



JEFFERSON COUNTY COMMISSION

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

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PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Mike Mood

COMMISSIONER

Steve Stolipher

MEETING AGENDA

JEFFERSON COUNTY COMMISSION

Thursday, August 21, 2025

6:00 p.m.

County Commission Meeting Room

393 N. Lawrence Street, Charles Town, WV—please use East Entrance

Zoom Broadcast (live):

<https://us06web.zoom.us/j/89753295735?pwd=Mzg5KL5Rxfvb9KLxMt0v8gFiXS8i6o.1>

Meeting ID: 897 5329 5735

Passcode: 772195

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 (pgs. 4-20)
 - a. August 7, 2025 Regular Meeting Minutes DRAFT
2. Approval of Accounts Payable:
 - a. August 14, 2025
 - b. August 21, 2025
3. Approval of Manual Checks:
 - a. August 14, 2025
 - b. August 21, 2025

4. Approval of Payroll:
 - a. August 15, 2025
5. Approval of Requisitions (pg. 21)
 - a. August 21, 2025

VI. Announcements

Please note:

- Draft minutes are included in the meeting packet. Draft meeting minutes are often also available separately online. See both here:
<https://www.jeffersoncountywv.org/find-it-fast/agendas-minutes-and-webcasts>
- Jefferson County Commission spending syncs with West Virginia Checkbook (<https://www.wvcheckbook.gov/>) daily. A complete list of publicly available information, and tutorials on using the site, are available online.

Report if there are changes in the agenda if applicable.

VII. Public Comment

To participate in public comment in person, please sign the public comment sign-in sheet located on the table in the back of the room. Please feel free to submit comments via email to info@jeffersoncountywv.org. Your name and any written comments submitted for the record will be included in the minutes.

VIII. Regular Agenda- It is expected that all items will include discussion and possible action

New Business

1. 6:10 pm Angela Banks, Assessor of Jefferson County (**pgs. 22-34**)
 - 1.1 Approval of taxpayers exonerations
 - 1.2 Approval of taxpayer request to consolidate 6 parcels down to 2 parcels
2. 6:15 pm Update on MARL and/or Valley Link (Keys) (**pg. 35**)
3. 6:30 pm Appointment of commission liaison to Charles Town Utility Board
4. 6:45 pm Roger Goodwin, chief county engineer at Department of Engineering Planning & Zoning (**pgs. 36-39**)
 - 4.1 Approval of West Virginia Department of Economic Development & Jefferson County Commission - Agreement/Contract Extension #4 for the Hill Top House Hotel Tourism Development District (TDD) project services.

5. 6:55 pm Jessica James, Chief Human Resources Officer **(pgs. 40-42)**
 - 5.1 Approval of Hires – Firefighter/EMTs (3) and Firefighter/Paramedic (1) - Emergency Services Agency
 - 5.2 Approval of Promotion – GIS Coordinator/CAD Administrator – Department of IT/GIS
 - 5.3 Approval of Temporary Assignment – Deputy Director – Emergency Communications

6. 7:05 pm David Bound, Chief Financial Officer **(pgs. 43-50)**
 - 6.1 Reimbursement approval- Parks and Recreation Commission
 - 6.2 Approve FY26 budget resolutions as presented
 - 6.3 Approve CHY Engagement letter as presented

7. 7:15 pm Edwina Benites-LM, county administrator **(pg. 51)**
 - 7.1 Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office space and/or courthouse space.

CORRESPONDENCE AND INFORMATION (pgs. 52-58)

Bob Aitcheson correspondence
William Kinley emails
Invitation to YOUR Vote Matters panel discussion