



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

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

MEETING AGENDA JEFFERSON COUNTY COMMISSION

Thursday, November 6, 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/85185502074?pwd=doPTikZDE3u1sS3BaCWs1b7B0fPMiS.1>

Meeting ID: 851 8550 2074

Passcode: 524412

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 16, 2025 Regular Meeting Minutes DRAFT (pgs. 5-40)
 - b. October 24, 2025 Special Meeting Minutes DRAFT (pg. 41)

2. Approval of Accounts Payable:
 - a. October 16, 2025 \$ 277,154.53
 - b. October 23, 2025 \$ 726,003.39
 - c. October 30, 2025 \$ 124,245.17

3. Approval of Manual Checks:
 - a. October 16, 2025 \$ 197,931.13

- b. October 23, 2025 \$ 26,212.37
 - c. October 30, 2025 \$ 740,367.65
4. Approval of Payroll:
- a. October 24, 2025 \$ 512,247.45
5. Approval of Requisitions (pg. 42)
- a. November 6, 2025 \$ 1,160,013.13
6. Approval of Hire (pgs. 43-44)
- a. Approval of Hire – Building Inspector I – 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. 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. 45-46)**
1.1 Exoneration
- 2. 9:50 am Years of Service Awards
- 3. 10:00 am Nikki Painter, Jefferson County Clerk's Office **(pgs. 47-53)**
3.1 Monthly Review of New Estates, Accountings and Waivers

- of Final Settlements
- 3.2 Set Fiduciary Commissioner Fee Schedule
 4. 10:10 am Jennifer Myers, director Jefferson County Parks and Recreation **(pg. 54)**
 - 4.1 Informational Presentation on 2025 Summer Programming and current park project updates
 5. 10:30 am Roger Goodwin, director of Engineering, Planning, and Zoning **(pgs. 55-62)**
 - 5.1 Sheetz, INC-Sheetz Augustine Avenue file #21-4-SP request for complete bond release
 - 5.2 A-Zone Environmental Services, LLC – Burr Business Park Lot 31 file #22-13-SP request for complete bond release
 - 5.3 Request Approval to amend Administrative Facilities Impact Fees – FY 2026 Capital Improvement Plan **(pgs. 63-73)**
 - 5.4. Request Approval to amend Parks and Recreation Impact Fees-FY 2026 Capital Improvement Plan **(pgs. 74-86)**
 6. 10:45 am Consideration of Residential Impact Fee Adjustments for 55+ Communities (Keys) **(pgs. 87-88)**
 7. 10:50 am Jack Hefestay, county commissioner
 - 7.1 Review public comment policy and consider options for future use **(pgs. 89-93)**
 8. 11:00 am Jefferson County Health Department (Hefestay) **(pgs. 94-105)**
 - 8.1 Rule change to the Jefferson County Board of Health Rules, Policies, and Procedures to exempt temporary food establishments regarding a certified Food Protection Manger
 9. 11:15 am CASA Eastern Panhandle, Michelle Sudduth (Majdi) **(pgs. 106-108)**
 - 9.1 Jefferson County Update
 10. 11:25 am WVU Extension (Stolipher) **(pg. 109)**
 - 10.1 Presentation of the Jefferson County 4-H Program
 11. 11:40 am Jessica James, chief human resources officer **(pgs. 110-126)**
 - 11.1 Interim Appointment of Director, Deputy Director – Jefferson County Emergency Services Agency
 - 11.2 Review/Approval of Job Description – Director – Jefferson County Emergency Services Agency
 - 11.3 Repeal of “Referral Bonus” from October 2022 – Jefferson County Emergency Communications
 - 11.4 Approval of salary increase in place of Referral Bonus – Jefferson County Emergency Communications
 12. 11:50 am Gabriel Areizaga, chief technology officer **(pg. 127)**

- 12.1 Provide an update on an approved grant to modernize security cameras
- 12.2 Approval for security camera's RFP
- 13. 12:05 am David Bound, chief financial officer **(pgs. 128-133)**
 - 13.1 Ambulance Fee Exonerations
- 14. 12:10 pm Edwina Benites-LM, county administrator **(pg. 134)**
 - 14.1 Letter of Support-CASA WV First
 - 14.2 Washington Street Properties Update-City of Charles Town
 - 14.3 Newsletter Alert Update
 - 14.4 Future of Fire Service: Next Steps
- 15. 12:30 pm Nathan Cochran, Prosecuting Attorney's Office **(pg. 135)**
 - 15.5 Report by legal counsel on minor boundary issue between Berkeley and Jefferson County (Berkeley County Circuit Court Case No. CC-02-2025-P 423)

CORRESPONDENCE AND INFORMATION (pgs. 136-190)

Impact Fee Status Report September 2025
Board of Health Minutes
Matt Knott email
Mark Muse email
William Stanley email