



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, September 4, 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/84428774715?pwd=bUQLqCHqXUZ0Hna9kJpDLLjiSilPtc.1>

Meeting ID: 844 2877 4715

Passcode: 650258

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. 6-21)
 - a. August 21, 2025 Regular Meeting Minutes DRAFT
2. Approval of Accounts Payable:
 - a. August 28, 2025 \$ 775,930.13
 - b. September 4, 2025 \$ 390,677.03
3. Approval of Manual Checks:
 - a. August 28, 2025 \$ 6,079.50
 - b. September 4, 2025 \$ 19,747.74

4. Approval of Payroll:
 - a. August 29, 2025 \$ 535,385.05
5. Approval of Requisitions (pg. 22)
 - a. September 4, 2025 \$ 686,256.80
6. Approval of Hires (pgs. 23-25)
 - a. Approval of Promotions - Emergency Services Agency
 - b. Approval of Hire—Fleet and Facilities Management

VI. Announcements

Please note:

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

Report if there are changes in the agenda if applicable.

VII. Public Comment

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

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

New Business

1. 9:40 am Angela Banks, Assessor of Jefferson County **(pgs. 26-31)**
 - 1.1 Approval of taxpayers exonerations
2. 9:45 am Years of Service Awards
3. 10:00 am Tim Czaja, director of Berkeley Day Report **(pgs. 32-33)**
 - 3.1 Overview of Jefferson County Day Report Services
4. 10:30 am West Virginia State Treasurer's Office, executive director Julie Hefner-Ferrell **(pgs. 34-35)**

- 4.1 Overview of security and returns on investment in public funds.
5. 10:45 am “Potterween,” Commissioner Cara Keys **(pgs. 36-37)**
5.1 Consideration of participation in “Potterween”
6. 10:50 am City of Charles Town, Stephanie Grove and James Newman **(pgs. 38-43)**
6.1 City of Charles Town Annexation Request
7. 11:00 am Public Hearing: Four Seas Property designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, and 12.15 **(pgs. 44-86)**
7.1 Staff report on Zoning Map amendment petition for Four Seas Property designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, and 12.15
7.2 Presentation by the applicant
7.3 Public comment
8. 11:30 Roger Goodwin, director of Engineering, Planning, and Zoning
Cara Keys, commissioners
8.1 Consideration of County Commission action on Zoning Map amendment petition for Four Seas Property designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, and 12.15 (Goodwin)
8.2 Consideration of Zoning Designation Change to General Commercial for subject property

Lunch Break

9. 1:00 pm Jefferson County Clerk’s Office, Nikki Painter **(pgs. 87-143)**
9.1 Accept the Final Accounting for the Michael Thomas Gosman Estate
9.2 Close the Estate of Cecil Dickinson
9.3 Motion to appoint Fiduciary Commissioner and Compel Accounting for the Estate of Jerry Richards
9.4 Petition to set a hearing for Probate in Solemn Form for the Estate of Edward J. Still
9.5 Fiduciary Commissioners Report on the Accounting Objections filed for the Estate of Donald C. Kinley
9.6 Move the closing of estates from quarterly to a monthly basis
10. 1:20 pm Boards and Commissions **(pgs. 144-150)**
10.1 Jefferson County Development Authority bylaws
11. 1:30 pm Krista Hoffman, executive director of the Jefferson County Development Authority **(pg. 151)**
11.1 New business announcement: Radox Laboratories

12. 1:45 pm Thomas Hansen, Jefferson County Sheriff and Treasurer **(pgs. 152-159)**
 12.1 Approval of Hire— Part-time bailiff
 12.2 Approval of Hire— Animal Control Officer
 12.3 PRO Agreement
13. 1:50 pm Tara Vann, acting director of Emergency Communications **(pgs. 160-165)**
 13.1 Computer Assisted Dispatching (CAD) Support Service—
 Reliable Administration
14. 2:10 pm Jessica James, Chief Human Resources Officer **(pgs. 166-167)**
 14.1 Request for Temporary Administrative Assistant Emergency
 Services Agency
 14.2 Emergency Services Agency Benefits Renewal
15. 2:20 pm David Bound, Chief Financial Officer **(pgs. 168-173)**
 15.1 CDARS maturity decision
 15.2 Ambulance Fee Exonerations
16. 2:30 pm Pasha Majdi, Commission President **(pg. 174)**
 16.1 Status report of Mountain Party Case No. CC-19-2023-C-206
17. 2:45 pm Nathan Cochran, Prosecuting Attorney’s Office **(pg. 175)**
 17.1 Discussion of Charles Town Utility Board v. West Virginia
 American Water Company (25-0263-PWD-C).
 17.2 Discussion, advice from counsel and possible action
 regarding ongoing opioids litigation and related issues.
 17.3 Discussion and report from counsel on West Virginia Human
 Rights Commission Case No. EDR-194-25.
18. 3:00 pm Edwina Benites-LM, county administrator **(pgs. 176-228)**
 18.1 MOU with Jefferson County Schools regarding EMMCOMM
 18.2 Update on 393 and 330 buildout
 18.3 Future of the Fire Service Kickoff Town Halls- 2045 Look
 Ahead
 18.4 Consider matters involving or affecting the construction,
 planning, purchase, sale, or lease of property for county office
 space and/or courthouse space.
 18.5 Notice of letters sent on behalf of the Commission
 18.5.1 Letter to Charles Town regarding the purchase of
 County-owned East Washington Street Properties
 18.5.2 Letter to the Charles Town Library to end the Library
 Meeting Room lease
 18.5.3 Letter of Support regarding sewer line extension to
 CTUB and Region 9

CORRESPONDENCE AND INFORMATION (pgs. 229-380)

David Tabb – JCC Public Comment 8/21/2025

David Tabb-JCC Public Comment 8/7/2025

Elizabeth Ricketts correspondence 1

Elizabeth Ricketts correspondence 2

Heidi Parker – CTUB Meeting Agenda 7/23/2025

Heidi Parker – CTUB Meeting Agenda 7/9/2025

Heidi Parker email

Loudoun County Planning and Zoning correspondence

Loudoun County Planning and Zoning correspondence

William Kinley email