



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, October 16, 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/87004811887?pwd=89ta4lmvBzdRxXVTOa5ntBrboMcOVG.1>

Meeting ID: 870 0481 1887

Passcode: 737197

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. October 2, 2025 Regular Meeting Minutes DRAFT (pgs. 4-17)
2. Approval of Accounts Payable:
 - a. October 2, 2025 \$ 367,841.44
 - b. October 9, 2025 \$ 422,416.20
3. Approval of Manual Checks:
 - a. October 2, 2025 \$ 2,030.00
 - b. October 9, 2025 \$ 71,576.25

4. Approval of Payroll:
 - a. October 10, 2025 \$ 492,675.22
5. Approval of Requisitions (pg. 18)
 - a. October 16, 2025 \$ 267,086.31

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. 19-23**)
 - 1.1 Exoneration
 - 1.2 Approval of hire- General Fund 406
2. 6:20 pm Presentations: County-owned Washington Street properties (Majdi) (**pg. 24**)
 - 2.1 Preservation Alliance of West Virginia, Danielle Parker
 - 2.2 Financing options for investors, Raymond Goodrich
3. 7:00 pm Presentation: Governor Morrissey's work with the Trump Administration to Reopen West Virginia's National Parks During Government Shutdown (Majdi) (**pgs. 25-28**)
4. 7:20 pm 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. 29-37**)

- 4.1 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
- 4.2 Presentation by the applicant
- 4.3 Public comment

- 5. 7:30 pm Roger Goodwin, director of Engineering, Planning, and Zoning **(pgs. 38-75)**
 - 5.1 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
 - 5.2 West Virginia Code, Chapter 7, Article 1. County Commissions Generally, 7-1-3U Authority of Counties and Municipalities to Treat Streams to Present Floods

- 6. 7:50 pm Thomas Hansen, Jefferson County Sheriff and Treasurer **(pgs. 76-77)**
 - 6.1 School Safety Officers
 - 6.2 Full-time Bailiff/ Trip Guard

- 7. 8:00 pm Consideration of changes to the Jefferson County Issue Resolution Policy (Majdi) **(pg. 78)**

- 8. 8:10 pm Jessica James, Chief Human Resources Officer **(pgs. 79-80)**
 - 8.1 Resolution to adopt Jefferson County Emergency Services Agency Employee Benefits Plan and ERISA Wrap summary plan description

- 9. 8:15 pm Nathan Cochran, Prosecuting Attorney's Office **(pgs. 81-82)**
 - 9.1 Discussion and review of Comcast Contract/Franchise Agreement with counsel.
 - 9.2 Discussion, advice from counsel and possible action regarding ongoing opioids litigation and related issues (U. S. District Court for the Northern District of WV - Wheeling Division Civil Action No. 5:24-CV-142)

CORRESPONDENCE AND INFORMATION (pgs. 83-104)

WV Department of Highways letter

Meeting Minutes-Jefferson County Historic Landmarks Commission 1/15/2025