



# 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, October 2, 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/87676537349?pwd=tVeN7blx5mht227O9a7QabG6T8mkEj.1>

Meeting ID: 876 7653 7349

Passcode: 497293

Public comments will be accepted in person or via email- [info@jeffersoncountywv.org](mailto: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 18, 2025 Regular Meeting Minutes DRAFT (pgs. 5-46)
- b. September 22, 2025 Special Meeting-ESA Minutes DRAFT (pgs. 47-50)

##### 2. Approval of Accounts Payable:

- a. September 18, 2025 **\$ 357,509.36**
- b. September 25, 2025 **\$ 639,773.87**

##### 3. Approval of Manual Checks:

- a. September 18, 2025 **\$ 29,129.25**
- b. September 22, 2025 **\$ 169,696.36**

4. Approval of Payroll:
  - a. September 26, 2025                      \$ 483,244.30
5. Approval of Requisitions (pgs. 51-52)
  - a. September 18, 2025                      \$ 248,531.43
6. Approval of Hires (pgs. 53-56)
  - a. Approval of Assessor's Certificate of Compliance and associated compensation
  - b. Approval of Promotion-Director-Jefferson County Emergency Communications
  - c. Approval of Promotion-Lead Building Inspector-Jefferson County 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](mailto: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.        9:45 am            Angie Banks, Jefferson County Assessor (pgs. 57-58)
  - 1.1      Exoneration
2.        9:50 am            Years of Service Awards, Professional Service Awards

3. 10:00 am Thomas Hansen, Jefferson County Sheriff and Treasurer **(pgs. 59-64)**
  - 3.1 Bailiffs- new part time hire and assignment of additional Hours
  - 3.2 Grant award- GHSP
4. 10:15 am Nikki Painter, Jefferson County Clerk's Office **(pgs. 65-78)**
  - 4.1 Monthly review of new estates, accountings, and waivers of final settlements
  - 4.2 Order dismissing claim for the Estate of Kenneth M. Robinson
5. 10:30 am Boards and Commissions **(pgs. 79-95)**
  - 5.1 Consider the appointments, membership, and make up of the Jefferson County Board of Health
6. 10:45 am Roger Goodwin, Department of Engineering, Planning, and Zoning **(pgs. 82-138)**
  - 6.1 Request to schedule a Public Hearing regarding the Historic Resource Protection Text Amendment to the Subdivision Regulations
  - 6.2 Submission of the Planning Commission Annual Report **(pgs. 139-160)**
7. 11:00 am Gabriel Areizaga, Chief Technology Officer **(pgs. 161-172)**
  - 7.1 Grant announcement and request for proposals- cameras
  - 7.2 Request for proposals- website
8. 11:15 am Jessica James, Chief Human Resources Officer **(pgs. 173-177)**
  - 8.1 Employee Issue Resolution Appeal- Charles Wise
  - 8.2 Employee Issue Resolutions Appeal- Mike Sine

\*\* Break for Lunch\*\*
9. 1:30 pm David Bound, chief financial officer **(pgs. 178-197)**
  - 9.1 Maturing funds of a County Certificate of Deposit Account Registry Service, or CDARS.
  - 9.2 IRS required document for Middleway Volunteer Fire Company Inc. funding for equipment.
  - 9.3 Internal budget revision.
  - 9.4 Firehouse Subs grant application.
  - 9.5 Courthouse facilities grant updated application
  - 9.6 WV First Foundation grant
10. 1:45 pm Nathan Cochran, Prosecuting Attorney's Office **(pg. 198)**
  - 10.1 Discussion and possible action regarding minor boundary issue between Berkeley and Jefferson County.
  - 10.2 Discussion and report from counsel on West Virginia Human Rights Commission Case No. ED-57-26.

- 11. 2:00 pm Edwina Benites-LM, county administrator **(pgs. 199-202)**
  - 11.1 Resolution to congratulate RISE
  - 11.2 Future of the Fire Service Town Halls
  - 11.3 Update on phone service
  - 11.4 Request to use the Courthouse- NPS

**CORRESPONDENCE AND INFORMATION (pgs. 203-216)**

Cheryl Middleton email  
Elizabeth Ricketts email  
Ellen Hardesty email  
Richard Zigler email  
Andrew Michaels email  
Troy Miller email  
William Baty email  
Aline Schelling email  
William Telfair email  
Corey Ash email  
Josh Curley email  
Josh Smith email  
Linda Lewis email