



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 18, 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/87109936922?pwd=Vnk9UbqWnleFH9D3GypGfc00LLY1Zt.1>

Meeting ID: 871 0993 6922

Passcode: 045804

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. September 4, 2025 Regular Meeting Minutes DRAFT
2. Approval of Accounts Payable:
 - a. September 11, 2025 \$ 911,062.99
3. Approval of Manual Checks:
 - a. September 11, 2025 \$ 860,241.64
4. Approval of Payroll:

- a. September 12, 2025 \$ 505,106.20
- 5. Approval of Requisitions
 - a. September 18, 2025 None
- 6. Approval of Hires
 - a. Approval of Hire—Public Affairs Coordinator- Department of Homeland Security and Emergency Management
 - b. Approval of Hire—Planning Clerk—Department of Engineering, Planning and Zoning

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. 6:15 pm Angie Banks, Jefferson County Assessor **(pgs. 25-27)**
 - 1.1 Exonerations
2. 6:20 pm Presentation: Overview of Tax Increment Financing (TIF) and Sales Tax Increment Financing (STIF) (Majdi) John Stump, Steptoe & Johnson PLLC **(pg. 28)**
3. 6:45 pm Matt Harvey, Prosecuting Attorney's Office **(pg. 29)**
 - 3.1 Discussion of succession plan for the Prosecuting Attorney in the event of office vacancy and conditional appointment of temporary officer holder

4. 7:00 pm Consideration of Residential Impact Fee Adjustment for 55+ Communities (Keys) **(pgs. 30-31)**
5. 7:15 pm Economic Enhancement Ordinance Update (Stolipher) **(pgs. 32-335)**
6. 7:20 pm Resolution to Recognize October 2025 as Breast Cancer Awareness Month in Jefferson County and to Designate October 10, 2025, as Pink Casual Day, Encouraging All County Staff to Wear Pink on that Day to Support Breast Cancer Fighters, Thrivers, and Survivors (Hefestay) **(pgs. 336-338)**
7. 7:30 pm Jessica James, Chief Human Resources Officer **(pgs. 339-347)**
 - 7.1 Approval of revised employee performance appraisal period for 2024-2025
 - 7.2 Revision of IT Helpdesk Level I and II positions with corresponding salary adjustments
8. 7:40 pm David Bound, chief financial officer **(pg. 348)**
 - 8.1 Temporary assignment for approving County bills.
 - 8.2 West Virginia Courthouse Facilities Improvement Authority's Courthouse Facilities Improvement Fund grant submission request
 - 8.3 West Virginia First Foundation grant submission request
 - 8.4 Chief Tax Deputy and Chief Financial Officer are requesting Read Only online access to the County's current bank accounts
 - 8.5 Ambulance Fee exonerations
9. 8:00 pm Nathan Cochran, Prosecuting Attorney's Office **(pg. 349)**
 - 9.1 Discussion of Charles Town Utility Board v. West Virginia American Water Company (25-0263-PWD-C).
 - 9.2 Discussion, advice from counsel and possible action regarding ongoing opioids litigation and related issues.
 - 9.3 Discussion and report from counsel on West Virginia Human Rights Commission Case No. EDR-194-25.
10. 8:15 pm Edwina Benites-LM, county administrator **(pgs. 350-356)**
 - 10.1 Letter to Ranson Building Commission regarding Parcel ID: 19-08-0008-0008-0000
 - 10.2 Federal appropriations requests status
 - 10.3 Upcoming events

CORRESPONDENCE AND INFORMATION (pgs. 357-371)

Bob Aitcheson

Daniel Lutz letter
William Kinley emails
Richard Zigler emails
Telamon correspondence
Anonymous letter re: American Water Works