



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Mike Mood

COMMISSIONER

Steve Stolipher

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

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 (pgs. 5-76)

2. Approval of Accounts Payable:

- | | |
|-------------------|---------------|
| a. July 24, 2025 | \$ 336,648.43 |
| b. July 31, 2025 | \$ 611,653.07 |
| c. August 7, 2025 | \$ 30,162.40 |

3. Approval of Manual Checks:

- | | |
|------------------|---------------|
| a. July 24, 2025 | \$ 367,157.75 |
|------------------|---------------|

- b. July 31, 2025 \$ 8,994.50
- c. August 7, 2025 \$ 30,162.40

4. Approval of Payroll:

- a. August 1, 2025 \$ 497,172.02

5. Approval of Requisitions (pg. 77)

- 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 **(pgs. 78-91)**
 - 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 **(pgs. 92-105)**
 - 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 **(pgs. 106-117)**
 - 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: **(pgs. 118-121)**
- 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) **(pgs. 122-124)**
 - 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 **(pgs. 125-128)**
 - 7.2 Reschedule of Cochran Properties Zoning Map Amendment Public Hearing **(pgs. 129-142)**
 - 7.3 Impact Fee Refund Requests **(pgs 143-161)**
 - 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 **(pgs. 162-164)**
 - 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 **(pgs. 165-174)**
 - 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 **(pg. 175)**
 - 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 **(pgs. 176-181)**
 - 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. Your name and any written comments submitted for the record will be included in the minutes.

CORRESPONDENCE AND INFORMATION (pgs. 182-204)

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