrative processing fee shall be deducted from the amount of any refund otherwise calculated to be due to Applicant. Such administrative processing fee shall be retained by the County in the appropriate account(s).  
 (c) Except as otherwise provided in the Impact Fee Procedures Ordinance (2003-1), the refund shall be paid only to the current owner of the subject property.

20 REASON FOR DETERMINATION AND ACTION ON REFUND REQUEST:  
Request to withdraw building permit still in review. Building permit  
has not yet been approved. Revocation of permit requested.

21 IF APPROVED IN FULL OR IN PART, OR SUBJECT TO CONDITIONS, THE FORM OF PAYMENT SHALL BE:

- Direct Payment (Check).
- Offsetting of Refund against other Impact Fees due for the same category of public facilities for new development on the same property.
- Other (subject to agreement between County and Applicant).

22 SUBSEQUENT COUNTY ACTION REQUIRED; IF ANY, AND RESPONSIBLE DEPARTMENT, STAFF OR OFFICIAL:

23 AUTHORIZATION FOR REFUND ISSUED BY:

Impact Fee Program Specialist

Date

8 July 2025

24 Sheriff/Treasurer Notified (mm-dd-yyyy): \_\_\_\_\_

25 REFUND CHECK ISSUED TO APPLICANT/PROPERTY OWNER:

Date (mm-dd-yyyy): \_\_\_\_\_

<u>Impact Fee Category</u>	<u>Check Number</u>	<u>Amount</u>
Schools	143	1
Law Enforcement	131	636
Parks and Recreation	157	1131
EMS	164	119
Admin. Facilities	8	57
<b>TOTAL IMPACT FEE REFUND</b>		<b>\$ 1944</b>

ALTERNATIVES:

(1) Refund applied as Offset for other Impact Fees due on same property (describe):  
\_\_\_\_\_

(2) Agreement between County and Applicant (describe):  
\_\_\_\_\_

26 RELEASE AND WAIVER BY APPLICANT/PROPERTY OWNER TO ANY ADDITIONAL REFUNDS OF IMPACT FEES PAID PURSUANT TO FORM 100, ON THE SUBJECT PROPERTY:

\_\_\_\_\_  
Name of Applicant/Property Owner

\_\_\_\_\_  
Signature of Applicant/Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

RELEASE AND WAIVER ACCEPTED BY SHERIFF ON BEHALF OF COUNTY:

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Signature of Sheriff

\_\_\_\_\_  
Date



# Impact Fee Calculation For Jefferson County Government – Office of Impact Fees

**Please complete items 1 through 13 and sign and date item 17.** This information **MUST** match that provided on Building Permit application. This form shall be submitted at the time of Building Permit application. The Applicant **MUST** be the property owner or a duly authorized agent of the property owner.

### Applicant Information

1 First Name Avatar & Manpreet M.I. \_\_\_\_\_  
 Last Name Singh & Gill  
 2 Contact Address 193 Rustins Leaf Pl  
 City Kearneysville WV  
 State WV ZIP 25430  
 Day Time Phone 304-982-0459 (H/W)

### Building Permit Information

3 Building Permit Application Date (mm-dd-yyyy) 19 Aug 2024

### Property Owner Information

4 First Name Avatar & Manpreet M.I. \_\_\_\_\_  
 Last Name Singh & Gill  
 5 Subdivision (if applies) Smith Mt. View Estates  
 6 Lot Number (if applies) 06  
 7 Tax District 06  
 Map 20A Parcel 6  
 Deed Book 1174 Page 359

### Amount and Type of Proposed Development

8  Residential  Non-Residential  
 Development Type single family Subtype \_\_\_\_\_  
 Development Units 1 Amount 1

### Exemption/Offset/Affordable Housing Discount Request

**Please complete items 9 through 12 and sign and date item 13.** If requesting an Exemption, Offset, or Affordable Housing Discount, attach the appropriate form, and any required supporting documentation. Request for Exemption, Offset, or Affordable Housing Discount must be requested **PRIOR** to building permit application as this may delay building permit application processing. Be advised the total current Impact Fee amount will be due if the request for an Exemption, Offset, or Affordable Housing Discount is either denied or the Applicant does not qualify for said request.

9 Exemption: Attach Form 200 – Request for Exemption  
 Yes  No  
 10 Hardship Exemption: Attach Form 215 – Request for Hardship Exemption  
 Yes  No  
 11 Offset: Attach Form 220 – Request for Offset  
 Yes  No  
 12 Affordable Housing Discount: Attach Form 260 – Request for Affordable Housing Discount  
 Yes  No

APPLICANT SIGNATURE

Michelle Mason  
Signature

8/30/24  
Date

**County Certifications**

Building Permit Verification Date (mm-dd-yyyy): 30 Aug. 2024  
Verification and Review by: Michelle Mason  
Title: Impact Fee Program Specialist

**Exemption/Offset/Affordable Housing Discount Adjustment**

If approved or approved subject to conditions, indicate the amount of Exemption, Offset, or Affordable Housing Discount (also referred as AHD).

Impact Fee Category	Calculated Impact Fee	Amount of		Revised Final Impact Fee
		<input type="checkbox"/> AHD	<input type="checkbox"/> Exemption <input type="checkbox"/> Offset	
Streets	1111111111		0	1111111111
Enforcement	636		0	636
Police & Recreation	1131		0	1131
Fire	119		0	119
Public Facilities	57		0	57
<b>TOTAL (\$ USD)</b>	<b>1944</b>		<b>0</b>	<b>1944</b>

**Comments**

**Agreement**

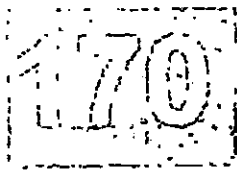
I, **IMPACT FEE CALCULATION VERIFICATION, INCLUDING EXEMPTION, OFFSET, OR AFFORDABLE HOUSING DISCOUNT IF APPLICABLE AND APPROVED. THE APPLICANT AND IMPACT FEE PROGRAM SPECIALIST, ON BEHALF OF THE COUNTY COMMISSION, AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF ANY IMPACT FEE ORDINANCE AND IMPACT FEE PROCEDURES ORDINANCE IN EFFECT AT THE TIME OF THE EXECUTION OF THIS FORM BY THE IMPACT FEE PROGRAM SPECIALIST.**

Michelle Mason  
Impact Fee Program Specialist

30 Aug. 2024  
Date

Michelle Mason  
Applicant

8/30/24  
Date



Process Number (county use only) 2400750

Building Permit Number (county use only) 24-811

### Receipt for Impact Fees Paid

Jefferson County Government - Office of Impact Fees

1. Date (mm-dd-yyyy) 8/30/2024

#### Building Permit Information

2. First Name Avtar Singh M.I. \_\_\_\_\_

Last Name Manpreet Gill

3. Subdivision (if applies) Smith Mountain View Estates

Lot Number (if applies) 6

Tax District 06 Kabletown

Tax Map 20A

Tax Parcel 6

Deed Book 1174

Deed Page 359

#### Amount and Type of Development

4. Residential Single Family Single Family UNIT: unit AMT: 1

#### Amount Paid

Fee Category	Ordinance Valid Date	Category	Amt	Offset	Revised Fee Due
Schools	2003-1	Single Family	\$1.00	\$0.00	\$1.00
Law Enforceme	2005-1	Single Family	\$636.00	\$0.00	\$636.00
Parks & Rec	2005-2	Single Family	\$1,131.00	\$0.00	\$1,131.00
EMS	2005-3	Single Family	\$119.00	\$0.00	\$119.00
Admin. Facilitie	2021-1	Single Family	\$57.00	\$0.00	\$57.00
<b>TOTAL FEES PAID</b>					<u>\$1,944.00</u>

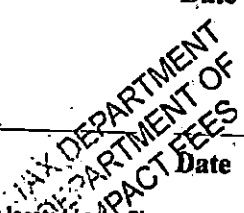
6. Payment Method Personal/Business Check Check # (if applicable) 312

#### Signatures

7. Applicant Printed Name \_\_\_\_\_ Property Owner, Building Permit Applicant, Title, Other (please specify) \_\_\_\_\_

8. Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Michelle Merson  
Impact Fee Program Specialist



30 Aug 2024  
Date

The original receipt is retained by the County and is located in the file corresponding to the Process Number associated with Form 100.

Form 100 - 01/2011  
Copyright © 2011, Jefferson County, Georgia



Process Number (county use only) 2400750

Building Permit Number (county use only) 24-811

### Impact Fee Certification

Jefferson County Government - Office of Impact Fees

Please complete items 1 through 8. This information MUST match that provided on the Building Permit Application. Item 9 MUST match item 9 from Form 100. Item 10 MUST match item 11 from Form 170. This form MAY NOT be completed until Form 170 is complete.

1. Date (mm-dd-yyyy) 8/30/2024

#### Applicant Information

2. First Name Avtar Singh M.I. \_\_\_\_\_

Last Name Manpreet Gill

3. Contact Address 193 Rustling Leaf Place

City Kearneysville

State WV Zip: 25430

Day Phone (304) 982-0459 Ext: \_\_\_\_\_

#### Building Permit Information

4. Permit Application Date: 8/19/2024

#### Property Owner Information

First Name Avtar Singh M.I. \_\_\_\_\_

Last Name Manpreet Gill

6. Subdivision (if applies) Smith Mountain View Estates

7. Lot Number (if applies) 6

8. Tax District 06 Kabletown

Tax Map 20A Tax Parcel 6

Deed Book 1174 Deed Page 359

#### Amount and Type of Development

9. Residential Single Family Single Family UNIT: unit AMT: 1

#### Amount Paid

10. \$1,944.00 If zero paid or not full fee the reason is: \_\_\_\_\_

#### Impact Fee Program Specialist Signature

11. THIS CERTIFIES THAT THE ABOVE APPLICANT HAS PAID THE IMPACT FEE AS INDICATED IN ITEM 10 ABOVE (OR IS EXEMPT FROM A FEE PAYMENT). PAYMENT OF AN IMPACT FEE DOES NOT ENTITLE APPLICANT TO AN AUTOMATIC APPROVAL OF A BUILDING PERMIT. ALL OTHER REQUIREMENTS FOR ISSUANCE OF A BUILDING PERMIT AS LAID FORTH BY THE COUNTY OR A MUNICIPALITY STILL APPLY.

Michael Mason  
Impact Fee Program Specialist

ORIGINAL  
DEPARTMENT OF  
IMPACT FEES  
Date 30 Aug 2024

25,007.71  
25 834

Process Number (county use only)  
Building Permit Number (county use only)

240

# Request for Impact Fee Refund

Jefferson County Government – Office of Impact Fees

The Applicant is hereby notified that eligibility for a refund of impact fees paid is subject to the applicable provisions of §3 (D) of Ordinance 2003-1, Impact Fee Procedures Ordinance. The Applicant for Building Permit shall complete items 1-14. The completed Request for Impact Fee Refund must be accompanied by a completed copy of Form 100 – Impact Fee Calculation Form and Form 170 – Receipt for Impact Fees Paid.

1 Date (mm-dd-yyyy)

Applicant Information

2 First Name JOSEPH (Stillwell Homes LLC) M.I. W

Last Name Stillwell

3 Contact Address 324 MISSION ROAD

City HARGENS PERRY

State WV ZIP 25405

Day Time Phone 304-707-1000

Building Permit Information

4 Permit Application Date (mm-dd-yyyy) 6/17/25

Property Owner Information

5 First Name Stillwell Homes LLC M.I. \_\_\_\_\_

Last Name \_\_\_\_\_

6 Subdivision (if applies) \_\_\_\_\_

7 Lot Number (if applies) 8A

8 Tax District 08

Map 4 Parcel 141.4

Deed Book 1321 Page 490

Type and Amount of Development

Check all that apply

- Residential
- Non-Residential
- Multiple use
- Other (describe)

Provide number of units or square footage (as noted)

Number of dwelling units: Single Family

Sq Ft. GFA: \_\_\_\_\_

Number of dwelling units: \_\_\_\_\_

Other (describe) \_\_\_\_\_

Refund Requested

Check all that apply

- School Fee
- Law Enforcement Fee
- Parks & Recreation Fee
- EMS Fee
- Admin. Facilities Fee

Provide refund request amounts

\$6772.<sup>00</sup>

\$ 0

\$ 1179

\$ 509

\$ 668

Total Refund Requested \$ 9128.<sup>00</sup>

**Basis of Claim for Refund**

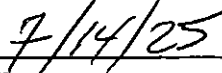
- 11  **Expiration/Revocation of Building Permit for proposed development.**  
 Abandonment of proposed development project after initiation of construction but prior to completion.  
 Reduction in size (i.e. DU's; sq. ft. of non-residential development) of proposed development.  
 Failure of County to appropriate Impact Fee funds within required time limit.
- 12 **REFUND REQUEST IS FOR:**  Full  Partial amount of impact fees paid, by public facility.

**Required Documentary Evidence for Refund**

- 13 (a) A copy of the expired or revoked building permit, if applicable, including the reason for its expiration or revocation prior to completion of the development project, including documentary evidence of the revocation.
- (b) Evidence of permanent abandonment of the development project after initiation of construction but prior to completion, supported by evidence that the uncompleted construction has been demolished pursuant to a validly issued County demolition permit.
- (c) Evidence that this Form (240) has been filed with the County within sixty (60) days following expiration or revocation of the building permit or within sixty (60) days of issuance of the demolition permit, as may be applicable.
- (d) Evidence that the completed development project has fewer dwelling units, fewer sq. ft. GFA of non-residential development, a different mix of development or a different type of development than that authorized by the building permit pursuant to which the impact fee calculation was originally made by the County and paid by the Applicant; and, documentary evidence showing that the revised development project, as completed, was appropriately authorized by the County pursuant to the original Building Permit, or subsequently issued Building Permits.
- (e) Evidence that the County has not yet appropriated the impact fees paid by the Applicant for eligible public facility projects within appropriate Impact Fee districts and/or within the required time period, all set forth in the Impact Fee Procedures Ordinance; evidence that this form (240) has been filed with the County within one (1) year following the expiration of the requisite time period for expenditure of development funds as set forth in §3 (B)(4) of the Impact Fee Procedures Ordinance.
- (f) Any additional evidence, documentary or otherwise, which the Applicant believes to be relevant to the Refund Application.

**Applicant Signature**

14   
Applicant/Property Owner (or designate)

  
Date

**Office of Impact Fees Offset Request Action**

**OFFSET REQUEST, APPLICATION FORM AND SUPPORTING DOCUMENTATION  
REVIEWED BY:**

15 Date Received (mm-dd-yyyy) 14 July 2025  
 Filing is timely  Yes  No

16 Received by:  
 Name: Michelle Mason  
 Title: Impact Fee Program Specialist  
 Department: Office of Impact Fees

17 REVIEWED BY:  
Michelle Mason IPPS/Office of Impact Fees 14 July 2025  
 Name Title/Department Date

\_\_\_\_\_  
 Name Title/Department Date

\_\_\_\_\_  
 Name Title/Department Date

Review Completion Date: (mm-dd-yyyy)

18 ACTION ON REQUEST FOR REFUND:  
 Approved in Full  
 Approved, in Part (describe): \_\_\_\_\_  
 Approved subject to the following conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 Denied: \_\_\_\_\_  
 \_\_\_\_\_

19 IF APPROVED IN FULL OR IN PART, OR SUBJECT TO CONDITIONS:

Impact Fee Category	Impact Fee Paid Pursuant to Form 100	Refund Amount Requested by Applicant	Refund Amount Approved by County
Schools	\$6772.00	\$6772.00	\$6772.00
Parks	\$1179.00	\$1179.00	\$1179.00
EMS	\$509.00	\$509.00	\$509.00
Admin. facilities	\$662.00	\$662.00	\$662.00
	\$9122.00	\$9122.00	\$9122.00

- Notes: (a) No interest shall be paid by the County in calculating the amount of the refund despite the elapsed period of time between fee payment and fee refund.  
 (b) A \_\_\_% administrative processing fee shall be deducted from the amount of any refund otherwise calculated to be due to Applicant. Such administrative processing fee shall be retained by the County in the appropriate account(s).  
 (c) Except as otherwise provided in the Impact Fee Procedures Ordinance (2003-1), the refund shall be paid only to the current owner of the subject property.

20 REASON FOR DETERMINATION AND ACTION ON REFUND REQUEST:

Building permit revoked prior to construction.

21	<b>IF APPROVED IN FULL OR IN PART, OR SUBJECT TO CONDITIONS, THE FORM OF PAYMENT SHALL BE:</b>	
	<input checked="" type="checkbox"/>	Direct Payment (Check).
	<input type="checkbox"/>	Offsetting of Refund against other Impact Fees due for the same category of public facilities for new development on the same property.
	<input type="checkbox"/>	Other (subject to agreement between County and Applicant).
22	<b>SUBSEQUENT COUNTY ACTION REQUIRED; IF ANY, AND RESPONSIBLE DEPARTMENT, STAFF OR OFFICIAL:</b>	
23	<b>AUTHORIZATION FOR REFUND ISSUED BY:</b>	
	<b>Impact Fee Program Specialist</b>	<b>Date</b>

24 Sheriff/Treasurer Notified (mm-dd-yyyy): \_\_\_\_\_

25 REFUND CHECK ISSUED TO APPLICANT/PROPERTY OWNER:

Date (mm-dd-yyyy): \_\_\_\_\_

<u>Impact Fee Category</u>	<u>Check Number</u>	<u>Amount</u>
Schools	144	\$6772.00
Law Enforcement	0	\$ 0.00
Parks and Recreation	188	\$ 1179.00
EMS	169	\$ 509.00
Admin. Facilities	9	\$ 668.00
<b>TOTAL IMPACT FEE REFUND</b>		<b>9128.00</b>

**ALTERNATIVES:**

(1) Refund applied as Offset for other Impact Fees due on same property (describe):

(2) Agreement between County and Applicant (describe):

26 **RELEASE AND WAIVER BY APPLICANT/PROPERTY OWNER TO ANY ADDITIONAL REFUNDS OF IMPACT FEES PAID PURSUANT TO FORM 100, ON THE SUBJECT PROPERTY:**

\_\_\_\_\_  
Name of Applicant/Property Owner

\_\_\_\_\_  
Signature of Applicant/Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**RELEASE AND WAIVER ACCEPTED BY SHERIFF ON BEHALF OF COUNTY:**

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Signature of Sheriff

\_\_\_\_\_  
Date

Process Number (County use Only) = 25007711

Building Permit Number (County use Only) = 25 834

**100**

### Impact Fee Calculation Form Jefferson County Government - Office of Impact Fees

This information **MUST** match that provided on the Building Permit application. This form shall be submitted at the time of Building Permit application. The Applicant **MUST** be the property owner or a duly authorized agent of the property owner.

#### Applicant Information

1. First Name JOSEPH Stillwell Homes LLC ML W  
 Last Name Stillwell

2. Contact Address 324 MISSION ROAD

City AMBER POND  
 State WV ZIP 25425

Day Time Phone 304-707-1028

#### Building Permit Information

3. Building Permit Application Date (mm-dd-yyyy) 6/17/25

Property Owner Information

4. First Name Stillwell Homes LLC ML  
 Last Name

5. Subdivision (if applies)

6. Lot Number (if applies) 8A

7. Tax District 08

Map 4 Parcel 141.4  
 Deed Book 1321 Page 490

#### Amount and Type of Proposed Development

8.  Residential  Non-Residential

Development Type Single Family Subtype

Development Units 1 Amount

#### Exemption/Offset/Affordable Housing Discount Request

If requesting an Exemption, Offset, or Affordable Housing Discount, attach the appropriate form, and any required supporting documentation. Request for Exemption, Offset, or Affordable Housing Discount must be requested **PRIOR** to building permit application as this may delay building permit application processing. Be advised the total current Impact Fee amount will be due if the request for an Exemption, Offset, or Affordable Housing Discount is either denied or the Applicant does not qualify for said request.

- 9. Exemption: Attach Form 200 - Request for Exemption  
 Yes  No
- 10. Hardship Exemption: Attach Form 215 - Request for Hardship Exemption  
 Yes  No
- 11. Offset: Attach Form 220 - Request for Offset  
 Yes  No
- 12. Affordable Housing Discount: Attach Form 260 - Request for Affordable Housing Discount  
 Yes  No

**APPLICANT SIGNATURE**

13

*[Handwritten Signature]*

*6/17/25*

**County Certifications**

14 Building Permit Verification Date (mm-dd-yyyy): 17 June 2025  
 Verification and Review by: Michelle Mason  
 Title: Impact Fee Program Specialist

**Exemption/Offset/Affordable Housing Discount Adjustment**

15 - If approved or approved subject to conditions, indicate the amount of Exemption, Offset, or Affordable Housing Discount (also referred as AHD).

Impact Fee Category	Calculated Impact Fee	Amount of		Revised Final Impact Fee
		<input type="checkbox"/> AHD	<input checked="" type="checkbox"/> Offset	
Schools	6,177.24	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6,177.24
Law Enforcement	394	<input type="checkbox"/>	<input checked="" type="checkbox"/>	394
Parks & Recreation	1,179	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1,179
EMS	609	<input type="checkbox"/>	<input checked="" type="checkbox"/>	609
Admin. Facilities	648	<input type="checkbox"/>	<input checked="" type="checkbox"/>	648
<b>TOTAL (\$ USD)</b>	<b>9,592</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>9,128</b>

**Comments**

**Agreement**

**FINAL IMPACT FEE CALCULATION VERIFICATION, INCLUDING EXEMPTION, OFFSET, OR AFFORDABLE HOUSING DISCOUNT IF APPLICABLE AND APPROVED, THE APPLICANT AND THE IMPACT FEE PROGRAM SPECIALIST, ON BEHALF OF THE COUNTY COMMISSION, AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF ANY IMPACT FEE ORDINANCE AND IMPACT FEE PROCEDURES ORDINANCE IN EFFECT AT THE TIME OF THE EXECUTION OF FORM 100 BY THE IMPACT FEE PROGRAM SPECIALIST.**

16 Michelle Mason Date 17 June 2025  
 Impact Fee Program Specialist

17 [Signature] Date 6/17/25

Process Number (county use only) 2500771  
Building Permit Number (county use only) 25-834

**Receipt for Impact Fees Paid**  
Jefferson County Government - Office of Impact Fees

1. Date (mm-dd-yyyy) 6/17/2025

**Building Permit Information**

2. First Name Stillwell Homes, LLC M.I. \_\_\_\_\_  
Last Name Joseph Stillwell  
3. Subdivision (if applies) \_\_\_\_\_  
Lot Number (if applies) 8A  
Tax District 08 Ranson Corp  
Tax Map 4 Tax Parcel 141.4  
Deed Book 1321 Deed Page 490

**Amount and Type of Development**

4. Residential Single Family Single Family UNIT: unit AMT: 1

**Amount Paid**

Fee Category	Ordinance Valid Date	Category	Amt	Offset	Revised Fee Due
Schools	2003-1	Single Family	\$6,772.00	\$0.00	\$6,772.00
Law Enforceme	2005-1	Single Family	\$394.00	\$394.00	\$0.00
Parks & Rec	2005-2	Single Family	\$1,179.00	\$0.00	\$1,179.00
EMS	2005-3	Single Family	\$509.00	\$0.00	\$509.00
Admin. Facilitie	2021-1	Single Family	\$668.00	\$0.00	\$668.00
<b>TOTAL FEES PAID</b>					<b>\$9,128.00</b>

6. Payment Method Personal/Business Check Check # (if applicable) 1304

**Signatures**

7. Applicant Printed Name \_\_\_\_\_ Property Owner, Building Permit Applicant, Title, Other (please specify) \_\_\_\_\_

8. Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Michelle Mason  
Impact Fee Program Specialist

TAX DEPARTMENT  
DEPARTMENT OF  
IMPACT FEES  
Date

June 2025

The original receipt is retained by the County and is located in the file corresponding to the Process Number associated with Form 100.

### Impact Fee Certification

Jefferson County Government - Office of Impact Fees

Please complete items 1 through 8. This information MUST match that provided on the Building Permit Application. Item 9 MUST match item 9 from Form 100. Item 10 MUST match item 11 from Form 170. This form MAY NOT be completed until Form 170 is complete.

1. Date (mm-dd-yyyy) 6/17/2025

#### Applicant Information

2. First Name Stillwell Homes, LLC M.I. \_\_\_\_\_

Last Name Joseph Stillwell

3. Contact Address 324 Mission Road

City Harpers Ferry

State WV Zip: 25425

Day Phone (304) 707-1028 Ext: \_\_\_\_\_

#### Building Permit Information

4. Permit Application Date: 6/17/2025

#### 5. Property Owner Information

First Name Stillwell Homes, LLC M.I. \_\_\_\_\_

Last Name Joseph Stillwell

6. Subdivision (if applies) \_\_\_\_\_

7. Lot Number (if applies) 8A

8. Tax District 08 Ranson Corp

Tax Map 4 Tax Parcel 141.4

Deed Book 1321 Deed Page 490

#### Amount and Type of Development

9. Residential Single Family Single Family UNIT: unit AMT: 1

#### Amount Paid

10. \$9,128.00 If zero paid or not full fee the reason is: \_\_\_\_\_

#### Impact Fee Program Specialist Signature

11. THIS CERTIFIES THAT THE ABOVE APPLICANT HAS PAID THE IMPACT FEE AS INDICATED IN ITEM 10 ABOVE (OR IS EXEMPT FROM A FEE PAYMENT). PAYMENT OF AN IMPACT FEE DOES NOT ENTITLE APPLICANT TO AN AUTOMATIC APPROVAL OF A BUILDING PERMIT. ALL OTHER REQUIREMENTS FOR ISSUANCE OF A BUILDING PERMIT AS LAID FORTH BY THE COUNTY OR A MUNICIPALITY STILL APPLY.

Michelle Mason ORIGINAL DEPARTMENT OF IMPACT FEES  
Impact Fee Program Specialist Date 7 June 2025

**Michelle Mason**

---

**From:** Michelle Mason  
**Sent:** Monday, July 14, 2025 3:09 PM  
**To:** 'Kim Hawkins'  
**Cc:** Roger Goodwin; engineering  
**Subject:** RE: Permit 25-834 (203 N Preston St)

Kim,

Thank you for the verification.

Thank you,

*Michelle Mason*

Impact Fee Program Specialist  
Office of Impact Fees  
Department of Engineering  
116 E. Washington Street, Suite 100  
Charles Town, WV 25414  
(304) 728-3331: Office  
(304) 728-3953: Fax

**From:** Kim Hawkins <khawkins@ransonwv.us>  
**Sent:** Monday, July 14, 2025 3:07 PM  
**To:** Michelle Mason <mmason@jeffersoncountywv.org>  
**Subject:** Permit 25-834 (203 N Preston St)

Good afternoon,

Stillwell Homes has requested to withdraw permit 25-834. We have confirmed that no construction has started and have withdrawn the permit on our end.

Thank you,

**Kim Hawkins**  
Permit Coordination Manager  
304-724-3867  
[khawkins@ransonwv.us](mailto:khawkins@ransonwv.us)

**Apply for permits, check the status of your permit, or schedule an inspection online at [www.MyGovernmentOnline.org](http://www.MyGovernmentOnline.org).**

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Jessica James, Chief Human Resource Officer**

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: **10 minutes**

Date Requested – 1<sup>st</sup> Choice: **August 7, 2025**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

- ✚ 1. **Approval of Promotion –Deputy Director – Department of Engineering, Planning, and Zoning**
- ✚ 2. **Approval of Promotion – County Planner – Department of Engineering, Planning, and Zoning**
- ✚ 3. **Approval of Hire – Administrative Assistant – Emergency Services Agency**
- ✚ 4. **Approval of Hire – Grants and Social Services Coordinator – County Commission**
- ✚ 5. **Approval of Temporary Assignment – Acting Director – Emergency Communications**

**Please provide the County Commission with a description of your request or presentation, including any background information:**

1. Staff is requesting the approval of the promotion of Mason Carter from Ordinance Compliance Officer to Deputy Director of the Department of Engineering, Planning, and Zoning.
2. Staff is requesting the approval of promotion of Colin Uhry from Planning and Zoning Clerk to County Planner for the Department of Engineering, Planning, and Zoning.
3. Staff has identified a candidate for the position of administrative assistant for the Emergency Services Agency and is requesting approval to hire for the Grade 2, full-time, 80-hour position.
4. Staff has identified a candidate for the position of Grants and Socials Services Coordinator and is requesting approval to hire for the Grade 5, full-time, 80-hour position.
5. Staff is requesting the temporary assignment of Emergency Communications Deputy Director, Tara Vann, to the position of acting Director and the resulting increase in compensation beginning on the 10<sup>th</sup> day of the temporary assignment in accordance with *Jefferson County Administrative Policy 212 – Compensation During Temporary Assignment*.

Is this a funding request? Y/N - **NO**

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

**Department of Engineering, Planning, and Zoning Requests**

- I move to approve the promotion of Mason Carter to the Grade 7, full-time, 80-hour position of Deputy Director within the Department of Engineering, Planning, and Zoning, at a salary of \$70,257.00 per year, effective Monday, August 4, 2025.
- I move to approve the promotion of Colin Uhry to the Grade 5, full-time, 80-hour position of County Planner within the Department of Engineering, Planning, and Zoning at a salary of \$56,650.00 per year, effective Monday, August 4, 2025.

**Emergency Services Agency Request**

- I move to approve the hire of Brian Costello for the Grade 2, full-time, 80-hour position of Administrative Assistant for the Jefferson County Emergency Services Agency at a salary of \$45,000, effective Monday, August 18, 2025.

**County Commission Request**

- I move to approve the hire of \_\_\_\_\_ for the Grade 5, full-time, 80-hour position of Grants and Social Services Coordinator for the Jefferson County Commission Office at a salary of \$58,656, effective Monday, August 25, 2025.

**Request for Temporary Assignment**

- I move to approve the appointment of Tara Vann as acting Director for the Department of Emergency Communications, effective Monday, August 4, 2025 and provide an increase in salary for the appointment per JC AP212 – Compensation During Temporary Assignment, from Ms. Vann’s current salary of \$82,597 to the Grade 9 base salary of \$95,181, effective Friday, August 15, 2025.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?            Projector    Y/N            Internet/Wi Fi    Y/N            Telephone for conference call    Y/N

Contact information: Jessica James

Email address:        jjames@jeffersoncountywv.org

Phone Number:        304-728-3282

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



# 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  
*Steve Stolipher*

COMMISSIONER  
*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: Aug 8, 2025

Re: Fiscal Note: HR Matters requests to hire / promote

- The Department of Engineering, Planning, and Zoning is requesting to promote Mason Carter from Ordinance Compliance Officer to Grade 7 Deputy Director of the Department of Engineering, Planning, and Zoning. Wages are within budget.

Financial Promotion	\$ 9,990
FY 26 Allocated Budget	\$10,000

- The Department of Engineering, Planning, and Zoning is requesting to promote Colin Uhry from Planning and Zoning Clerk to Grade 5 County Planner for the Department of Engineering, Planning, and Zoning. Wages are within budget.

Financial Promotion	\$7,798
FY 26 Allocated Budget	\$7,798

- The JCESA is requesting to hire a full time, Grade 2, administrative assistant. Wages are within budget.

Starting salary	\$45,000
FY 26 Budget	\$45,000

- The Administration is requesting to hire Ms. Palm as a full time, Grade 5, Grants and Social Services Coordinator. Wages are within budget.

Starting salary	\$58,656
FY 26 Budget	\$79,163

- The Administration is requesting the assignment of Tara Vann as acting Director for the Department of Emergency Communications. Policy 212 provides an increase of compensation. Increase is within budget.

Acting Director increase of salary	\$12,584
FY 26 Allocated Budget	\$16,365

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: David Bound

Department or Organization: Administration

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1<sup>st</sup> Choice: **Aug 7, 2025**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

**Reimbursement approval as presented**  
**Approve FY26 budget resolutions as presented**  
**Approve JCESA Ambulance exonerations as presented**  
**Approve CHY Engagement letter as presented**  
**Determine local bank for TIF and E911 Fees**

**Please provide the County Commission with a description of your request or presentation, including any background information:**

Discuss and approve the reimbursement for Parks and Recreation as presented.  
Discuss and sign FY26 budget resolutions which were unanimously approved at prior JCC meetings.  
Discuss and approve JCESA Ambulance exonerations as presented.  
Discuss and approve CoxHollidaYoung PLLC FY25 Compilation engagement letter.  
Discuss and approve a local bank for TIF and E911 fee collections.

Is this a funding request? Y/N Y  
If so, how much? \$ 110,511.81  
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Requested motion to approve reimbursement to Parks and Recreation in the amount of \$76,511.81.  
Requested motion to approve FY26 budget resolutions as presented.  
Requested motion to approve the JCESA Ambulance fee adjustments and exonerations as presented.  
Requested motion to approve FY256 CoxHollidaYoung CPAs compilation of County financial statements not to exceed \$34,000 use of professional services funding.  
Requested motion to approve the use of \_\_\_\_\_ bank for TIF and E911 fee collections.

Attach supporting documents for request, or request may be denied.  
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information: David Bound

Email address: [dbound@jeffersoncountywv.org](mailto:dbound@jeffersoncountywv.org)

Phone Number: [304.728.3284](tel:304.728.3284)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



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COMMISSIONER

*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: Aug 8, 2025

Re: Fiscal Note: Bank Rates

---

Finance is looking to open bank accounts for Tax Increment Financing and E911 fees. Administration requested interest rates from local banks. The following are rates for a regular checking account:

Jefferson Security Bank 3.75%  
United Bank 3.70%  
Bank of Charles Town 2.25%  
Truist has provided no communication

Please advise of which bank the Commission would like to work with.



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*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: Aug 7, 2025

Re: Fiscal Note: FY25 Compilation of Financial Statements

---

The Chief Financial Officer is requesting a signature on the engagement letter provided by CoxHollidaYoung PLLC to compile the FY25 financial data for the county.

Requested amount of professional services	\$34,000
FY 26 Professional Services Budget	\$70,350



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*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: Aug 7, 2025

Re: Fiscal Note: Reimburse JC Parks and Recreation through FY26 budget allocation

---

The Jefferson County Parks and Recreation is requesting expense reimbursement through their FY26 budget allocation. As of July 1, 2025 expense reimbursement is the preferred method for entities receiving discretionary funding through the Commission.

FY 26 Budget	\$586,049.00
Expenses	<u>(\$76,511.81)</u>
Remaining Funds	\$509,537.19



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*Mike Mood*

To: Commissioner Pasha Majdi  
Commissioner Jack Hefestay  
Commissioner Cara Keys  
Commissioner Steve Stolipher  
Commissioner Mike Mood

From: David Bound

Date: Aug. 7, 2025

Re: Fiscal Note: JCESA Ambulance Bill Adjustments and Exonerations

---

JCESA has provided a list of adjustments and exonerations totaling \$3,387

The items listed as unlivable, or owner occupied have been confirmed with the Assessor's office records, duplicated billings have been confirmed and corrected by staff, and line items noted as sold will be billed to the owner as of July 1 of the current year during the next billing cycle.

**2025 Ambulance Fee Adjustments / Corrections / Exonerations**

	Date	Tax Owner	Contact	Phone #	Cust #	Invoice #	Amount		Reason	Date Presented to CC
17		CT GEN HOSP C/O JEFF MEMORIAL	LINDA RACCO	304.728.1669	55681	2400267	\$ 90.00		EXONERATION - BUILDING DEMOLISHED SOMETIME BETWEEN JUNE 2021 & OCTOBER 2024	8/7/2025
18		CT GEN HOSP C/O JEFF MEMORIAL	LINDA RACCO	304.728.1669	36200	2400028	\$ 90.00		EXONERATION - BUILDING DEMOLISHED SOMETIME BETWEEN JUNE 2021 & OCTOBER 2024	8/7/2025
19		CT GEN HOSP C/O JEFF MEMORIAL	LINDA RACCO	304.728.1669	39669	2413459	\$ 50.00		EXONERATION - BUILDING DEMOLISHED SOMETIME BETWEEN JUNE 2021 & OCTOBER 2024	8/7/2025
20		MYERS, CHRISTOPHER	CASANDRA MYERS	304.283.8904	64071	71613	\$ 44.00		EXONERATION - HOUSE CONDEMNED IN 2023 AND DEMOLISHED IN 2024	8/7/2025
21		VIA, LORENDERS	LORENDERS VIA	304.995.5822	66391	2423249	\$ 20.00		DUPLICATE BILL (2423244)	8/7/2025
22		TAYLOR, JAMES L			61709	2418627	\$ 50.00		EXONERATION - SOLD PROPERTY 04/15/24	8/7/2025
23		THE JOHN F FARGO TRUST	FRANK FARGO	304.279.3136	65399	2422550	\$ 11.00		CHANGE TO OWNER OCCUPIED.	8/7/2025
24		JASON SENGPIEHL	JASON SENGPIEHL		41088	2421922	\$ 50.00		EXONERATION - GYM / STUDIO NO KITCHEN PER ASSESSOR	8/7/2025
25		JASON SENGPIEHL	JASON SENGPIEHL		41088	2421924	\$ 50.00		EXONERATION - LIBRARY NO KITCHEN PER ASSESSOR	8/7/2025
26		AMERICAN PUBLIC UNIVERSITY			55212	2400439	\$ 1,875.00		EXONERATION - DUPLICATE BILL	8/7/2025
27		TOMLIN, WALTER	WALTER TOMLIN		31442	2322276	\$ 49.00		EXONERATION - BILLED FOR 2 MOBILE HOMES, ONLY OWNS 1	8/7/2025
28		TOMLIN, WALTER	WALTER TOMLIN		31442	2316868	\$ 5.00		EXONERATION - LATE FEE - WRONG MAILING ADDRESS	8/7/2025
29		TOMLIN, WALTER	WALTER TOMLIN		31442	73016	\$ 99.00		EXONERATION - DUPLICATE BILL (2316868) BILLED FOR 2 MOBILE HOMES, ONLY OWNS 1	8/7/2025
30		TOMLIN, WALTER	WALTER TOMLIN		31442	2401227	\$ 39.00		EXONERATION - BILLED FOR 2 MOBILE HOMES, ONLY OWNS 1	8/7/2025
31		CITY OF RANSON	DARLA ARMSTRONG	304.724.3863	55472	2400102	\$ 90.00		EXONERATION - PUMP STATION (CORNER OF 303 S MARSHALL & 4TH AVE) NO FACILITIES	8/7/2025
32		BROWN JASON	JASON BROWN		34892	2412356	\$ 19.00		EXONERATION - HOMESTEAD EXEMPTION	8/7/2025
33		FURR GARY	GARY FURR	304.763.6938	62728	2419722	\$ 11.00		EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)	8/7/2025
34		MCCRANN, MATTHEW			62650	73045	\$ 44.00		DUPLICATE BILL (2322328)	8/7/2025
35		IVANOV, IVAYLO	IVAYLO IVANOV	703.635.8283	63296	2222334	\$ 15.00		EXONERATE LATE FEES - WRONG MAILING ADDRESS	8/7/2025
36		IVANOV, IVAYLO	IVAYLO IVANOV	703.635.8283	63296	2320164	\$ 5.00		EXONERATE LATE FEES - WRONG MAILING ADDRESS	8/7/2025
37		GAUTHIER, CHAD	CARRIE GAUTHIER	304.582.2443	38825	2173840	\$ 54.00		EXONERATION - SOLD PROPERTY 9/24/2020	8/7/2025
38		GAUTHIER, CHAD	CARRIE GAUTHIER	304.582.2443	38825	2221135	\$ 54.00		EXONERATION - SOLD PROPERTY 9/24/2020	8/7/2025
39		GAUTHIER, CHAD	CARRIE GAUTHIER	304.582.2443	38825	2319055	\$ 55.00		EXONERATION - SOLD PROPERTY 9/24/2020	8/7/2025
40		GAUTHIER, CHAD	CARRIE GAUTHIER	304.582.2443	38825	2419258	\$ 50.00		EXONERATION - SOLD PROPERTY 9/24/2020	8/7/2025
41		GAUTHIER, CHAD	CARRIE GAUTHIER	304.582.2443	38825	242322	\$ 50.00		EXONERATION - DUPLICATE BILL; SOLD 9/22/2020	8/7/2025
42		PONYSTAR PROPERTIES LLC	KAREN HENRY	303.906.6464	60233	2416514	\$ 11.00		EXONERATION - OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)	8/7/2025
43		JORAN INVESTMENTS	SUZIE JORAN	304.279.9511	62143	24191100	\$ 50.00		EXONERATION - PROPERTY SOLD 4/12/24	8/7/2025
44		JACKSON, BARBARA	MICHAEL JENKINS	304.261.8005	33436	2418598	\$ 50.00		EXONERATION - UNSOUND STRUCTURE PER ASSESSORS RECORDS	8/7/2025
45		MCEWAN SHERYL	SHERYL MCEWAN	703.474.9564	38217	2419016	\$ 39.00		EXONERATION - DUPLICATE BILL (SOLD 4/24) & NEW OWNER WAS ALSO BILLED	8/7/2025
46		KATHLEEN L LINTON			54013	2146397	\$ 65.00		EXONERATION - SOLD 11/4/2020	8/7/2025
47		KATHLEEN L LINTON			54013	2167447	\$ 65.00		EXONERATION - SOLD 11/4/2020	8/7/2025
48		KATHLEEN L LINTON			54013	2214472	\$ 5.00		EXONERATION - SOLD 11/4/2020	8/7/2025
49		KATHLEEN L LINTON			54013	2413413	\$ 50.00		EXONERATION - SOLD 11/4/2020	8/7/2025
50		WOODS ANDREW			40907	2219477	\$ 39.00		EXONERATION - SOLD 2/14/2022	8/7/2025
51		WOODS ANDREW			40907	2317516	\$ 44.00		EXONERATION - SOLD 2/14/2022	8/7/2025
52		WOODS ANDREW			40907	2417828	\$ 54.00		EXONERATION - SOLD 2/14/2022	8/7/2025
53		CHRISTINA TRUST AS CUSTODIAN			34050	2422478	\$ 50.00		EXONERATION - SOLD 10/30/2023	8/7/2025
54		VIA LORENDERS			66391	2423249	\$ 20.00		EXONERATION - DUPLICATE BILL (2423249)	8/7/2025
55		JOHNSON ARTHUR			52863	2403128	\$ 50.00		EXONERATION - SOLD 12/23/2023	8/7/2025
56		RICE JENNIFER MARIE			63675	2420707	\$ 39.00		EXONERATION - SOLD 3/14/2024	8/7/2025

**RESOLUTION**

At a regular session of the Jefferson County Commission, held on the 15th Day of May 2025, the following Order was made and entered:

**SUBJECT:** Approve the budget adjustments as presented. The following resolution was offered.

**RESOLVED:** That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2026 budget revision number #1 to the General Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

Commissioner Stolipher, and duly seconded by Commissioner Hefestay, the vote was as follows:

Pasha Majdi	<u>yes</u>
Mike Mood	<u>yes</u>
Stephen Stolipher	<u>yes</u>
Cara Keys	<u>yes</u>
Jack Hefestay	<u>yes</u>

Whereupon, Commissioner **Majdi** declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Pasha Majdi**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

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**Pasha Majdi**, President  
Jefferson County Commission

\$33.21/hour, effective Sunday, June 1, 2025. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

Approval of Hire – Administrative Assistant – Emergency Services Agency

Commissioner Majdi motioned to approve the hire of Natalie Banks-Perkins as a Grade II, full-time, 80-hour Administrative Assistant for the Jefferson County Emergency Services Agency, at a salary of \$45,000, effective May 19, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

9. David Bound, Chief Financial Officer

FY26 Budget adjustments

Commissioner Stolipher motioned to approve the budget adjustments as presented:

- motion to approve the following FY26 Budget requests:
- motion to approve \$73,512 for Commission wages and taxes
- motion to approve \$5,131 for County Clerk part time help
- motion to approve \$19 for Circuit Clerk wages
- motion to approve \$57,654 for Tax Deputy wages and taxes
- motion to approve \$16,899 for Assessor wages and taxes
- motion to approve \$52,396 for Assessor Valuation insurance
- motion to approve \$3,325 for State Wide Computer network increase
- motion to approve \$87,176 for Fleets and Maintenance building maintenance
- motion to approve \$61,825 for Information Technology wages and taxes
- motion to approve \$45,853 for Regional Development invoice
- motion to approve \$164,803 for Sheriff full time bailiffs overtime wages taxes retirement
- motion to approve \$485 for Sheriff Service of Process uniforms
- motion to approve (\$43,160) for JC Development Authority wages and taxes
- motion to approve (\$29,162) for JC Ministries wages and taxes
- motion to approve (\$496,756) for Contingency Funding

The motion was seconded by Commissioner. Hefestay. The motion was approved unanimously.

JCESA FY25 budget adjustment

Commissioner Stolipher motioned to approve the internal budget transfers as presented. The motion was seconded by Commissioner. Mood. The motion was approved unanimously.

**RESOLUTION**

At a special session of the Jefferson County Commission, held on the 8th Day of July 2025, the following Order was made and entered:

**SUBJECT:** to approve the state budget transfers for COLA funds amounting to \$576,502 to the County departments' and elected offices' FY26 budgets as presented and to transfer merit funds amounting of \$272,198 to the elected departments' FY26 budgets as presented.

**RESOLVED:** That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2026 budget revision number #2 & #3 to the General Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

Commissioner Majdi, and duly seconded by Commissioner Stolipher, the vote was as follows:

Pasha Majdi	<u>yes</u>
Mike Mood	<u>yes</u>
Stephen Stolipher	<u>yes</u>
Cara Keys	<u>yes</u>
Jack Hefestay	<u>yes</u>

Whereupon, Commissioner **Majdi** declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Pasha Majdi**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

---

**Pasha Majdi**, President  
Jefferson County Commission

Services Agency at a rate of \$ 22.90 per hour effective June 15, 2025 and a lump sum payout of \$226.50 for time worked between June 15, 2025 and today. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

Approval of COLA/Merit Increases for the Jefferson County Clerk's Office

Commissioner Majdi motioned to approve the cost-of-living adjustments and merit increases for the Office of the Jefferson County Clerk, as presented, effective July 1, 2025. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

Commissioner Keys motioned to approve the hire for the Grade 9, full time 80 hour position of Chief Technology Officer, Gabriel Areigaza at \$95,197 effective date July 9, 2025. The motion was seconded by commissioner Hefestay. The motion was approved unanimously.

✓ 16. David Bound, Chief Financial Officer

External budget transfer approval – merit and cost-of-living adjustment (COLA)

Commissioner Majdi motioned to approve the state budget transfers for COLA funds amounting to \$576,502 to the County departments' and elected offices' FY26 budgets as presented and to transfer merit funds amounting of \$272,198 to the elected departments' FY26 budgets as presented.. The motion was seconded by Commissioner Stolipher. The motion was approved unanimously.

17. Nathan Cochran, Assistant Prosecuting Attorney

Discussion and advice from counsel and possible action on courthouse annex

Commissioner Stolipher motioned to enter into executive session to receive legal advice at 5:01 p.m. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Mood motioned to reconvene in regular session at 5:40 p.m. The motion was seconded by Commissioner Stolipher and approved unanimously.

Commissioner Stolipher motioned to accept the orders as presented by counsel. The motion was seconded by Commissioner Mood. The motion was approved unanimously.

**COUNTY ADMINISTRATOR REPORTS**

18. Certificate of Insurance

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Nathan Cochran**

Department or Organization: **Prosecuting Attorney's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **August 7, 2025**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Report by legal counsel**

**Please provide the County Commission with a description of your request or presentation, including any background information:**

**A. Discussion of Charles Town Utility Board v. West Virginia American Water Company (25-0263-PWD-C).**

Is this a funding request? **No**

If so, how much? **\$**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?      Projector    **No**              Internet/Wi Fi    **No**              Telephone for conference call    **No**

Contact information: **Jaymee Houser**

Email address: **jhouser@jcpawv.org**

Phone Number: **304-728-3318**

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Edwina Benites-LM

Department or Organization: Administration

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **August 8, 2025**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

1. 393 and 330 Buildings Update
2. Ending the meeting room lease with the Charles Town Library
3. Meeting room policy update
4. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office space and/or courthouse space

**Please provide the County Commission with a description of your request or presentation, including any background information:**

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?      Projector    Y/N      Internet/Wi Fi    Y/N      Telephone for conference call    Y/N

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



# 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](http://www.jeffersoncountywv.org)

PRESIDENT

*Pasha Majdi*

VICE PRESIDENT

*Mike Mood*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*Steve Stolipher*

To: Commissioner Pasha Majdi  
Commissioner Steve Stolipher  
Commissioner Mike Mood  
Commissioner Cara Keys  
Commissioner Jack Hefestay

From: Edwina Benites-LM, county administrator

Re: County Administrator Report, August 8, 2025

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Summary:

1. 393 and 330 Buildings Update
2. Ending the meeting room lease with the Charles Town Library
3. Meeting room policy update
4. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office space and/or courthouse space.

## **1. 393 and 330 Buildings Update**

### **Summary of Recent Work:**

#### **Information Technology (IT):**

- Installed new meeting computer systems in the Commission Conference Center.
- Repaired and configured projector, TVs, microphones, charging station, rack, and cable management in A/V closet.
- Set up Wi-Fi access points on multiple floors and installed firewalls and network switches.
- Deployed loaner computer systems for departmental use.
- Completed Comcast coaxial internet connection at both buildings.
- Cleaned and organized all IT rooms in 393.

#### **Fleet and Facilities:**

- Relocated voter storage from Bardane to 393; moved warehouse inventory to newly available space.
- Transferred and organized large quantities of cubicle components and surplus chairs.
- Reconfigured meeting room furniture to accommodate various functions.
- Installed and integrated access control panels for main entrances.
- Cleaned and organized bathrooms and custodial closets.
- Provided support for A/V setup in the Commission meeting room.
- Coordinated with architects and designers on floor plan adjustments.

- Prepared both buildings for the ribbon cutting and dedication event, including setup and cleaning.

### **Upcoming Work:**

#### **Information Technology:**

- Finalize A/V system setup in the Commission Conference Room.
- Finalize layout and procurement for exterior security camera installation.
- Complete IT room cleanup at 330 N. George Street.

#### **Fleet and Facilities:**

- Follow up on terrazzo flooring installation.
- Transition critical service contracts (elevator, generator, HVAC) to county management.
- Hold a second round of floor plan review meetings with elected officials and department heads.
- Conduct walkthrough of 330 N. George Street with Supreme Court Facilities and Security team on August 13.

### **2. Ending the meeting room lease with the Charles Town Library**

The Commission must end its lease with the Charles Town Library for use of its meeting room.

**Suggested motion: motion to approve and send the end of lease agreement to the Charles Town Library as presented.**

### **3. Meeting room policy update**

In vacating the Charles Town Library meeting room and transitioning into the newly designated spaces at 393 N. Lawrence Street and 330 N. George Street—with a significant investment in audiovisual and IT infrastructure—it is important to revise and formalize the County’s meeting room use policy. I recommend that these rooms be limited to use by governmental entities only, with access permitted only when a County IT staff member is available. Additionally, two bailiffs will be required for after-hours meetings until the security gate installation is complete. I have provided a draft of Policy 906 for your review.

**Suggested Motion: Motion to approve Policy 906 as presented.**



# 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](http://www.jeffersoncountywv.org)

PRESIDENT

*Pasha Majdi*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*Mike Mood*

COMMISSIONER

*Steve Stolipher*

**August 5, 2025**

Charles Town Library Board  
200 E. Washington Street  
Charles Town, WV 25414

**Subject: Termination of Room Lease and Continued Collaboration**

Dear Marcella:

On behalf of the Jefferson County Commission, I want to express our sincere appreciation for the Charles Town Library's many years of partnership. Your generosity in allowing the Commission to use space within the library has provided a valuable community service and supported the operations of local government during a period of growth and transition.

This letter serves as our formal notice to conclude our lease for the use of the meeting space at the library. The Jefferson County Commission will vacate the meeting room no later than **September 30, 2025**. As we complete the move to the new Jefferson County Government and Judicial Center, we remain grateful for the Library's flexibility and support.

We understand the Library would like to retain the following items currently in the leased space, and we are happy to confirm that these may remain in place:

- Audience chairs
- Projector and associated wiring
- White folding tables
- Small metal cabinets (if available)

Additionally, we understand the United Way's Day of Caring is scheduled for September 9, and we fully support your plans to repaint the room that day. Please consider this letter as our consent to access the room for that purpose.

Thank you again for your continued service to the community and for the vital role the Charles Town Library plays in preserving knowledge, encouraging civic life, and supporting public institutions.

Sincerely,  
Edwina Benites-LM  
County Administrator  
Jefferson County Commission

<i>Jefferson County Policies &amp; Procedures</i>			
Policy Name:	<b>Meeting Room Policy</b>	Approved	08/07/2025
Policy Number:	<b>906</b>	Author:	E. Benites-LM
Associated:			Revised: 11-21-2013

**Permitted Use of Rooms:**

The meeting rooms at 393 N. Lawrence Street and 330 N. George Street are reserved for the following types of use:

- Jefferson County departments
- Jefferson County boards and commissions
- State and federal governmental entities conducting official business
- Other governmental entities conducting official business
- Non-governmental entities that have received express approval from the Jefferson County Commission

**Reservation Process:**

- All reservation requests must be submitted via email to the County Administrator.
- Requests must include the name of the requesting entity, purpose of the meeting, requested date and time, and a point of contact.

**Insurance Requirements:**

- Entities not already insured under the County’s insurance coverage must submit a Certificate of Insurance (COI).
- The COI must name **Jefferson County Commission** as an additional insured.

**Operational Requirements:**

- A Jefferson County IT Department staff member is required to be present at **all meetings**, including those held during normal business hours, to ensure functionality of County-owned audiovisual and digital equipment.
- Two bailiffs are currently required to be present for **after-hours meetings** for safety and security.

**Approval Discretion:**

The County Administrator may deny room use requests if:

- Required bailiff or IT support is unavailable;

<i>Jefferson County Policies &amp; Procedures</i>			
Policy Name:	<b>Meeting Room Policy</b>	Approved	08/07/2025
Policy Number:	<b>906</b>	Author:	E. Benites-LM
Associated:			Revised: 11-21-2013

- A COI is not submitted (if required);
- There are operational, scheduling, or security concerns regarding the proposed use.

**Exceptions:**

Entities wishing to deviate from this policy or the County’s Standard Operating Guidance (SOG) may submit a formal request to the Jefferson County Commission for consideration during a public meeting.

**ALTERNATIVE LOCATIONS FOR MEETINGS**

For groups unable to meet the requirements of this policy or seeking alternative locations, the following community meeting spaces are recommended:

- Charles Town Library Meeting Room
- Corner Connections Community Room
- Shepherdstown Community Club
- Jefferson County Board of Education facilities
- Adding others

**RESPONSIBILITY FOR IMPLEMENTATION**

- The **County Administrator** is responsible for ensuring proper approval and documentation of reservations in accordance with this policy.
- The **IT Department** is responsible for staffing meetings to support audiovisual and digital systems.
- The **Sheriff’s Department** will provide bailiff support for after-hours meetings as required.

## Lynn Dillow

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**From:** Anna Mary Walsh <amwalsh222@yahoo.com>  
**Sent:** Tuesday, July 15, 2025 11:54 AM  
**To:** Pasha Majdi; Mike Mood; Jack Hefestay; Cara Keys; Steve Stolipher  
**Cc:** Edwina Benites; Lynn Dillow  
**Subject:** Demise of the Jefferson County Development Authority

Dear Commissioners:

We are a county of historical significance. Our boards, committees, organizations, and governmental leaders were created with unity and fairness. People from all walks of life like farmers, business people, educators, lawyers, physicians, etc. were appointed or voted upon to areas that made decisions for Jefferson County citizens with EVERY CITIZEN in mind. They knew the county and the needs of the residents.

It's very disconcerting that our county commission took apart a board with people who represented US. Our towns were represented. Familiar names to so many were members.

And you, as our commissioners, decided to dissolve our Jefferson County Development Authority. Look at what you've done. What was the purpose?

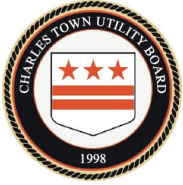
I'm concerned that whoever you appoint to the JCDA will not represent a cross-section of all of us in the county--from opinions, knowledge, background to good sense and the leadership qualities that has formerly allowed our county to be one of the best in the state.

As a lifelong resident of Jefferson County, I've had the benefit of crossing paths with so many people who brought knowledge, good ideas, and insight to where our county needed to head in order to succeed in the future of what lay ahead for us. Their ordinances, guidelines, rules, and laws were varied but from the looks of our county, things mostly worked out well.

To dismantle the JCDA was a sign that you are not aware or do not wish to recognize the importance of what it represented. Shame on you. I guess that's a reason that I was not familiar with any of your names prior to the election. Some of you are new to the area but that does not excuse your not investigating our history and getting a snapshot of the big picture in years past before the super boom of development arrived and so many more services were needed.

I ask that you rethink your decision. The appointments you make will affect us for decades. Please do not misstep and choose with political motivation instead of bipartisan thought. We have to count on you to speak for all of us.

Anna Mary Walsh  
254 Chandler Drive  
Shepherdstown, WV 25443



# CHARLES TOWN UTILITY BOARD AGENDA

WEDNESDAY, JULY 23, 2025

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**Regular Meeting**

**661 South George Street  
Charles Town, WV 25414**

**4:00 PM**

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## CALL TO ORDER

### 1. APPROVAL OF MINUTES

- a. Approval of July 9, 2025 Regular Meeting Minutes  
[UB Minutes 07.09.25.pdf](#)

### 2. PUBLIC COMMENT

This portion of the agenda is designed for members of the general public to share thoughts on items of interest in the community. By law, Board members may ask clarifying questions or discuss procedural matters but are not permitted to discuss the policy merits of any issue unless it is scheduled for discussion.

The public is invited to attend this meeting in person or via webcast ([www.ctubwv.com](http://www.ctubwv.com)- Board Meeting - Meeting Agendas and Minutes 2025) or by accessing the following zoom link:

<https://us06web.zoom.us/j/88062542562?pwd=aeGdsVzckoCAjLIwy3PL89RCzZUvF.1>

Meeting ID: 880 6254 2562  
Passcode: 390632  
(301)715-8592

### 3. UNFINISHED BUSINESS

- a. Update on WV PSC Cases - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.
  - i. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development
  - ii. 25-0263-W-C – West Virginia American Water Complaint Case
- b. Draft Sewer System Design and Construction Standards Manual  
[Draft Sewer System Specs-Rev.pdf](#)
- c. Riverpointe (formerly Ranson Heights) Pump Station Operation and Maintenance Agreement

[Draft Ranson Heights O&M Agreement -Revised.pdf](#)

- d. Sleepy Hollow Mainline Extension Agreement Request

#### 4. **NEW BUSINESS**

- a. Raftelis – Capacity Improvement Fee Assessment Presentation  
[CTUB 2025 CIF Slides.pptx](#)  
[CIF Chart updated 2025.pdf](#)
- b. Collection System Project – Resolution No. 12 – CWSRF No. 5, Pay Application No. 4  
[Collection System Project - Resolution No. 12 - CWSRF No. 5, Pay App 4.pdf](#)
- c. Collection System Project – Resolution No. 13 – CIF Payment No. 8  
[Collection System Project - Resolution No. 13 - CIF No. 8.pdf](#)
- d. Collection System Project - Change Order No. 1 (Information Only)  
[Contract 1 CO 1 \(7-2-25\).pdf](#)
- e. Locust Hill Pond Aerator Quote  
[Locust Hill Pond Aerator Quote.pdf](#)
- f. Service Area Map by Subdivision for Website, updated every 6 months (requested by Director Parker)  
[Water and Sewer Maps.pdf](#)
- g. General Manager Report Requirement for the Board of Directors to include: Written, signed GM report to include, monthly water loss percentages, fire hydrant compliance/mapping and manhole maintenance and repairs, total capacity improvement fees and also by subdivision, list task order performed each month, with improvements, critical challenges (requested by Director Parker)

#### 5. **MANAGER REPORTS**

- a. Utility Manager Report
- b. Chairman Report

#### 6. **APPROVAL OF BILLS**

- a. July 23, 2025  
[Board Report 07.23.25.pdf](#)  
[Board Report 07.18.25.pdf](#)

#### 7. **ADJOURNMENT**

#### 8. **INFORMATION ONLY**

- a. Next Meeting - August 13, 2025 at 4:00 P.M.

**Charles Town Utility Board  
Regular Board Meeting  
June 25, 2025**

The Charles Town Utility Board held a regular meeting on June 25, 2025 at 4:00 P.M. Members of the Board present were John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member; Patrick Kratovil, Board Member; and newly appointed board member, Mayor Micheal George. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemeyer, Secretary; and Robert Rodecker, Legal Counsel (Zoom).

**CALL TO ORDER**

The Vice Chairman called the meeting to order at 4:00 P.M.

**SWEARING IN OF NEW CHAIRMAN**

The Vice Chairman swore in the new Chairman, Micheal George.

**APPROVAL OF MINUTES**

Approval of June 11, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the June 11, 2025 regular meeting minutes. Mrs. Stolipher proposed a correction to change the PSC hearing date to July 30<sup>th</sup> instead of June. With no objections from the Board, the minutes were approved as amended.

**PUBLIC COMMENT**

Public comment was received by Jacquelyn Milliron.

**UNFINISHED BUSINESS**

Update on WV PSC Cases - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

- i. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

Mr. Rodecker provided he is still waiting for feedback from the other party on the revised lease agreement as there is no timeline for a response.

**Action: No action required by the Board.**

- ii. 25-0263-W-C – West Virginia American Water Complaint Case

Mr. Rodecker mentioned he is continuing to prepare for the July 30 hearing in Charles Town. Mrs. Stolipher provided she has requested to be on a County Commission agenda to discuss this case.

**Action: No action required by the Board.**

## NEW BUSINESS

### Public Service Commission Presentation by Jim Ellars - Mainline/Alternate Mainline Extension Agreements

Mr. Jim Ellars from the PSC provided an overview on the differences between mainline and alternate mainline extension agreements and the PSC administrative rules that correlate with each for both water and sewer. He also discussed how to apply the agreements in varying situations. The Board provided discussions. Mr. Ellars addressed the Board's questions and concerns.

**Action: No action required by the Board.**

### Draft Consumer Confidence Reports

Mrs. Stolipher included the drafts of the reports for the Boards review. Mrs. Stolipher will post final versions on the website and Facebook page, provide a link on the utility bills and hand-deliver to the Glen Haven and Cavaland developments. Mrs. Parker provided comments and suggested adding a column to the chart showing if there are violations or not by red or green check marks for an easier read.

**Action: No action required by the Board.**

### Kay Casto Chaney, PLLC Legal Services Agreement Amendment No. 2

Mrs. Stolipher provided the amendment No. 2 to the Kay Casto Cheney agreement is to extend services of the existing contract for the Collection System Project for an increase of an additional \$30,000, but not to exceed \$170,000 for the total contract.

**Action: Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the Kay Casto Chaney, PLLC Legal Services Agreement Amendment No. 2**

### Collection System Project – Resolution No. 10 – CIF Payment No. 7

Mrs. Stolipher included the pay application for Resolution No. 10, CIF Payment No. 7 in the amount of \$26,287.75 for work completed. Mr. Maxey requested clarification on the payment being funded from the CIF account. Mrs. Stolipher stated the percentages and funding strategies were agreed to throughout the process and what was committed to for the funding agencies.

**Action: Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved Resolution No. 10 – CIF Payment No. 7.**

### Collection System Project – Resolution No. 11 – CWSRF No. 4, Pay Application No. 3

Mrs. Stolipher included the pay application for Resolution No. 11, CWSRF Payment No. 4, Pay Application No. 3 in the amount of \$21,600 for work completed.

**Action: Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved Resolution No. 11, CWSRF Payment No. 4, Pay Application No. 3.**

### Renewal and Replacement Project - Resolution No. 30 - Contractor Pay Application No. 30

Mrs. Stolipher included the pay application for Resolution No. 30 – Contractor Pay Application No. 30 in the amount of \$266,712.95 for work completed. She mentioned there will be one more pay application to close out the project.

**Action:** Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 30 – Contractor Pay Application No. 30.

Collection System Project - Change Order No. 2

Chris Eckenrode presented Change Order No. 2 for HRI to perform a jack and bore of the 48” casing pipe under the entirety of Augustine Avenue rather than open-cutting to prevent a major disturbance to the surrounding area due to road closures. He proposed the Board approve the unit costs for soil at \$80/foot at \$2317/LF and for rock at \$80/foot at \$3237/LF. Mr. Eckenrode mentioned the subcontractor performing the jack and bore will be Snyder Environmental as they are local and have the equipment. The Board provided discussions.

**Action:** Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Change Order No. 2.

Charles Town South Third Amendment to Lease Agreement

Mrs. Stolipher provided the third lease amendment with Verizon for the Route 9 tank to replace equipment with no rent increase. Mike Hofe, CTUB’s consultant, reviewed the agreement finding no issues.

**Action:** Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the Charles Town South Third Amendment to Lease Agreement.

**MANAGER REPORTS**

Utility Manager Report

Mrs. Stolipher mentioned the approved CIP have both the water and sewer plant expansions costing an estimated \$40 million, but suggested adding inflation since these are projects are still years out. Mr. Eckenrode was in agreeance. Mrs. Stolipher provided this information as been provided to Rafetelis and they will present their findings at the July 23<sup>rd</sup> meeting.

Mr. Eckenrode also mentioned he will have the review of the specs and standards complete this week and ready for the Board to adopt at the next meeting. He also provided an update on the work being done for the Collections System project.

Mrs. Shultz provided the new software will go live next month for the financial module and the billing in August.

**Action:** No action required by the Board.

Chairman Report

The Chairman mentioned he will not be at the next board meeting due to a prior engagement.

**Action:** No action required by the Board.

**APPROVAL OF BILLS**

June 25, 2025

**Action:** Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the payment of the bills.


**ADJOURNMENT**

There being no further business at this time, the Board adjourned the meeting at 5:19 P.M.

**INFORMATION ONLY**

The next meeting is scheduled for Wednesday, July 9, 2025 at 4:00 P.M. at 661 S. George Street.

  
\_\_\_\_\_  
Micheal George  
Chairman

  
\_\_\_\_\_  
Ashley Stottlemeyer  
Secretary

**Charles Town Utility Board  
Regular Board Meeting  
June 11, 2025**

The Charles Town Utility Board held a regular meeting on June 11, 2025 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; John Maxey, Vice Chairman; Heidi Parker, Board Member (Zoom); and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemeyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and Pasha Majdi, County Commission Liaison (Zoom).

Mr. Duke Pierson was absent from the meeting.

**CALL TO ORDER**

The Chairman called the meeting to order at 4:00 P.M.

**APPROVAL OF MINUTES**

Approval of May 28, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the May 28, 2025 regular meeting minutes. Mrs. Parker clarified the Avalon agreement was an Alternate Mainline Extension Agreement not a Mainline Extension Agreement as identified by the agenda item in the minutes.

**Action: Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the minutes.**

**PUBLIC COMMENT**

No public comment was received.

**UNFINISHED BUSINESS**

Update on WV PSC Cases - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

- i. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

Mr. Rodecker provided that he, along with Mrs. Stolipher and his partner, Steve Higgins, reviewed and made changes to the draft lease agreement and are now waiting for feedback from the other party. Commissioner Majdi questioned if the service agreement was not executed and what repercussions Mountain Pure could take. Mr. Rodecker mentioned they could go to WVAW and County ratepayers would be paying those rates.

**Action: No action required by the Board.**

- ii. 25-0263-W-C – West Virginia American Water Complaint Case

Mr. Rodecker mentioned the PSC issued an order setting a hearing on June 30 in Charles Town. He provided CTUB would be represented by his partner, Cindy Wilson, at the hearing.

**Action: No action required by the Board.**

## NEW BUSINESS

### Revised FY2026 Capital Improvement Plan

Mrs. Stolipher provided a revised CIP with modifications to the water and wastewater treatment plant upgrade projects per Gwin Dobson and Foreman recommendations. The Board provided discussions. Mrs. Stolipher mentioned that Rafetelis will use these numbers in their calculation of revised CIF's and will be finalizing their report soon.

**Action: Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the revised FY2026 CIP.**

Mr. Maxey requested a representative from GDF attend a future meeting to discuss these project numbers. Mrs. Stolipher mentioned Chris Eckenrode will be at the next meeting.

### Asbury Block Sewer Project

Mrs. Stolipher presented the construction cost estimate of \$1,140,346.00 for the Asbury Block sewer line replacement. She mentioned the project is ready to go out to bid. The Board provided discussions. Mr. Maxey questioned if this project would address any exfiltration if found to be issue. Mrs. Stolipher stated the project will give an insight into pipe conditions as they are dug up and replaced. Mrs. Parker asked about the funding source and Mrs. Shultz provided the project would be paid for from the operating account.

**Action: Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the cost estimate for the Asbury Block sewer project and to proceed with the bidding process.**

### West Branch Apartments Alternate Mainline Extension Agreement

Mrs. Stolipher presented the sewer Alternate Mainline Extension Agreements for West Branch apartments located off of Route 115 adjacent to the Strider property across from the new Ranson Elementary. She provided the water would be provided by WVAW. The Board provided discussions. Mr. Maxey asked if this location would tie into the Rockwool line. Mrs. Stolipher replied yes and added CTUB would have to reimburse the State for those connections. Mrs. Parker had questions on language in the agreement.

Commissioner Majdi had questions regarding CTUB CIF's and the fees of WVAW. Mrs. Stolipher explained CTUB's fees and mentioned that WVAW does not charge those same fees, which was the reason for the developer of West Branch to move forward with WVAW for water services. Mr. Rodecker provide further discussions. Mr. Maxey suggested a resolution from the County Commission supporting CTUB that can be presented at the upcoming hearing. Commissioner Majdi invited CTUB to the next County Commission meeting to discuss these issues. Mrs. Stolipher, Mr. Rodecker and Mr. Maxey will attend.

**Action: Motion made by Mr. Kratovil, second by Mr. Maxey, the Board approved the sewer AMEA for West Branch Apartments.**

## APPROVAL OF BILLS

June 11, 2025

**Action: Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the payment of the bills.**

**MANAGER REPORTS**

**Utility Manager Report**

Mrs. Stolipher mentioned the water model revisions are almost finalized as well as the Consumer Confidence Reports, staff will be performing the lead and copper sampling within the next 60 days with a change to the corrosion inhibitor thereafter, water tank cleaning will begin next month and the Greenfield project will be ready to go out to bid soon. She also provided that Jim Ellars from the PSC will give a presentation on alternate mainline and mainline extension agreements at the next Board meeting and suggested the Board send any questions to her prior to that meeting.

Mrs. Stolipher also mentioned she was selected to participate on the Water Advisory Committee and will provide any updates to the Board. The Board thanked the Chairman for his time and service on the Board as this was his last meeting.

**Action: No action required by the Board.**

**Chairman Report**

The Chairman provided his replacement, Mike George, will start the next meeting.

**Action: No action required by the Board.**


Mrs. Parker had questions on the Water Advisory Committee and requested an update from Mrs. Stolipher on her presentation to the JCDA last month. She had questions on the CIF chart in the Utility Manager Report. She also reported she supplied the County Commission with CTUB meeting minutes from April.


**ADJOURNMENT**

There being no further business at this time, the Board adjourned the meeting at 5:10 P.M.

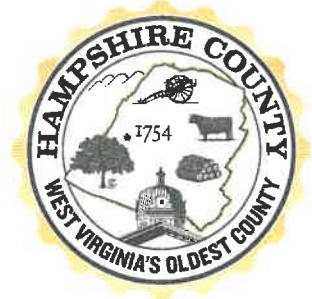
**INFORMATION ONLY**

The next meeting is scheduled for Wednesday, June 25, 2025 at 4:00 P.M. at 661 S. George Street.

  
\_\_\_\_\_  
John Maxey  
Vice Chairman

  
\_\_\_\_\_  
Ashley Stottlemeyer  
Secretary

**County of Hampshire**  
OFFICE OF THE COUNTY COMMISSION



RECEIVED

**Jefferson County Commission**  
116 East Washington Street, Suite 201  
Charles Town, WV 25414

JUL 23 2025

July 15, 2025

County Commission  
of Jefferson County, WV

**Dear Fellow County Leaders,**

The Hampshire County Commission recently adopted a resolution opposing the proposed MidAtlantic Resiliency Link (MARL) and “Valley Link” high-voltage transmission projects in their current form(s) due to their anticipated impact on our home. (see enclosed) We write to share our county’s concerns and to invite your collaboration in advocating for the best outcomes for each of our respective communities in relation to these proposed projects.

Hampshire County is deeply concerned that the 500 kV MARL project and the 765 kV Valley Link project would erect massive 160-foot transmission towers across our scenic ridges and valleys, primarily to carry electricity from generation in West Virginia and Pennsylvania to far-off data centers in Loudoun County, Virginia. These lines would impose significant burdens on our communities without providing any meaningful local benefit. Studies have shown that homes and properties near high-voltage lines can suffer diminished values, which would erode our residents’ equity and our local tax base. We fear that the towering overhead lines would mar signature scenic views that are the cornerstone of our growing tourism economy, deterring visitors and harming outdoor recreation and related businesses. The prospect of using eminent domain to seize private land for projects that primarily serve out-of-state interests is equally troubling, raising questions of public benefit and fairness.

Importantly, we believe better alternatives exist. Our resolution urges utilities and regulators to prioritize solutions that avoid new overhead corridors. For example, increased efficiency on existing lines, advanced grid control technologies, and encouraging more local generation near demand centers can boost reliability without carving through untouched landscapes. If new transmission capacity is truly necessary, we advocate for modern approaches such as upgrading and reconductoring existing rights-of-way or even placing lines underground along highway corridors. These strategies can meet regional energy needs while avoiding the visual blight of lattice towers, reducing land seizures, and improving storm resilience – all at a cost that, while higher than overhead lines, is far from prohibitive when weighed against the long-term preservation of our communities. In short, we believe reliability goals can be achieved *without sacrificing* West Virginia’s heritage and landscapes.

We respectfully invite your county and municipality to join Hampshire County in opposing the MARL and Valley Link projects as currently proposed. By presenting a united front, local

governments can send a powerful message to PJM Interconnection, state Public Service Commission, and federal agencies that our communities insist on less destructive alternatives.

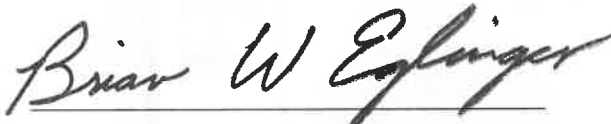
We propose forming an informal coalition of affected counties and towns to share information, coordinate participation in regulatory proceedings, and press for solutions that protect our property values, environment, and quality of life. Together, we believe we can have significantly more effective ability to advocate for modern transmission improvements that strengthen the grid without tearing through the heart of our communities.

Hampshire County Commissioner Brian Brill will serve as our point of contact for this effort. Please feel free to reach out to Commissioner Brill at [bbrill@hampshirewv.com](mailto:bbrill@hampshirewv.com) or 304-813-2266 with any questions, ideas, or to indicate your interest in collaborating. We plan to schedule a virtual meeting of interested local leaders in the coming weeks and would value your input.


Thank you for your attention to this matter. By standing together, we believe that our local governments can ensure that our citizens' voices are heard and that any necessary electric infrastructure upgrades are pursued in a way that respects our people, our economy, and our treasured landscapes. We look forward to working with you in pursuit of responsible solutions.

Sincerely,

Hampshire County Commission



Brian W. Eglinger, President



Logan Mantz, Commissioner



Brian A. Brill, Commissioner

# County of Hampshire

## OFFICE OF THE COUNTY COMMISSION



WHEREAS, the 500 kV Mid-Atlantic Resiliency Link (MARL) and the proposed 765 kV transmission (Valley Link) projects are designed chiefly to carry electricity from generation in Pennsylvania and West Virginia to data-center loads in Loudoun County, Virginia, leaving Hampshire County to host high-voltage towers while receiving no meaningful local benefits.

WHEREAS, Hampshire County's scenic ridges, valleys, and historic landscapes are the backbone of a growing tourism economy, and precious beyond measure to the people that call Hampshire County home; overhead lines and 160-foot steel lattice towers would mar signature views, deter visitors, undermine tourism-based enterprises, and cause immeasurable harm to those to whom these hills and valleys hold sentimental value.

WHEREAS, studies show homes and vacant land adjacent to or in the view-shed of high-voltage transmission lines suffer, eroding both personal equity and the local tax base;

WHEREAS, the use of eminent domain to condemn private property for a line that primarily serves out-of-state interests would irreparably harm Hampshire County citizens and contravene the public-benefit standard required for such takings;

WHEREAS, modern alternatives—including reconductoring existing lines, advanced grid control devices, efficiency measures or additional production at the load centers, and, if new capacity is unavoidable, high-voltage underground cable installed in existing highway corridors—can meet regional reliability needs while avoiding visual blight, reducing land seizure, and improving storm resilience at a cost estimated at roughly twice (not ten times) that of overhead construction;

NOW, THEREFORE, BE IT DECLARED by the County Commission of Hampshire County, West Virginia, that:

1. The Commission opposes the siting or construction of MARL 500 kV or 765 kV Valley Link overhead transmission lines within Hampshire County boundaries, as such facilities would damage natural beauty, impair tourism, diminish property values, and confer no commensurate benefit on local residents.
2. The Commission urges PJM Interconnection, project developers, state regulatory bodies, and relevant federal agencies to give first priority to alternatives that avoid new overhead corridors—specifically: (a) maximizing existing transmission assets; (b) deploying grid-enhancing technologies; (c) promoting efficiency and distributed generation near the load; and (d) where new lines are indispensable, burying them within state or federal highway rights-of-way using proven underground high-voltage technology.
3. The Commission calls on all elected officials representing Hampshire County to withhold approvals, permits, or subsidies for any proposal that fails to incorporate the less-destructive alternatives described herein and to advocate vigorously on behalf of the County's landscape, economy, and citizens.
4. The Commission directs that this Declaration be transmitted to PJM Interconnection, the corporate entities proposing MARL and the 765 kV line, the West Virginia Public Service Commission, the Virginia State Corporation Commission, and to state and federal elected officials so they may be fully informed of Hampshire County's position and concerns.

Adopted this 27<sup>th</sup> day of May, 2025, by vote of the Hampshire County Commission.

  
Brian W. Eglinger, President

  
Attest: Eric W. Strite, Clerk

## Edwina Benites

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**From:** Zach Holland <zholland4@yahoo.com>  
**Sent:** Thursday, July 17, 2025 9:03 PM  
**To:** Pasha Majdi; Steve Stolipher; Jack Hefestay; Cara Keys; Mike Mood  
**Cc:** Edwina Benites  
**Subject:** Friendly suggestion on JCC public comment in new space

Hello Commissioners,

(ccing Ms. Benites in case this should be added to the record but if it's too late, I'm not concerned either way.)

I'm currently writing this at the JCC meeting as I hadn't originally planned on giving comment but had decided to raise my hand at the end as sometimes the President allows other audience members to speak after the signed in folks do. Since I missed speaking, I wanted to share a few thoughts/questions.

- Thank you for moving comment to the beginning as normal since this allows more access/opportunity to give perspective, thoughts, and ideas on important county issues. I hope this stays as such moving forward.
- Friendly suggestion: it may help make things more efficient/ timely if the President calls out 2 speakers at time. "John Smith, followed by Jane Doe, etc." This format has been used at some planning commission meetings that had a large number of commenters. It could also speed up things for the elderly and those with mobility issues.
- I want to seek clarity on if the virtual option will be added back. I know we've had cyber attack issues but it is my understanding that this new space has improved security and tech. Hopefully, we can find a way to safely allow a virtual option again yet also avoid future attacks.

I know this space is new and hiccups are being worked out but I hope we can continue making things more efficient and accessible for the community. Thank you and I look forward to this space helping serve the county for the better.

Respectfully,  
Zach Holland

To the Jefferson County Commission and County Administration:

We, the undersigned business owners and stakeholders in downtown Charles Town, write to you as a united and deeply invested voice in the future of our community.

We represent a core part of the economic infrastructure and fabric of historic downtown Charles Town. Our businesses, and therefore the economic future of the city, will be directly and significantly impacted by the County's decisions regarding the disposition of the soon-to-be-vacant County properties in the 100 blocks of downtown, including several critical historic structures.

Over the past several years, we have worked collaboratively and persistently from the ground up with the City of Charles Town and Charles Town Now (CTN) toward a shared mission: to preserve, promote, and enhance the historic heart of our city, focusing on its physical, social, cultural, and economic vitality. We have witnessed first-hand how their efforts have improved the vibrancy of downtown, and our businesses (and the broader community) have benefited as a result.

We stand firmly behind CTN's vision and plan for the revitalization of the 100 blocks and urge you to actively work with both CTN and City staff to ensure that these properties are transitioned thoughtfully and intentionally. These buildings represent not just square footage, but the character, history, and potential of our downtown. Their next chapter must align with the comprehensive plan and community vision that so many of us have invested in and worked toward.

Data recently gathered by the Jefferson County Convention & Visitors Bureau shows that Charles Town already draws the greatest number of visitors among panhandle communities from targeted advertising efforts. In conjunction with the JCCVB's incredible work, CTN's initiatives have given tourists and locals alike compelling reasons to come to and stay in our Historically Hip town. The decisions made about these properties will either continue this momentum - or undermine it.

We respectfully implore you: please work with the City of Charles Town and Charles Town Now to ensure these historic buildings are placed in the right hands and contribute to the social, economic, and tourism vitality of our downtown for generations to come.

We are eager to continue building a thriving, collaborative, and connected community with your partnership.

Sincerely,

Downtown Charles Town Businesses:

Jessy Printz, Printz Mortgage Team and North Mildred Depot

Matty Printz, Krona Construction

Green Shade Photography, LLC

Jess Derr, Beall Team at Corcoran McEneaney

Anna Sokel, Sokel Skin Care

Aaron Amore, Amore Law

Brittany & Levi Sellers, Sustain

Mohamed From La Gazelle Coffee

Kim and JP Thoma

Charles Town Farmers Market

Dawn Rix Signature Salon Suite

Stephanie Young, Charles Town Down Under

Bethany Starkey, Betts and Coops

Daphne Wahl, Art Deco Dekor Antiques

Sara Anderson, Fuzzy Dog

Nathan and Lisa Smith, Funtopia

Summer Wilkes, Domus Libri Associates (Charles Washington office / Old Sheetz Florist complex)

Talon Murdock, Talon and Mane LLC

Angela Jones, Fargo Jones insurance

Tasha Catrow, Catrow Law PLLC

Liz McDonald, Dandridge Realty Group

Kim Nicewarner, Betts and Coops Boutique

Malissa Coy, Miss Willa's Bookshop

Austin Huff, Earth Grounds Landscaping

Hannah Sindi Rezbar & Dee Vintage

Breezy Ressler, La Gazelle Coffee

Natalie Greene, Ortega's Taco Shop



**From:** [Lyn Widmyer](#)  
**To:** [JCCInfo](#)  
**Cc:** [Jennifer Myers](#)  
**Subject:** Compliments to the Jefferson County Parks and Rec staff  
**Date:** Wednesday, July 30, 2025 9:27:22 AM

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My grandsons, aged 3 and 5, recently visited and we took them to Sam Michaels Park for the Friday morning kids play activities. It was great fun and a great success!  
The Parks staff deserve a huge thank you from the county commission (which might best be expressed in a larger budget!) for having such a wide number of activities for all ages from the young (like my grandchildren) to the old (like me and pickleball).  
I have attached a few photos of our experience with the grandkids and want to point out Jennifer Myers, Director, is managing the form machine. I guess this task falls under "other duties as assigned"! She exemplifies the can-do attitude of the entire staff.





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Lyn Widmyer  
1434 Cattail Run Road  
Charles Town, WV 25414  
304 279 3201  
web page: [lynwidmyer.net](http://lynwidmyer.net)



# City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414  
Phone: (304) 725-2311 ♦ Web: [www.charlestownwv.us](http://www.charlestownwv.us)

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## **A RESOLUTION OBJECTING TO THE REMOVAL OF MUNICIPAL REPRESENTATION FROM THE JEFFERSON COUNTY DEVELOPMENT AUTHORITY**

**WHEREAS**, the Jefferson County Development Authority (“JCDA”) was established under West Virginia Code § 7-12-1 et seq., and has been governed by bylaws adopted pursuant to § 7-12-5, which remain in force; and

**WHEREAS**, the JCDA bylaws expressly provide that the Jefferson County Commission shall appoint one board member to represent each municipality located within the County, and that each town or city council shall submit names for the Commission’s consideration (§2, JCDA Bylaws); and

**WHEREAS**, the City of Charles Town has historically maintained a representative on the JCDA board as provided by these bylaws, in order to protect the interests of its residents and to participate in county-level economic development planning and implementation; and

**WHEREAS**, on Tuesday July 8, 2025, the Jefferson County Commission voted without prior notice or stated cause to remove all current JCDA board members, including those representing municipalities, and subsequently restructured the board to eliminate municipal representation entirely; and

**WHEREAS**, no lawful amendment to the JCDA bylaws has been adopted by the Authority board, nor does the Jefferson County Commission possess unilateral authority under state law to override or ignore the bylaws' requirements; and


**WHEREAS**, this action has effectively disenfranchised the City of Charles Town and other municipalities in Jefferson County from having a voice in the most critical function of economic development in violation of the JCDA bylaws and a longstanding trend of cooperation between the County and the Municipalities;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CHARLES TOWN:**

1. The City of Charles Town **formally objects** to the Jefferson County Commission’s removal of municipal seats from the JCDA without due process or proper legal authority.

2. The City respectfully insists that the Commission:
  - Reinstatement the municipal representation on the JCDA board,
  - Reinstatement Councilmember Elizabeth Ricketts, who was serving a term as the Charles Town representative with a year remaining on her term, or
  - Provide legal justification for the removal of said representation, including clarification of the basis for restructuring the board in a manner inconsistent with adopted bylaws.
3. The City requests that the Jefferson County Commission refrain from making any new appointments to the JCDA board until this issue is resolved in compliance with the law and through consultation with the municipalities of Jefferson County.
4. A copy of this Resolution shall be forwarded to the Jefferson County Commission, all other municipalities in Jefferson County, the Jefferson County Development Authority, and any relevant state oversight entities.

Adopted this 21st day of July, 2025.

  
Micheal George  
Mayor

Attest:

  
Carolyn Vezzosi  
Deputy City Clerk

## Edwina Benites

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**From:** Alissa Meeks <AMeeks@charlestownwv.us>  
**Sent:** Friday, July 25, 2025 3:09 PM  
**To:** Pasha Majdi; Steve Stolipher; Cara Keys; Jack Hefestay; Mike Mood  
**Cc:** Edwina Benites; Micheal George; Elizabeth Ricketts; Kevin Tester; Alden Roth; Andie Sugrue; Nathaneal Hartman; Jeff Hynes; James Kratovil; patricia.rucker@wvsenate.gov; Wayne Clark; James Gatz; Greg Vaughn; Bolivar Mayor Helen Dettmer; Ken Suits; Krista Hoffman; Taylor.S.Cole@wv.gov; Cowles, Daryl E; joe.funkhouser@wvhouse.gov  
**Subject:** Council Resolution Objecting to the Removal of Municipal Representation from the JCDA  
**Attachments:** 2025-006 - A Resolution Objecting to the Removal of Municipal Representation from the Jefferson County Development Authority.pdf

Dear Jefferson County Commissioners,

On Monday, July 21, 2025, during a regularly scheduled meeting, the Charles Town City Council, passed by unanimous vote, the attached Resolution pertaining to the July 8, 2025 action of the Jefferson County Commission and the removal of municipal representation from the Jefferson County Development Authority (JCDA).

The City of Charles Town respectfully insists the Commission:

- Reinstate municipal representation on the JCDA Board,
- Reinstate Councilmember Elizabeth Ricketts, who was serving a term as the Charles Town Representative, with a year remaining on her term, or
- Provide legal justification for the removal of said representation, including clarification of the basis for restructuring the board in a manner inconsistent with adopted bylaws, and
- Refrain from making any new appointments to the JCDA until this issue is resolved in compliance with the law and through consultation with the municipalities of Jefferson County.

Full Resolution Attached.

Charles Town is an essential player in key economic development initiatives and strategies within Jefferson County, and it is imperative our City's municipal representation be restored as a critical component for future economic development success and in a spirit of collaboration for our entire municipal community.

Respectfully,



**Alissa J. Meeks**  
Assistant City Manager  
City of Charles Town  
101 E. Washington Street, Charles Town, WV 25414  
Direct: 304-724-3253  
Email: ameeks@charlestownwv.us