



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 pm 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

Minutes

Jefferson County Commission

Thursday, October 16, 2025

A meeting of the Jefferson County Commission was held on Thursday, October 16, 2025, during the fourth quarterly session at 393 N. Lawrence Street, Charles Town, WV at 6:00 p.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; and Nathan Cochran, Assistant Prosecuting Attorney. The archived meeting of the Thursday, October 16, 2025, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

V. Consent agenda

1. APPROVAL OF MINUTES

The following item was approved without objection:

- October 2, 2025 Regular Meeting Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for October 2, 2025 \$367,841.44

CHECK NUMBER		VENDOR NAME	UNCLEARED
93231		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,719.90
93232		BAKERTON VOLUNTEER FIRE DEPARTMENT	2,428.80
93233		BERKELEY CLUB BEVERAGES	98.58
93234		CAPITAL ELECTRIC	415.37
93235		COLONIAL LIFE	95.68

93236		GUTTMAN OIL CO	6,094.02
93237		HIGHMARK WV	246,234.51
93238		HIRERIGHT	1,210.74
93239		JEFF CO PARKS & RECREATION COMMISSION	40,265.38
93240		JOSEPH FORMAN	44.00
93241		MOTOROLA SOLUTIONS INC	555.00
93242		NATIONAL VISION ADMIN.	1,679.68
93243		OLD CHARLES TOWN LIBRARY	49,853.68
93244		POTOMAC EDISON	3,706.32
93245		R.E. MICHEL CO. LLC	78.95
93246		RICE TIRES CO	1,096.61
93247		SOFTWARE SYSTEMS INC	94.00
93248		SPIRIT OF JEFFERSON	401.34
93249		TARA VANN	263.00
93250		THOMAS HANSEN	141.00
93251		UNIFIRST	211.18
93252		WV TAX DEPUTIES ASSOCIATION	35.00
93253	FG/009	BERKELEY CO SHERIFF'S OFFICE	3,271.37
93254	FG/009	MARTINSBURG POLICE DEPARTMENT	6,387.33
93255	FG/009	SHERIFF OF GRANT COUNTY	1,460.00
TOTAL			367,841.44

- Accounts payable for October 9, 2025 \$422,416.20

CHECK NUMBER		VENDOR NAME	UNCLEARED
93257		ALERT FIRE INSTALLATION	200.00
93258		AMERIFLEX	122.40
93259		AT&T	13.98
93260		BERKELEY CLUB BEVERAGES	157.73
93262		BOLAND TRANE SERVICES INC	49.94
93263		BUREAU OF CHILD SUPPORT	1,013.72
93264		CAROLINA RECORDING SYSTEMS LLC	9,630.00
93265		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
93266		COMPTROLLER OF MARYLAND	1,773.77
93267		DEVON THOMPSON	67.20
93268		EFTPS IRS TAXES	173,907.83
93269		EMILY MORROW	91.00
93270		EMPOWER RETIREMENT	11,656.79
93271		EXECUTIVE EMERGENCY LIGHTING LLC	815.37
93272		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	85,190.55
93273		FRONTIER	136.22
93274		JEFFERSON SECURITY BANK	3,448.00
93275		KELSEY STIPANOVIC	154.00
93276		MARYLAND FIRE EQUIPMENT CORPORATION	24.00
93277		MCA, INC	1,706.56
93278		MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC	4,027.00

93279		NATIONWIDE RETIREMENT SOLUTIONS	865.00
93280		OLD CHARLES TOWN LIBRARY	3,000.00
93281		EMS TECHNOLOGY SOLUTIONS, LLC	2,185.72
93282		PA SCDU	320.00
93283		POWERDMS INC	3,606.84
93284		PPC LUBRICANTS LLC	553.50
93285		R.E. MICHEL CO. LLC	38.90
93286		RC TOWING LLC	468.50
93287		ROBERTS OXYGEN COMPANY, INC	349.08
93288		SCHAY SWOPE, DVM	150.00
93289		SOUTHERN AIR INC	5,514.00
93290		SPECIALTY BUSINESS SUPPLIES	1,583.60
93291		STATE TAX DEPARTMENT	250.00
93292		SUN LIFE	12,397.57
93293		TEK ADVISORS LLC	11,653.80
93294		UNIFIRST	211.18
93295		WV DEPUTY SHERIFF RETIREMENT SYSTEM	31,301.20
93296		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	50,203.97
93297		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	165.60
93298		WV UNITED HEALTH SYSTEM	11.68
TOTAL			422,416.20

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for October 2, 2025 \$2,030.00

		October 2, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
628	CS/008	EASTERN PANHANDLE MENTAL HEALTH CENTER		\$ 800.00
980	HD/008	AVERHEALTH		\$ 380.00
1027	CW/059	WV STATE AUDITOR		\$ 850.00
TOTAL				\$ 2,030.00

- Manual checks for October 9, 2025 \$71,576.25

		October 9, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount

981	HD/008	SATELLITE TRACKING OF PEOPLE	\$	1,230.00
1951	CO/246	BLACK STONE ROOFING	\$	70,000.00
1952	CO/246	TEK ADVISORS LLC	\$	346.25
TOTAL			\$	71,576.25

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for October 10, 2025 \$492,675.22

5. APPROVAL OF REQUISITIONS

Commissioner Mood motioned to approve the requisitions with the removal of JCESA requisition number 26073. The motion was seconded by Commissioner Hefestay and approved unanimously.

- Requisitions for October 16, 2025 \$267,086.31

REQUISITIONS TO BE APPROVED

OCTOBER 16, 2025

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
JCESA	26073		\$ 5,266.55	ATLANTIC EMERGENCY SOLUTIONS INC.	FIRE TRAINING ENGINE PARTS
COUNTY CLERK	26074		22,208.00	IDX & EM	ANNUAL SUPPORT CONTRACT
COMMS CENTER	26069		25,600.00	PRIORITY DISPATCH	PRIORITY DISPATCH SYSTEM ESP (
	26068		39,600.00	MOTOROLA SOLUTIONS INC	MOTOROLA RELIABLE ADMIN
IT	26070		5,272.50	TEK ADVISORS LLC	JUDICIAL DIALOG SYSTEMS
	26071		14,139.26	GRANCIUS	GOVACCESS HOSTING
COMMISSION	26072		\$ 155,000.00	BERKELEY CO SHERIFF'S OFFICE	BERKELEY COUNTY DAY REPORT EXPENSE
GRAND TOTAL			\$ 267,086.31		

PUBLIC COMMENT:

Public comment was received by:

David Tabb

Jacquelyn Milliron

PRESENTATIONS

1. Angela Banks, Jefferson County Assessor

Exonerations:

Commissioner Mood motioned to approve the tax exonerations as presented. The motion was seconded by Commissioner Stolipher and approved unanimously.

Approval of hire-General Fund 406

Commissioner Stolipher motioned to approve the hire of Lillian Tennis at \$18.00 per hour beginning October 20th, 2025. The motion was seconded by Commissioner Hefestay and approved unanimously.

2. Presentations: County-owned Washington Street properties

Preservation Alliance of West Virginia – Danielle Parker

The agenda item was informational only. No action was taken.

Financing options for investors-Raymond Goodrich, Bank of Charles Town

Commissioner Majdi motioned to support Raymond Goodrich’s proposal for the turnkey solution for real estate purchases as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

3. Presentation: Governor Morrissey’s work with the Trump Administration to Reopen West Virginia’s National Parks During Government Shutdown

The agenda item was informational only. No action was taken.

4. 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

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

The agenda item was informational only. No action was taken.

Presentation by the applicant

The agenda item was informational only. No action was taken.

Commissioner Stolipher motioned to open public hearing. The motion was seconded by Commissioner Hefestay and approved unanimously.

Public Comment

No one participated in public comment for this agenda item.

Commissioner Stolipher motioned to close the public hearing. The motion was seconded by Commissioner Hefestay and approved unanimously.

5. Roger Goodwin, Director of Engineering, Planning, and Zoning

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

Commissioner Stolipher motioned to approve the Four Seas Zoning Map amendment as General Commercial to properties designated as Tax District: Middleway (07), Tax Map: 5, Parcels: 10.3, 10.4, 10.7, 12.14, and 12.15. The motion was seconded by Commissioner Keys and approved unanimously.

West Virginia Code, Chapter 7, Article 1, County Commissions Generally, 7-1-3U Authority of Counties and Municipalities to Treat Streams to Present Floods

Without a motion to proceed, the commission advanced to the next agenda item.

6. Thomas Hansen, Jefferson County Sheriff and Treasurer

School Safety Officers

Commissioner Mood motioned to approve the agreement between the Jefferson County Commission, Sheriff's Office, and Board of Education for the School Safety Officers and authorizes the President to affix his signature. The motion was seconded by Commissioner Stolipher and approved unanimously.

Full-time Bailiff/Trip Guard

Commissioner Stolipher motioned to approve the hire of Allen Edward Bray as an 80 hour Bailiff/Trip Guard, beginning October 20, 2025 at a rate of \$19.50 per hour. The motion was seconded by Commissioner Mood and approved unanimously.

7. Consideration of changes to the Jefferson County Issue Resolution Policy

Commissioner Majdi motioned to direct counsel and the Human Resources department to reevaluate and update the policy. The update should include incorporation of our Human Resources department and removal of the county commission as the final arbitrator such that the county administrator is the final arbitrator in the appeals process. The motion was seconded by Commissioner Hefestay and approved unanimously.

8. Jessica James, Chief Human Resources Officer

Resolution to adopt Jefferson County Emergency Services Agency Employee Benefits Plan and ERISA Wrap summary plan description

Commissioner Hefestay motioned to approve Resolution to adopt the Jefferson County Emergency Services Agency Employee Benefits Plan & ERISA WRAP Summary Plan Description for FY 25-26. The motion was seconded by Commissioner Mood and approved unanimously.

9. Nathan Cochran, Prosecuting Attorney's Office

Discussion and review of Comcast Contract/Franchise Agreement with counsel

The agenda item was informational only. No action was taken.

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)

Commissioner Stolipher motioned to enter into executive session to receive legal counsel on contractual agreements. The motion was seconded by Commissioner Hefestay and approved unanimously.

Commissioner Stolipher motioned to reconvene in regular session. The motion was seconded by Commissioner Keys and approved unanimously.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 8:21 p.m.

Jacqueline Shadle, County Clerk

Jefferson County Commission

REGULAR COMMISSION MEETING

SIGN-IN SHEET TO SPEAK DURING PUBLIC COMMENT

Thursday, October 16, 2025

NAME (please print)	NAME OF GROUP REPRESENTED	JEFFERSON COUNTY RESIDENT?
David ToBB	Me	yes
Raymond Gooden	SELF	YES
Jacquelyn Millien		yes

THE COMMISSION ALLOWS THREE (3) MINUTES FOR EACH PERSON WISHING TO MAKE PUBLIC COMMENT

**Public Comment for Jefferson County Commission for
October 16, 2025**

I, **David Tabb**, a lifelong resident/taxpayer make the following comments:

Again, this meeting is not in compliance of notice to include the bulletin board posting at 393 N. Lawrence St.

Yesterday, I attended a community meeting with numerous different agencies in attendance where I finally got confirmation that the Jefferson County Commission is broke. It appears that the JCESA's budget is being reduced instead of increased to accommodate their previous approvals by the County Commission. Yeah! They're broke!

The JCESA additional chase unit was scheduled, for Middleway, to go in service on October 1st. Now, due to lack of personnel, this unit is postponed until December or until further notice.

The Town Hall Meetings, associated with the emergency services, were discussed with the last meeting to be held on October 17, 2025 at SVFC (Shepherdstown's Fire Hall) at 6:00pm.

Commissioner Hefestay suggested more people should volunteer to take care of the *fire side* of the County's emergency services. This is the volunteer's job.

A request was made to Hefestay - Could anyone attend the Town Hall meeting and make comment? Hefestay, in part, - Yeah, you can attend but don't say anything. The Commission only wants to hear from the volunteer firemen and don't want to take up too much time.

I would like to remind the Jefferson County Commission that last year the Jefferson County Volunteer Fire Association developed a fire levy, with state approval, to fund the county fire companies to include the JCESA. The Jefferson County Commission was presented with this preapproved proposal and would not sign off on the levy to be placed on the ballot for November 2024. The Jefferson County Commission is now trying to present their own fire levy. A fire levy is required to fund *all* fire companies, not just one.

The Jefferson County Commission is in a real pickle and is out of money with emergency services continuing to deteriorate with loss of property and lives.

Good luck with that!

"The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The Government is to be "open for business" and not deprived the public of notice and comments that would violate ethic provisions.

It is hard to be safe, with the current County Commission.

Have a nice day!

AFFIDAVIT:

David C. Tabb came and appeared before me, the undersigned notary, Amanda S. Bennett, resident of Berkeley Co., in the State of West Virginia made his statement and affidavit upon affirmation of belief that the facts set forth are true and correct to the best of his knowledge.

DATED this 16th day of October, 2025



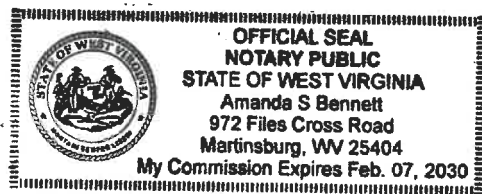
David C. Tabb

Sworn and subscribed before me this 16th day of October, 2025



Notary

My commission expires: 2/7/2030



Jefferson County Commission October 16, 2025 Meeting

Public Comment offered by Jacquelyn Milliron

October 2, 2025 meeting Revision -

- 1. Permitting Process Streamline:** At a previous JCC meeting streamlining the permitting process was discussed. I recall a personal experience with building a deck a couple years ago here Jefferson, I had reached out to a commissioner about my thoughts. I even came before the JCC with public comments. The JCC then hand-picked a local private builder to sit side-by-side with the head of county engineering to offer a solution to streamline corporate building permits by group approving cookie stamp floorplans. Did that really resolve the problem that ordinary taxpayers faced who got sent to the bottom of the pile with a 3 month wait time for each time the reviewer didn't catch a T not crossed? Let's hope that any facilitating process review of concept plans or permitting doesn't end up just another corporate hand out that does not help the majority public constituency.
- 2. Industrial Park Priority:** It was also discussed that a commissioner sees a discriminatory aspect of development within an Industrial Park having a perceived privilege of not requiring a concept plan. Is it the intent of this commission to zone the entire county as an industrial park? There is sound reasoning to encourage industry and commercial business to use an industrial park instead of finagling their way to destroy the rural character of the county. Economic growth does not have to be a game of thrones.
- 3. September 18, 2025 JCC Agenda Item #5** meeting minutes do not accurately show that Commissioner Stolipher's application motion was significantly amended by two other commissioners. This should be corrected as it was then moved to the Jefferson County Planning Commission for their consideration.
- 4. 911 Communications FOIA:** It's bad enough that this administration has prioritized their own accommodation comforts before public safety, but how can this commission charge a \$39 ambulance fee when it is unable to tell the constituents they are charging, what value of service they are actually getting without a punishing FOIA request? This is a whole new level of dis-transparency despite a social media kabuki theater exchange between firefighters and the JCC about funding on the cusp of promoting an additional fire fee. I want to know how long it might take an ambulance to get to my house for my \$39, insurance premiums, and copay. Don't tell us rural feepayers we aren't worth it.

Jefferson County Commission October 16, 2025 Meeting

Public Comment offered by Jacquelyn Milliron

- **Townhall Meeting at Bakerton Fire Department:** I attended the townhall meeting at the Bakerton Fire department on October 13, 2025. At this meeting, the community learned the truth about why the ambulance at Bakerton was removed. More importantly, we learned who likely made it appear that the volunteers were at fault. This JCC came to Bakerton, knowing it preemptively created the crisis of underserving in sector 7, with one question in mind—would we support a levy and/or fee increase to move EMS volunteers to career status costing millions and millions of dollars. This commission brought nothing in writing to prove how the current money is being spent and how it ironically managed service during its own 8-month billing delay. This commission stated it has about \$3.8 million in the budget for EMS and that it needs more money. We were supposed to tell them where to get it. The increased cost of living in Jefferson brought on by uncontrolled and irresponsible growth is the reason we don't have volunteers. They can't afford to live where they volunteer. It is disingenuous to ask the people of the Bakerton community to support a levy for a service with no guarantee they will receive equal value as the rest of the county. Also disingenuous is to say that attracting businesses commercial or industrial will help solve the problem when those same businesses are given tax breaks and actually experience potentially higher call-volumes. To start my quest for information, I have FOIA'ed for response times to verify the verbal assertions made by the EMS staff. I have provided you the report that was given to me by the county.
- **Zoning Ordinance Re-write:** The JC planning commission is contemplating a complete rewrite of the zoning ordinance for a maximum estimate of \$350K. It is puzzling that we reinvent the wheel here but drag feet on a water resource study. This JCC mysteriously went silent on filling my FOIA from last year regarding the Ordinance Rewrite Committee, who met privately with two consultants and almost \$100K later, to do the same task. Don't you think it's about time you allowed the staff to complete my FOIA? Quite sus. It seems a government culture of dis-transparency is so pervasive that our own planning commission uses their agenda items to deliberately mislead and dissuade public participation on simple training matters. Quite disturbing.
- **Public Hearing on Rural Residential Text Amendment:** On the subject of transparency, please note that November 4, 2025 is the Jefferson County Planning Commission's Public Hearing for the Rural Residential text amendment change. Written Public Comment is due October 28, 2025 by 5:00PM. This text amendment change has the potential to encourage the random peppering of expensive utility-scale water and sewer piping across the county. A 20-acre parcel could have up to 8 dwellings or 4 duplexes on the remaining 10 acres accounting for green space requirements, whereas current allowance is half that. This will increase the need for water and sewer infrastructure substantially. In turn, this likely will support the business model of some private utilities that create capital projects to serve a low customer base and acquire new assets on the backs of existing ratepayers. It's not middle ground. It's a lockstep.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



2024 Ambulance Response Area Report

It's About Saving Lives

*JCESA is an equal opportunity emergency service provider,
Employer, and community partner of Jefferson County, WV.*

In February 2022 the Jefferson County Commission was presented with a comprehensive EMS Study performed by FITCH & Associates. This report evaluated many factors of the current Ems system including but not limited to: Call Volume, Response Time, Time of Day for Calls, EMS Station Locations, County Population and Density, Staffing Model, etc. This report provided a summary of current services as well as new models that were based on call response times targeted to the 90th percentile of coverage. There were (1) 10 minute and (2) 15 minutes models with varied staffing levels and locations.

During 2022 the Commission and County Administrator began discussion of acquiring VFD owned ambulances and having the county provide the 911 ambulance services. Thus began the EMS Transition. 9 active units and 1 under contract to be built unit, all EMS supplies, and EMS equipment were purchased from most of the VFD's. It was further decided that the Agency as a Board (component agency) would be dissolved and converted into a regular Commission Department.

Based on funding, staffing levels, available station locations, response times, and call volume and density a modified 6 unit / 4 geographic location model was adopted. The CFAI Accreditation Benchmarking from the Fitch Study and maps showing call density and response time coverage from available locations were referenced to create this modified model. This model placed emphasis on providing the most efficient utilization and distribution of resources while operating within the available funding sources.

The Agency is also dedicated to the ever-expanding role as firefighters and rescue personnel to assist or perform in the absence of the VFD personnel. This responsibility further complicates the staffing plans to ensure that, due to limited personnel, Agency employees are not placed into situations that would hamper their ability to perform without taking undue risks to themselves or others.

The Jefferson County staffing model placed into effect on March 1, 2023, is as follows:

- 1 - 24hr ALS staffed unit at Friendship Fire Company, Harpers Ferry/Bolivar.
- 2 - 24hr ALS staffed units at Citizens Fire Company, Charles Town.
- 1 - 24hr ALS unit and 1 - 12hr (6a-6p) BLS unit at Independent Fire Company, Charles Town.
- 1 - 24hr ALS unit at Shepherdstown Fire Department, Shepherdstown.
- 4 - ALS equipped Reserve ambulance placed in various VFD's (includes 1 new unit received 8/2023)
- To support the new response matrix a plan to move the shift Lieutenant off the ambulance and into a Paramedic Supervisor chase car was created. The anticipated completion date would be no later than 7/1/2024.

Several VFD's converted their WVOEMS Ambulance Transport License to a Rapid Response License and continue to assist with EMS responses within the county. This is particularly evident in the Middleway area due to its ambulance response time and Shepherdstown as it is a significant distance from the next County unit. This is mainly relevant when the primary unit is already committed to a call, and they rely on the next closest unit.

Several community workshops were held to discuss the placement of units ensuring that even though placement and response areas have changed all citizens were going to receive timely service. There is constant oversight and review of 911 responses to ensure units are responding in a timely manner, making the best response decisions, and the county is receiving the most effective service possible within available resources. This implementation did not preclude any future changes or additions to the service model. Included in this report are numerous 10-minute response maps. This document will serve as an identification of current and future needs.

CFAI Accreditation Benchmarking

Creating Community Baselines

For the purposes of definition and the need to establish a common benchmark for purposes of evaluating response time accreditation criteria, the following times should be made available and used in defining base line norms for a candidate agency:

Aggregate (Total) Response time -

A. Alarm handling: 60-second/90% benchmark
90-second/90% baseline

B. Turnout time: 80-second/90% benchmark (Fire & Special Operations response)
60 Seconds/90% benchmark (EMS response)
90-second/90% baseline

C. Travel time: Based on criteria for the different risk categories and within guidelines provided for service area and/or population density. See chart to follow.

Total response time: A+B+C

- ❖ Population: 57,146 (2019)
- ❖ Square mileage: 212
- ❖ Population per square mile: 269.6

❖ Rural – an incorporated or unincorporated area with a population of over 10,000 people or with a population density less than 1,000 people per square mile.

- ❖ Response Times: **Benchmark:** 14Min + 60 seconds = 15:00 minutes, **Baseline:** 18:12Min + 90 seconds = 19:42 minutes

Metropolitan – an incorporated or unincorporated area with a population of over 200,000 people and/or a population density over 3,000 people per square mile.

Metropolitan Benchmark	1st Unit 4 minutes	2nd Unit 8 minutes	Effective Response Force 8 minutes
Baseline	5:12 minutes	10:24 minutes	10:24 minutes

Urban – an incorporated or unincorporated area with a population of over 30,000 people and/or a population density over 2,000 people per square mile.

Urban Benchmark	1st Unit 4 minutes	2nd Unit 8 minutes	Effective Response Force 8 minutes
Baseline	5:12 minutes	10:24 minutes	10:24 minutes

Suburban – an incorporated or unincorporated area with a population of 10,000 to 29,999 and/or any area with a population density of 1,000 to 2,000 people per square mile.

Suburban Benchmark	1st Unit 4 minutes	2nd Unit 8 minutes	Effective Response Force 10 minutes
Baseline	5:12 minutes	10:24 minutes	13 minutes

Rural – an incorporated or unincorporated area with total population less than 10,000 people, or with a population density of less than 1,000 people per square mile.

Rural Benchmark	1st Unit 10 minutes	2nd Unit 14 minutes	Effective Response Force 14 minutes
Baseline	13 minutes	18:12 minutes	18:12 minutes

Wilderness – any rural area not readily accessible by public or private maintained road. Due to the large disparity between communities that protect wilderness areas, recommended travel times are not provided for this level of service.

Reference Map Pages:

EMS Zones: This map depicts the actual response area of each of the 4 EMS stations as determined by the CAD system's quickest route.

2023 EMS and Fire Territories: This map depicts the fire department response areas as agreed upon by the 7 VFD's.






2023 Call Volume Spreadsheet: Accumulated responses post transition references by new EMS zones and fire box areas.

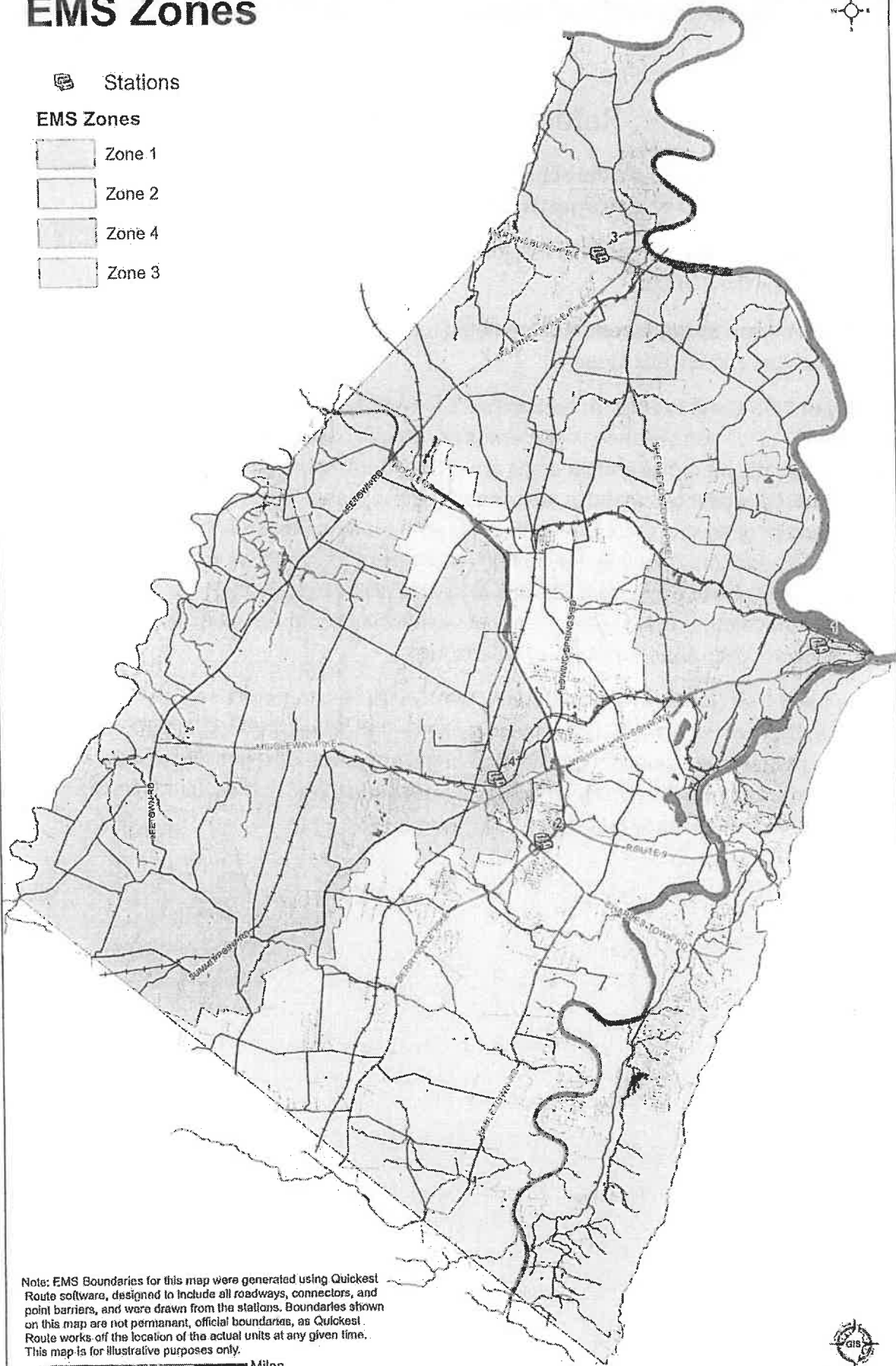
Density of EMS Calls in 2023: Actual call data from 2023 was used to create this "heatmap". As we can see there are numerous pockets of concentrated high frequency call areas around the map. The hottest areas are in Shepherdstown and Charles Town/Ranson and we should expect to see those areas continue to expand. This is a large determinate for the placement of several units in that area. We do have a weakness in the Shepherdstown District as there is only 1 unit in that station. When the primary unit is on a call we will, when available, move a unit from Citizens to Kearneysville to standby in the event of a 2nd due call in the Shepherdstown area. Sharpsburg EMS is the closest next due company, but we strive to not overutilize that mutual-aid resource.

Future Land Use Guide Jefferson County, WV: This is the County's *Envision Jefferson 2035 Comprehensive Plan*. All the white areas are within municipal boundaries, and we should expect to see significant growth in all areas apart from Harpers Ferry/Bolivar. Yellow and orange are of significance for growth. A greater percentage of those areas on the Blue Ridge Mountain are already built out.

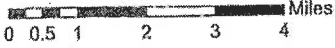
EMS Zones



-  Stations
- EMS Zones**
-  Zone 1
-  Zone 2
-  Zone 4
-  Zone 3



Note: EMS Boundaries for this map were generated using Quickest Route software, designed to include all roadways, connectors, and point barriers, and were drawn from the stations. Boundaries shown on this map are not permanent, official boundaries, as Quickest Route works off the location of the actual units at any given time. This map is for illustrative purposes only.

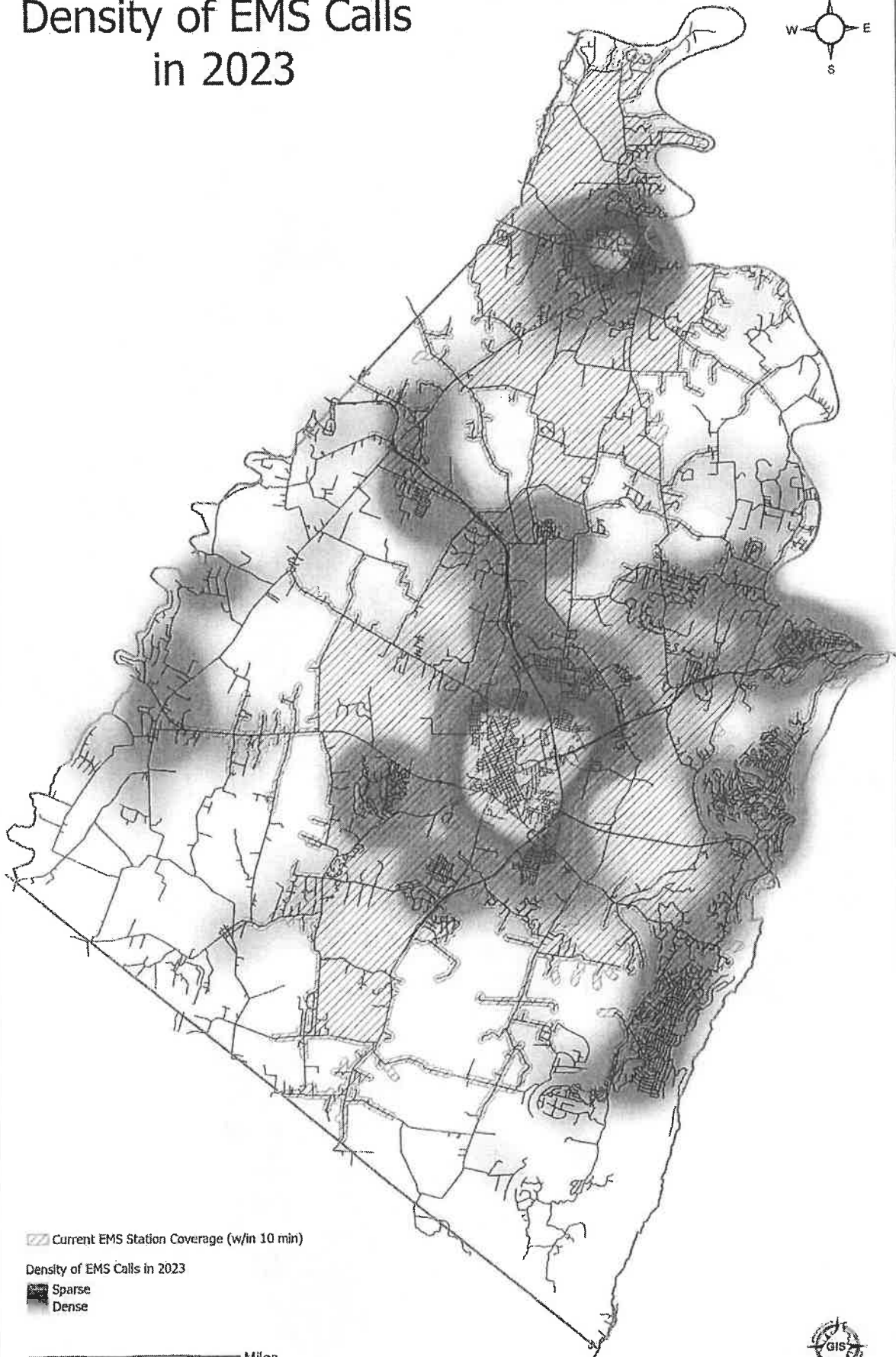
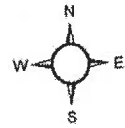


Map Created: 3/16/2023

2023	Call Volume per Week by Box & Zone												
	Week	VFD Fire Boxes								ESA EMS Zones			
		100	200	300	400	500	600	700	OOC	Total	1	2	3
3-02-23 to 3-04-23	2	9	14	23	1	6	2	0	57	4	19	11	23
3-05-23 to 3-11-23	5	16	15	32	11	7	4	0	90	11	40	14	25
3-12-23 to 3-18-23	4	19	19	71	16	7	5	2	146	10	61	17	55
3-19-23 to 3-25-23	3	17	16	57	8	6	1	2	112	7	45	18	40
3-26-23 to 4-01-23	3	12	9	43	13	8	6	0	94	10	35	13	35
4-02-23 to 4-08-23	10	21	21	57	11	10	2	1	143	14	45	21	49
4-09-23 to 4-15-23	8	21	18	47	11	8	2	1	116	13	44	20	39
4-16-23 to 4-22-23	9	15	18	49	19	12	3	0	115	13	54	17	46
4-23-23 to 4-29-23	6	17	16	27	4	6	4	0	80	11	30	14	26
4-30-23 to 5-06-23	1	17	12	44	8	11	3	1	97	8	42	12	35
5-07-23 to 5-13-23	8	17	23	40	11	8	4	1	113	13	45	22	33
5-14-23 to 5-20-23	7	21	26	47	11	7	9	1	129	14	49	22	41
5-21-23 to 5-27-23	5	30	19	49	7	9	2	1	122	10	55	16	39
5-28-23 to 6-03-23	11	26	11	44	14	5	3	2	116	16	55	10	35
6-04-23 to 6-10-23	6	19	16	51	8	10	7	0	117	14	44	12	47
6-11-23 to 6-17-23	7	11	23	55	6	7	9	0	118	15	56	21	45
6-18-23 to 6-24-23	9	19	24	44	12	4	9	3	124	35*	39	11	30
6-25-23 to 7-01-23	4	29	11	65	10	7	7	4	137	26	56	12	55
7-02-23 to 7-08-23	9	26	14	58	9	5	8	1	130	14	68	19	53
7-09-23 to 7-15-23	15	25	24	57	11	15	11	1	159	25	81	11	49
7-16-23 to 7-22-23	6	25	18	55	10	17	1	0	132	8	51	20	54
7-23-23 to 7-29-23	6	29	24	54	12	5	1	0	131	10	67	25	47
7-30-23 to 8-05-23	9	20	16	51	7	7	4	0	114	13	53	4	48
8-06-23 to 8-12-23	10	14	19	52	17	13	3	2	130	8	28	18	52
8-13-23 to 8-19-23	8	20	18	45	10	14	7	1	123	19	62	18	41
8-20-23 to 8-26-23	3	19	19	50	8	8	4	1	112	12	49	21	47
8-27-23 to 9-02-23	6	23	15	56	13	9	7	1	130	15	51	16	58
9-03-23 to 9-09-23	8	26	21	45	7	8	9	1	125	17	63	22	39
9-10-23 to 9-16-23	7	17	14	43	6	10	2	0	99	11	44	14	42
9-17-23 to 9-23-23	7	26	14	59	8	6	4	4	129	9	1	10	51
9-24-23 to 9-30-23	10	20	23	50	5	14	8	2	129	19	46	26	51
10-01-23 to 10-07-23	6	19	26	54	3	10	5	0	123	14	41	24	64
10-08-23 to 10-14-23	3	22	24	54	12	9	6	0	130	7	58	26	45
10-15-23 to 10-21-23	6	18	22	50	7	9	3	0	115	10	45	19	45
10-22-23 to 10-28-23	7	21	25	61	9	10	7	3	143	7	66	26	46
10-29-23 to 11-04-23	6	25	24	51	0	8	5	0	119	10	66	21	37
11-05-23 to 11-11-23	6	10	14	48	11	4	2	2	97	8	30	25	39
11-12-23 to 11-18-23	8	27	20	61	5	15	12	4	152	18	66	26	57
11-19-23 to 11-25-23	3	15	17	41	11	7	5	0	99	9	43	18	38
11-26-23 to 12-02-23	7	16	17	45	12	9	7	0	113	12	62	21	39
12-03-23 to 12-09-23	5	31	15	38	11	12	5	0	117	14	50	9	56
12-10-23 to 12-16-23	8	22	22	63	16	7	1	0	139	16	61	20	54
12-17-23 to 12-23-23	8	28	21	44	11	9	5	1	127	16	54	36	42
12-24-23 to 12-30-23	6	19	16	64	19	11	13	1	149	23	67	21	53
TOTALS	291	899	813	2194	431	389	227	44	5292	553	2187	799	1945
AVG / WEEK YTD	6.61	20.43	18.48	49.86	9.80	8.84	5.16	1.00	120.27	12.57	49.70	18.16	44.20

* Inaccurate - Suspected due to unit being mis-zoned

Density of EMS Calls in 2023



▨ Current EMS Station Coverage (w/in 10 min)

Density of EMS Calls in 2023

■ Sparse
■ Dense

0 0.5 1 2 3 4 Miles



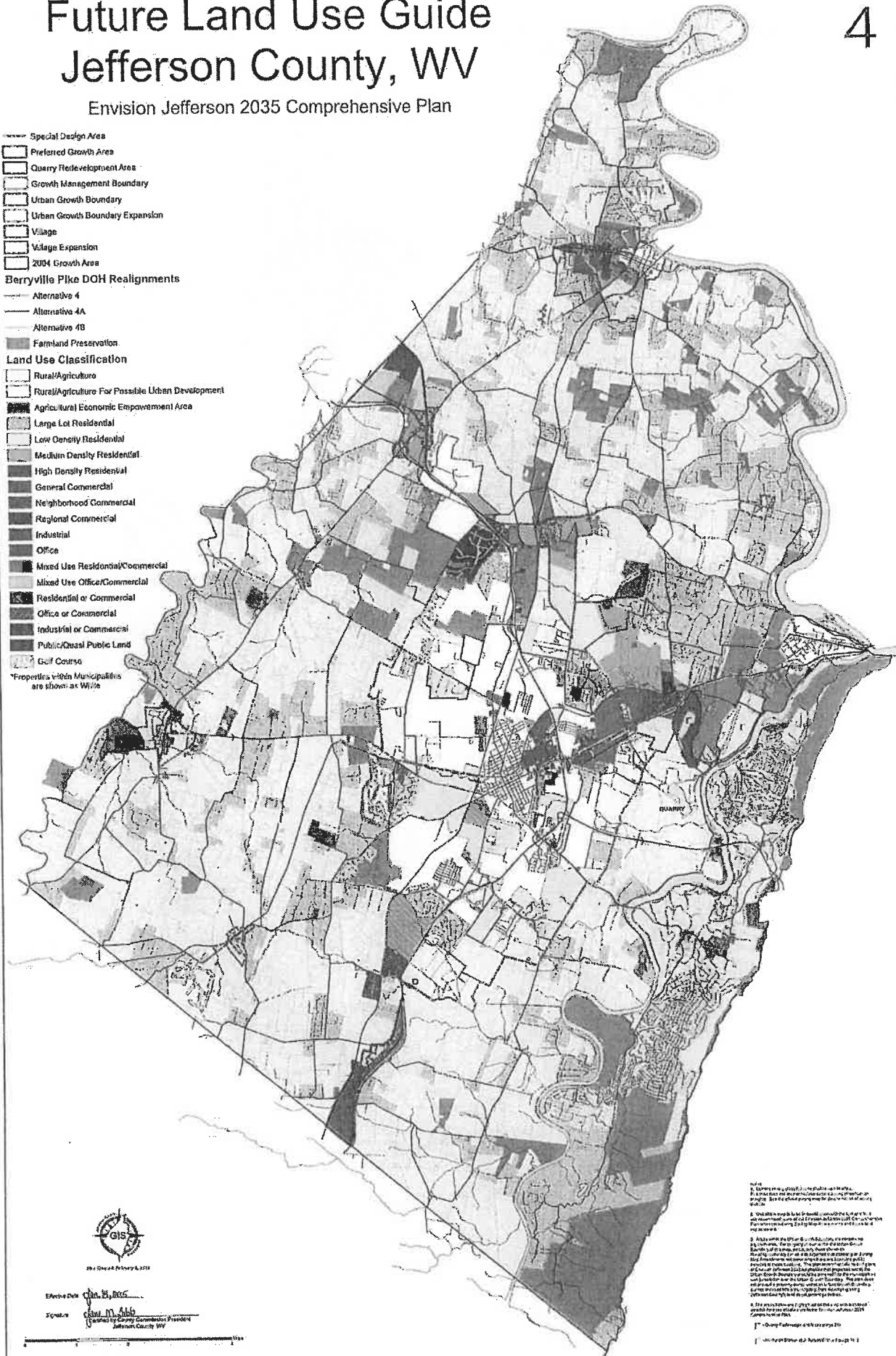
Map Created: Feb 28, 2024

Future Land Use Guide Jefferson County, WV

Envision Jefferson 2035 Comprehensive Plan

4

- Special Design Area
 - Preferred Growth Area
 - Quarry Redevelopment Area
 - Growth Management Boundary
 - Urban Growth Boundary
 - Urban Growth Boundary Expansion
 - Village
 - Village Expansion
 - 2004 Growth Area
 - Berryville Pike DOH Realignments
 - Alternative 4
 - Alternative 4A
 - Alternative 4B
 - Farmland Preservation
 - Land Use Classification
 - Rural/Agriculture
 - Rural/Agriculture For Possible Urban Development
 - Agricultural Economic Empowerment Area
 - Large Lot Residential
 - Low Density Residential
 - Medium Density Residential
 - High Density Residential
 - General Commercial
 - Neighborhood Commercial
 - Regional Commercial
 - Industrial
 - Office
 - Mixed Use Residential/Commercial
 - Mixed Use Office/Commercial
 - Residential or Commercial
 - Office or Commercial
 - Industrial or Commercial
 - Public/Quasi Public Land
 - Golf Course
- *Properties Within Municipalities are shown as White



Envision Jefferson
2035 Comprehensive Plan
Jefferson County, WV



1. This map is a guide only and does not constitute a contract or warranty of any kind. It is subject to change without notice and is not to be used for any purpose other than that intended.

2. The data used in this map was obtained from various sources and is not guaranteed to be 100% accurate. The user assumes all responsibility for the use of the data.

3. This map is a guide only and does not constitute a contract or warranty of any kind. It is subject to change without notice and is not to be used for any purpose other than that intended.

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5. This map is a guide only and does not constitute a contract or warranty of any kind. It is subject to change without notice and is not to be used for any purpose other than that intended.

6. The data used in this map was obtained from various sources and is not guaranteed to be 100% accurate. The user assumes all responsibility for the use of the data.

EMS Stations Quickest Route Response Time Maps :

Note: These are travel time only maps. True response time includes call received/dispatched time, (+) roll-out (crew mobilization) time, (+) travel time.

Current EMS Stations: This map represents the 10-minute QR (quickest route) for current deployments.

Here are clearly some areas that could use improvement.

1 – Middleway, Summit Point, Leetown: These areas were previously served by Middleway Fire Company (Co6) ambulances and continue to be served by Co6 Rapid Response Vehicles and the Independent (Co4) Station ambulances.

2 – Kearneysville, Bardane, Shenandoah Junction: This area is served by Shepherdstown (Co3) and Citizens (Co2) Stations ambulances. It has been an area of possible expansion by Co3 for many years.

3 – Blue Ridge Mountain: This was served by the Blue Ridge Mtn VFC (Co5) and is currently covered by the Co2 and Friendship (Co1) Station ambulances.

4 – Bakerton, Uvilla, Molers Crossroads: This area was served by the Bakerton FD (Co7) and is currently served by the Co3 and Co1 ambulances.

5 – Kabletown, Meyerstown: This area is served by Co2 ambulances.

Middleway Expansion Map: *Highest Priority* This defines the improved area if an ambulance was placed back in Co6. There are extended response times well beyond the 10min QR and an average of 8-10 EMS calls per week in that area as shown in the *Density of EMS Calls Map*. The response from Co4 can easily be cut off by a train obstruction on the Middleway Pike and Summit Point Rd crossings. This would easily add 10 minutes or more to an already extended response. This area is Zoned Rural/Agriculture and Large Lot Residential, but it is prime for future growth. Having previously housed a unit at Co6 it would be an easy addition to the staffed stations.

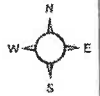
Kearneysville Expansion Map: *High/Moderate Priority* This defines the improved area if a new station was constructed and staffed in this area. This area is already at the tip of the 10 QR and has significant call volume. There are several large, planned subdivisions within the Kearneysville, Bardane, and Shenandoah Junction Area and it will soon see explosive growth. The addition of a station here would support the Shepherdstown area and eliminate the need to send Co2 to standby in the area. There are a few potential existing buildings available and ample locations for the acquisition of property.

Blue Ridge Mountain Expansion Map: *Moderate Priority* This defines the improvements to the entire Mountain area. To properly serve both the Northern and Southern regions it would require the acquisition of property and construction of a new building at the top of the mountain, near the intersection of Rt 9 and Charles Town Rd. This area is the best location as a unit can go North on Chestnut Hill Rd, South on Charles Town Rd to Mission Rd areas, or directly down Rt 9 to Charles Town. These are primary routes of travel and are the first areas on the mountain to be serviced by the DOH in bad weather. The existing stations of Co5 are either too far away from the other regions or unable to house staffing. The mountain area has a call volume equal to Co6 but sees equal or faster responses over other unincorporated/unstaffed areas.




Bakerton Relocation 1 & 2: *Moderate/Low priority* This area defines the improvements to the entire Northeast area of the county if the Bakerton station was relocated to either proposed location. There is low call volume to this area but it has extended response times. The relocation would support the Shepherdstown area as well as the proposed school complex at Gardner Ln & Shepherdstown Pike. There is also potential for significant residential development in that area.

Kabletown, Meyerstown: *Low Priority* This area has longer response times but has low call volume. Most of the area is large acreage farmland. A significant portion is in planning stages for solar farm construction. Lowest priority unless significant unplanned residential growth occurs.

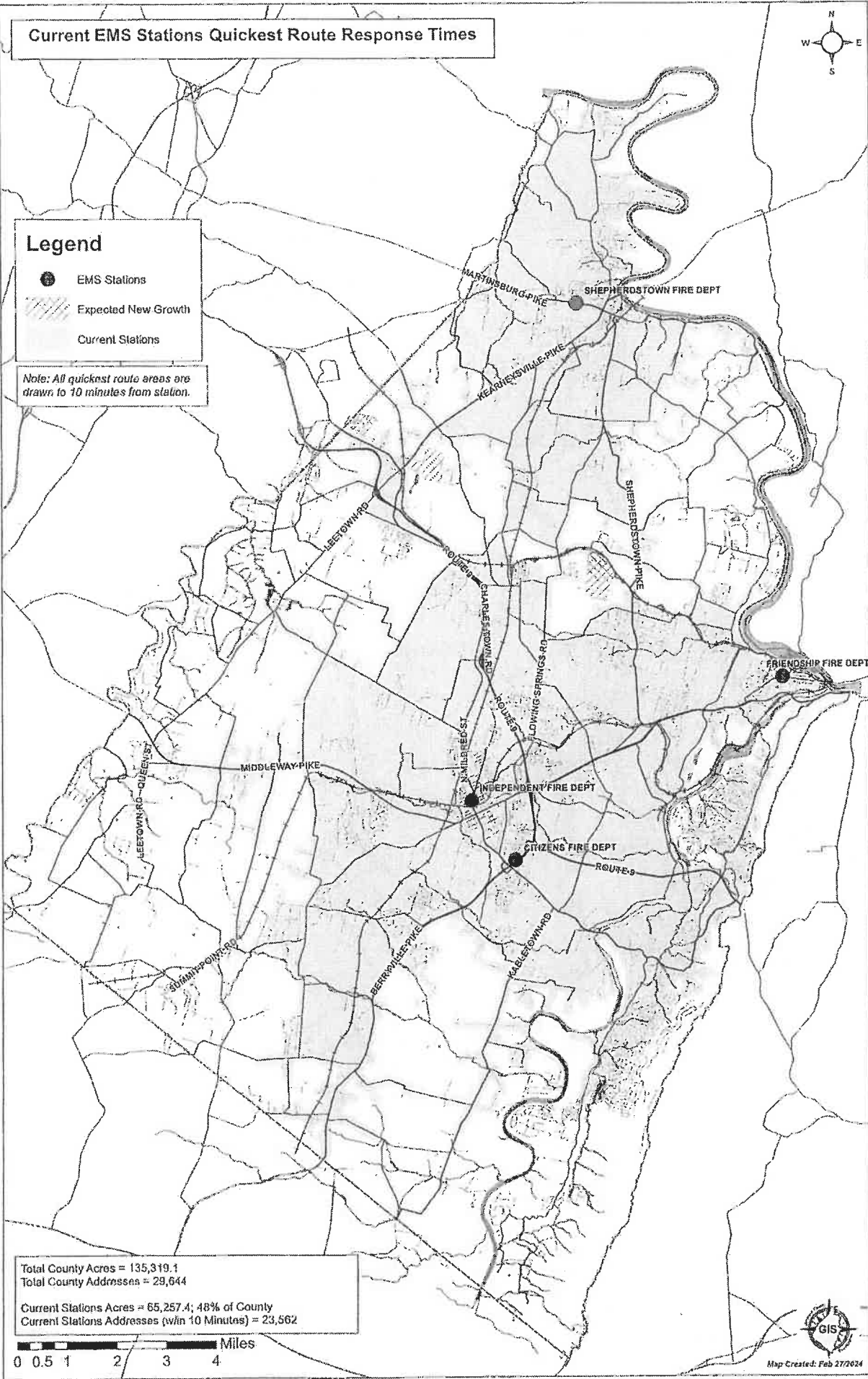
Current EMS Stations Quickest Route Response Times



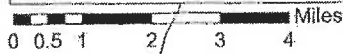
Legend

-  EMS Stations
-  Expected New Growth
-  Current Stations

Note: All quickest route areas are drawn to 10 minutes from station.

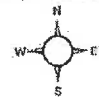


Total County Acres = 135,319.1
 Total County Addresses = 29,644
 Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (w/in 10 Minutes) = 23,562









Map Created: Feb 27/2024

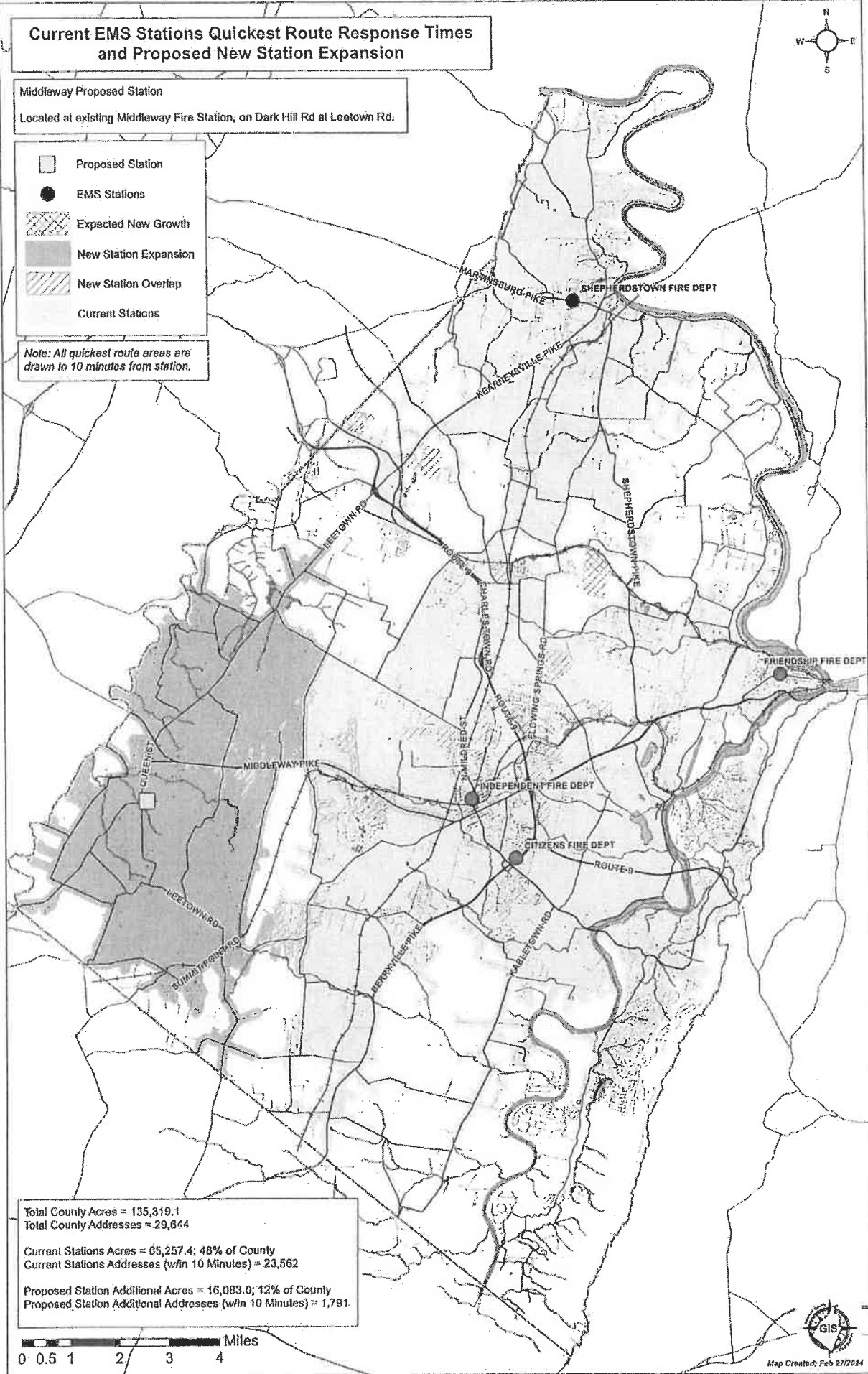
Current EMS Stations Quickest Route Response Times and Proposed New Station Expansion



Middleway Proposed Station
 Located at existing Middleway Fire Station, on Dark Hill Rd at Leetown Rd.

-  Proposed Station
-  EMS Stations
-  Expected New Growth
-  New Station Expansion
-  New Station Overlap
-  Current Stations

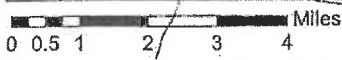
Note: All quickest route areas are drawn to 10 minutes from station.



Total County Acres = 135,319.1
 Total County Addresses = 29,644

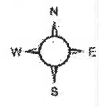
Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (w/in 10 Minutes) = 23,562

Proposed Station Additional Acres = 16,083.0; 12% of County
 Proposed Station Additional Addresses (w/in 10 Minutes) = 1,791



Map Created: Feb 27/2024

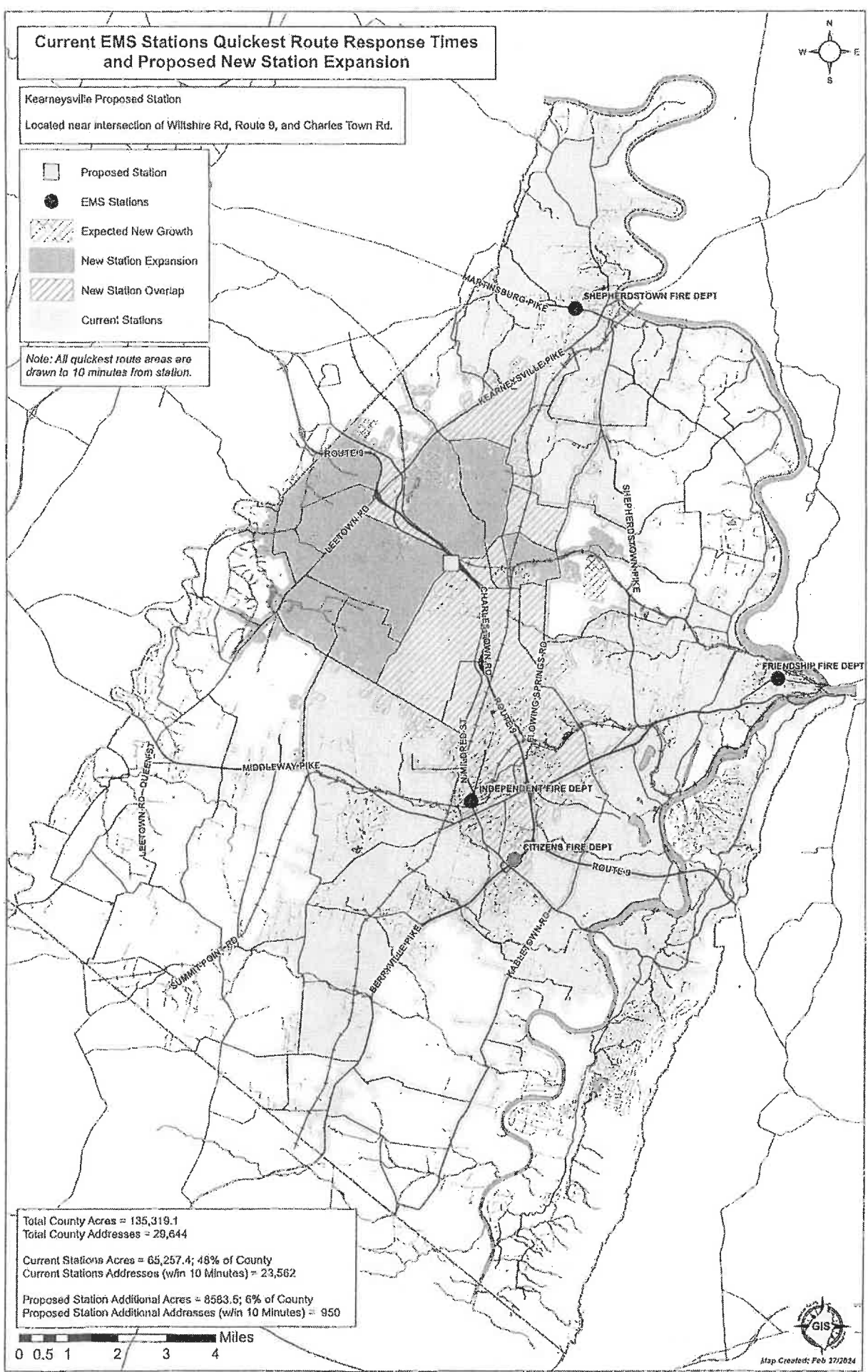
Current EMS Stations Quickest Route Response Times and Proposed New Station Expansion



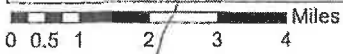
Kearneysville Proposed Station
 Located near intersection of Wiltshire Rd, Route 9, and Charles Town Rd.

- Proposed Station
- EMS Stations
- Expected New Growth
- New Station Expansion
- New Station Overlap
- Current Stations

Note: All quickest route areas are drawn to 10 minutes from station.



Total County Acres = 135,319.1
 Total County Addresses = 29,644
 Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (w/in 10 Minutes) = 23,562
 Proposed Station Additional Acres = 8583.6; 6% of County
 Proposed Station Additional Addresses (w/in 10 Minutes) = 950



Map Created: Feb 17/2024

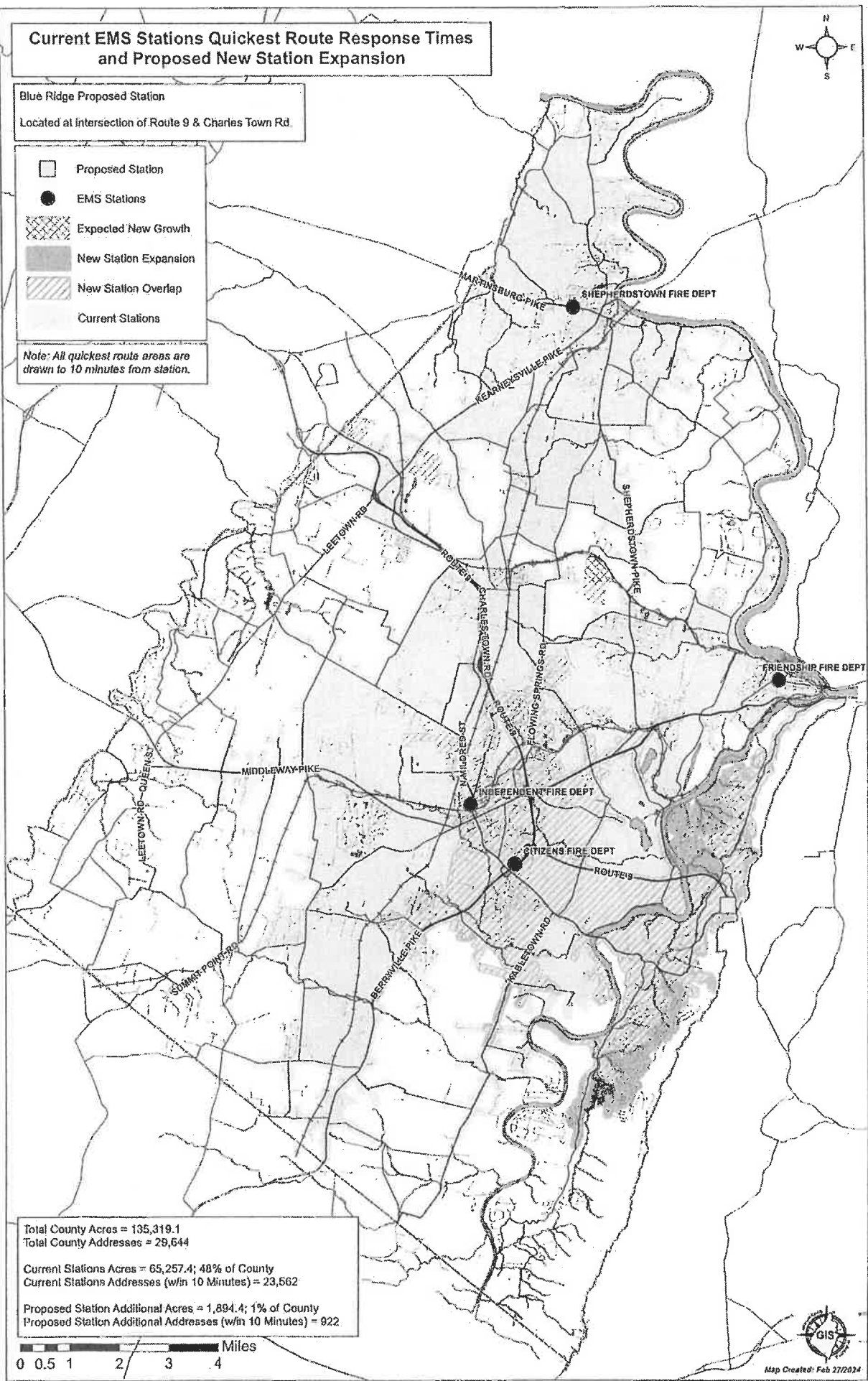
Current EMS Stations Quickest Route Response Times and Proposed New Station Expansion



Blue Ridge Proposed Station
 Located at intersection of Route 9 & Charles Town Rd.

- Proposed Station
- EMS Stations
- Expected New Growth
- New Station Expansion
- New Station Overlap
- Current Stations

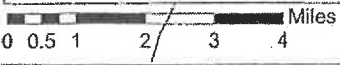
Note: All quickest route areas are drawn to 10 minutes from station.



Total County Acres = 135,319.1
 Total County Addresses = 29,644

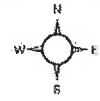
Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (w/in 10 Minutes) = 23,562

Proposed Station Additional Acres = 1,894.4; 1% of County
 Proposed Station Additional Addresses (w/in 10 Minutes) = 922



Map Created: Feb 27/2024

Current EMS Stations Quickest Route Response Times and Proposed New Station Expansion



Bakerton #2 Proposed Station
 One of three possible locations for a Bakerton Station. Located at intersection of French Rd & Uvilla Rd.

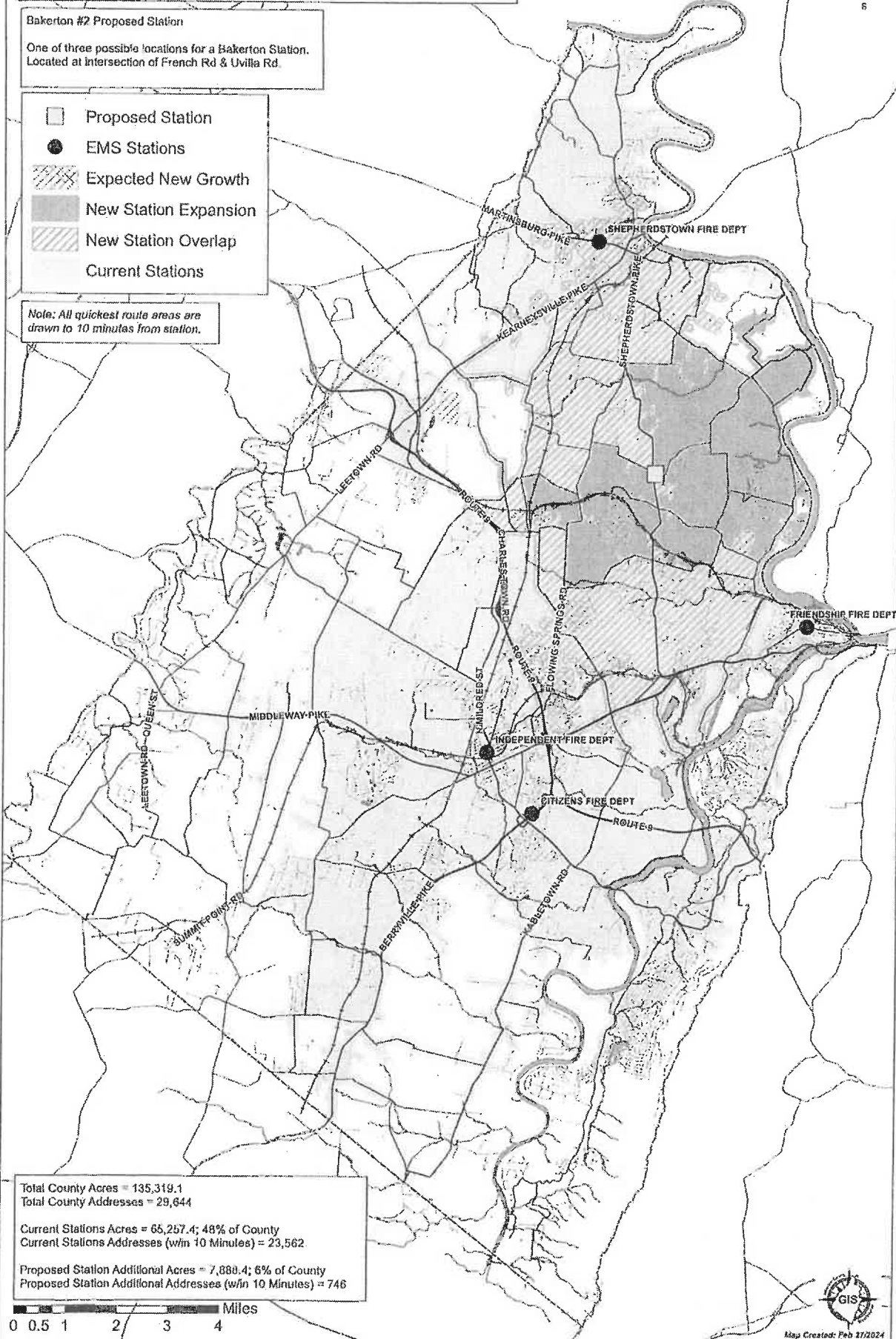
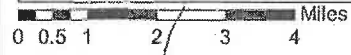
- Proposed Station
- EMS Stations
- Expected New Growth
- New Station Expansion
- New Station Overlap
- Current Stations

Note: All quickest route areas are drawn to 10 minutes from station.

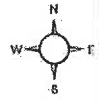
Total County Acres = 135,319.1
 Total County Addresses = 29,644

Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (win 10 Minutes) = 23,562

Proposed Station Additional Acres = 7,880.4; 6% of County
 Proposed Station Additional Addresses (win 10 Minutes) = 746



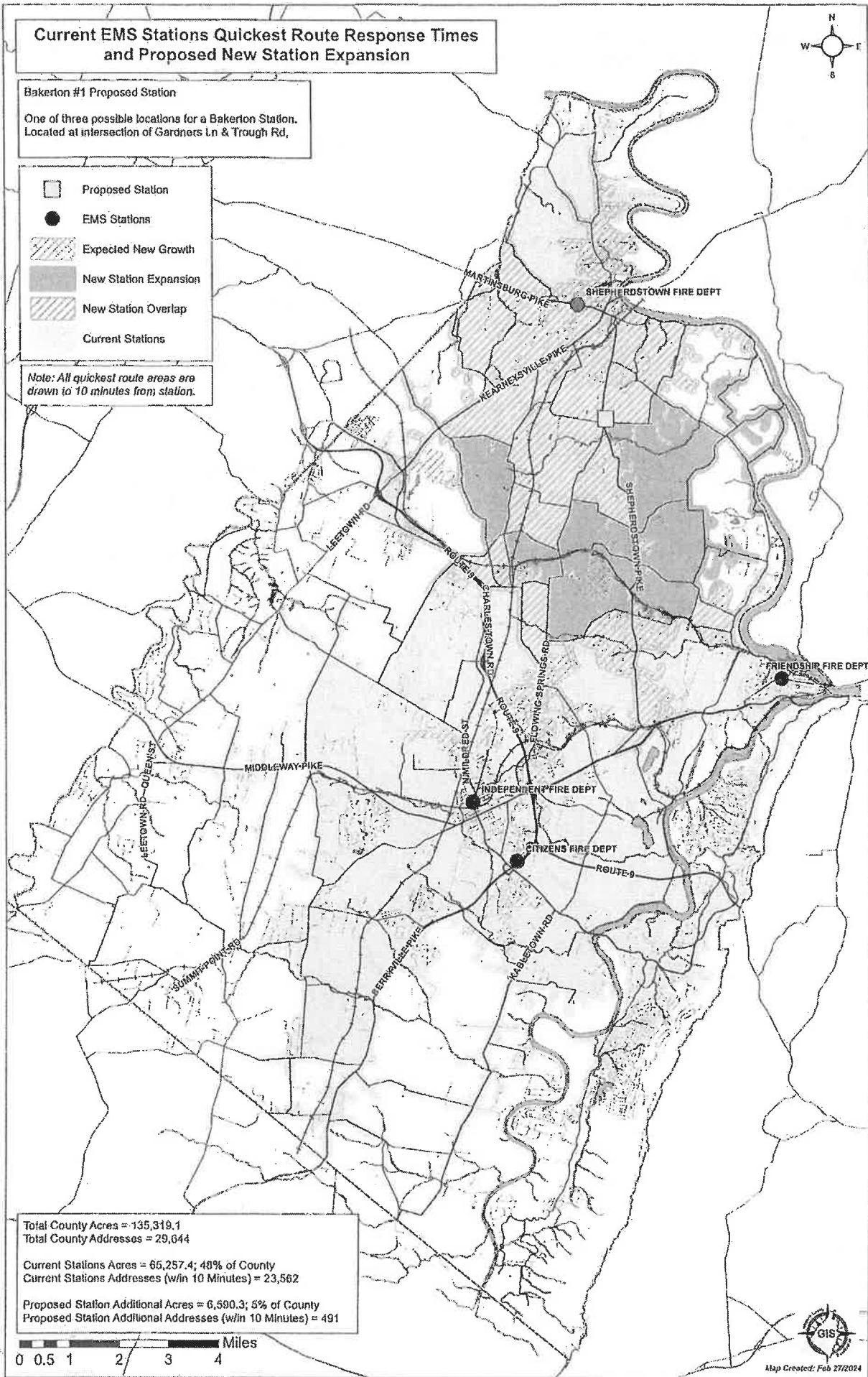
Current EMS Stations Quickest Route Response Times and Proposed New Station Expansion



Bakerton #1 Proposed Station
 One of three possible locations for a Bakerton Station. Located at intersection of Gardners Ln & Trough Rd.

- Proposed Station
- EMS Stations
- Expected New Growth
- New Station Expansion
- New Station Overlap
- Current Stations

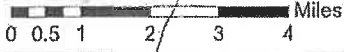
Note: All quickest route areas are drawn to 10 minutes from station.



Total County Acres = 135,319.1
 Total County Addresses = 29,644

Current Stations Acres = 65,257.4; 48% of County
 Current Stations Addresses (w/in 10 Minutes) = 23,562

Proposed Station Additional Acres = 6,590.3; 5% of County
 Proposed Station Additional Addresses (w/in 10 Minutes) = 491



Map Created: Feb 27/2014

**JEFFERSON COUNTY COMMISSION
PROOF OF CONCEPT
“TURNKEY SOLUTION FOR REAL ESTATE PURCHASES”**

OCTOBER 16, 2025

CIRCUMSTANCES:

- Frequently, Purchasers, particularly those who are not local, are unaware of opportunities for investment in specific markets.
- Often Investors must navigate a myriad of due diligence avenues (financing, regulatory codes, tenancy etc.) which extends the time of execution and bringing an “*asset online.*”

OBJECTIVES:

- ✓ *Discuss, Design and Develop (3-D’s)* a turnkey solution that unifies, integrates and proposes a process template that converts several key elements for the investment and purchase pathway for real estate assets.
- ✓ Use the repositioning and disposition of the vacant County Buildings given the move to a new facility.

METHODOLOGY:

1. Garner local Constituencies to form a work group:
 - a. County, City, Charles Town Now, and local Bankers (BCT, JSB and PCC)
 - b. Deliverable of an Investor/ Purchaser playbook that walks one through the how’s
 - i. Due Diligence
 - ii. Financing
 1. Equity Stack- Cash-Loan Tax Credits
 - iii. Permitting
 - iv. Tenancy
 - c. Execute on Marketing Plan and networking with prospects.
2. Building Assessments
 - a. Evaluation of the various assets for disposition
 - i. Environmental Report
 - ii. Property Inspection report & Appraisal
 - b. Data will provide avenues for:
 - i. Grants for remediation, façade upgrades and improvements
 - ii. Financing options related to extent of remediation and capital investment- cash, loans, grants and tax credits.

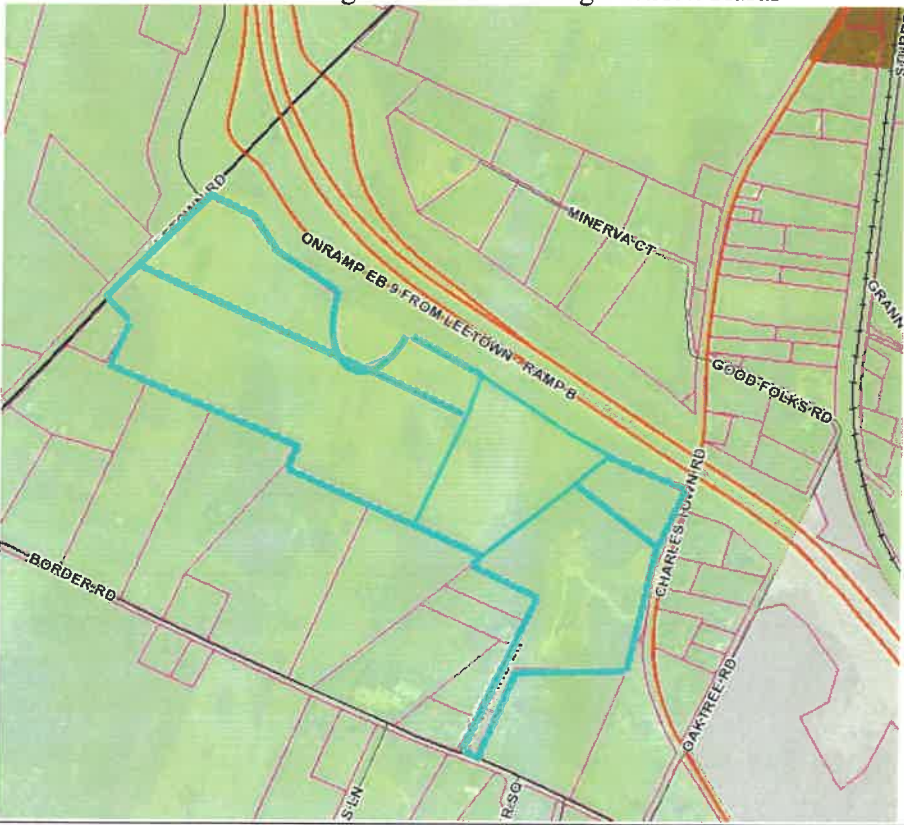
OUTCOMES:

- A. Revitalization of Washington Street and Environs
- B. New businesses and incremental tax revenues
- C. “Draw to” downtown for complimentary vibrancy.

Staff Report
 Jefferson County Planning Commission Meeting
Postponed from September 9, 2025
 September 23, 2025

Four Seas (GC) Rezoning Request (25-3-Z)

Item # 10: Discussion and Action on the Cochran Properties (General Commercial) Zoning Map Amendment Request: Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the combined 51.57 acre Four Seas of WV, LLC properties from Rural(R) to General Commercial (GC) is consistent with the *2045 Comprehensive Plan*.

Property Owner:	Four Seas of WV, LLC
Applicant:	Brett Cochran
Consultant:	Morris & Ritchie Associates, INC / Attn: Todd Heck
Parcel Information:	<p style="text-align: center;">Vacant lots spanning between Leetown Road to Charles Town Road, Kearneysville, WV Tax district #7, Tax Map #5, Parcels 10.3, 10.4, 10.7, 12.14, & 12.15 Combined Acreage: 51.28 ac. Zoning District: Rural</p> 
Surrounding Properties:	<i>North, South, East, West: Rural</i>
Current Use:	Vacant Lots
Proposed Request	To rezone the total 51.57 acres from Rural to General Commercial
Planning Commission Responsibility:	To advise the County Commission whether the requested Zoning Map Amendment is consistent with the <i>2045 Comprehensive Plan</i>
Staff Finding:	Staff finds that request is consistent with the <i>2045 Comprehensive Plan</i> Future Land Use Guide

Staff Report
Jefferson County Planning Commission Meeting
Postponed from September 9, 2025
September 23, 2025
Four Seas (GC) Rezoning Request (25-3-Z)

Applicant's Request

The applicant is requesting to rezone approximately 51.28 acres from Rural (R) to General Commercial (GC).

The first petition for these subject parcels was to request the Residential-Light Industrial-Commercial zoning district. The request came before Planning Commission on August 12, 2025 and was found inconsistent with the *2045 Comprehensive Plan*. The County Commission held a Public Hearing on September 4, 2025 and asked the applicant if they would be amenable to pursuing the General Commercial (GC) Zoning District. With the agreement of the applicant, the County Commission has asked the Planning Commission to evaluate if a General Commercial (GC) Zoning Map Amendment for the same subject parcels is consistent with the *Comprehensive Plan*.

Neighboring Uses

The properties under consideration for this Zoning Map Amendment are adjacent to residential uses and Route 9.

Scope of this Assessment

This report focuses on whether or not the Zoning Map Amendment application is consistent with the *2045 Comprehensive Plan* and provides a staff recommendation for the Planning Commission's consideration based on relevant sections and elements of the *Plan*.

Staff's professional recommendation is that the request is **consistent** with the *2045 Comprehensive Plan* because the subject properties are located in a Preferred Growth Area and the subject parcels are designated as Residential or Commercial on the Future Land Use Guide.



On the Future Land Use Guide, the subject parcels are designated "Residential or Commercial" which can include the uses permitted in the General Commercial Zoning District. The subject parcels are located in the Route 9 Preferred Growth Area (PGA). The owner-initiated rezoning to General Commercial (GC) would allow for a variety of commercial uses including, driving ranges, commercial storage, gas stations, and hotels. It should be noted that a Zoning Map Amendment is not confined to a specific project. The applicant is pursuing the proposed Zoning Map Amendment to develop the subject parcels within a newly expanded Preferred Growth Area.

Staff has no statutory authority to make decisions in this regard. The Planning Commission is required to provide the County Commission with their advice as to whether the request is consistent with the *Comprehensive Plan* prior to the County Commission's Public Hearing. The County Commission, with the recommendation of the Planning Commission, has the authority to approve or deny a zoning map amendment.

Staff Report
Jefferson County Planning Commission Meeting
Postponed from September 9, 2025
September 23, 2025
Four Seas (GC) Rezoning Request (25-3-Z)

Zoning Map Amendment Public Hearing Process

Article 12 of the Zoning Ordinance requires that the “procedure for amendment [by petition] shall be as dictated in Section 8A-7-9 et seq of the West Virginia State Code as amended.” Regarding amendments by petition, State statute provides that, “Before amending the zoning ordinance, the governing body with the advice of the planning commission must find that the amendment is consistent with the adopted comprehensive plan.” [See WVC 8A-7-9(c)].

Relevant 2045 Comprehensive Plan Elements and Commentary

The *2045 Comprehensive Plan* consists of both goals and recommendations in text format, as well as a Future Land Use Guide, both of which are relevant to this analysis. Page number references throughout this report relate to the *2045 Comprehensive Plan*.

Staff Report
Jefferson County Planning Commission Meeting
Postponed from September 9, 2025
September 23, 2025

Four Seas (GC) Rezoning Request (25-3-Z)

1. Land Use and Growth Management Element / Future Land Use Guide

One of the themes of the *2045 Comprehensive Plan* is Quality Land Use and Growth Management for Jefferson County. This theme identifies seven Preferred Growth Areas (PGA) as areas considered viable for higher intensity development. Preferred Growth Areas were identified based on access to infrastructure including water, sewer, and transportation. Preferred Growth Areas are generally intended to develop using the County's development standards. Preferred Growth Areas were first identified in the *Envision Jefferson 2035 Plan* and are now part of the current *2045 Comprehensive Plan*. The subject parcel is located within

Residential or Commercial

Primary Uses: This land use classification is for Suburban Residential and Neighborhood Commercial level development. Developments can include mixed use projects, a mix of residences and convenience businesses, or solely office, commercial, and residential uses that should connect to the pedestrian and auto transportation networks of adjacent properties. It includes gyms, convenience stores, townhomes, commercial and residential uses on adjoining lots, and mixed use projects with commercial ventures on ground level and residences on additional floors.

Intensity: Residences and commercial uses are served by public water and sewer system.

Mobility: Pedestrian, bicycle, and auto orientated access are prioritized along with interconnectivity to adjacent neighborhoods and commercial developments.



Courtesy: JC Office of Planning and Zoning

the Route 9 PGA and is expected to develop.

2. Land Use Map Classifications

The "Residential Commercial" classification is for a mix of various developments such as mixed-use projects, commercial developments, office or business space, and higher density residential developments such as townhomes or multifamily dwellings. (pg. 113). Water and sewer are expected to be available at the location as urban level commercial and/or residential density is expected.

3. Proposed Zoning District – General Commercial (GC)

The purpose of the General Commercial (GC) District (Section 5.12 of the Zoning Ordinance) is "to provide for general destination business uses, which provide a broad range of commercial products and services necessary for large regions" (complete description attached). The *Water & Sewer Service Areas* map found in the *2045 Comprehensive Plan* identifies both water and sewer in the vicinity but not currently at the subject parcels.

Staff Discussion and Recommendation

The subject parcels have been zoned Rural since zoning went into to effect in 1988. The subject parcels are essentially vacant. There

are no historical sites, floodplains, or conservation easements located on any of the subject parcels.

The *2045 Comprehensive Plan* includes a Future Land Use Guide, which is intended to be a tool to provide a visual definition of future growth and areas where potential owner initiated zoning map amendments (rezoning requests) might occur within the timeframe of the *Plan*. The *2045 Comprehensive Plan* states that "land use classifications, utilized on the Existing Land Use Map and Future Land Use Guide, are intended to provide guidance to the Planning and County Commission when considering owner-initiated zoning map amendments (rezoning requests)." (pp. 111). The *Plan* further states, "Use of the Future Land Use Guide is to be in

Staff Report
Jefferson County Planning Commission Meeting
Postponed from September 9, 2025

September 23, 2025

Four Seas (GC) Rezoning Request (25-3-Z)

combination with the recommendations of this Plan when considering owner initiated zoning map amendments.” (pp. 10). The *Plan* does not initiate any zoning map amendments and only provides recommendations to guide development including identifying Preferred Growth Areas.

Based on these recommendations of the *2045 Comprehensive Plan* related to the Future Land Use Guide and text, staff finds that the proposed General Commercial (GC) zoning category for the 51.57+/- acres included in this application is **consistent** with the *2045 Comprehensive Plan*.

Planning Commission Action Required

Article 12 of the Zoning Ordinance and the relevant sections of WV State Code requires the County Commission to refer rezoning petitions to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the adopted Comprehensive Plan. Such recommendation is required to be sent to the County Commission prior to the County Commission’s public hearing which shall be held within 60 days of the date the petition is presented.

The public hearing has been scheduled for October 16, 2025 at a time to be determined. Therefore, the Planning Commission is required to review this application and make a recommendation to the County Commission prior to this hearing.

Attachments:

- Section 5.12 of the Zoning Ordinance – General Commercial (GC) District
- Appendix B of the Zoning Ordinance
- Appendix C of the Zoning Ordinance
- 2045 Comprehensive Plan Excerpts from Quality Land Use and Growth Management Development (pg. 12, 14-16) and Land Use Guide Classifications (pg. 113)
- 2045 Comprehensive Plan FLU Guide Route 9 Preferred Growth Area
- 2045 Comprehensive Plan 2024 Highway Problem Areas Map
- 2045 Comprehensive Plan Water & Sewer Service Areas Map

Minutes
Special Meeting
Jefferson County Commission
Friday, October 24, 2025

A Special Meeting of the Jefferson County Commission was held on Friday, October 24, 2025, during the fourth quarterly session at 393 N. Lawrence Street, Charles Town, WV at 9:00 a.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; and Nathan Cochran, Assistant Prosecuting Attorney. The archived meeting of the Friday, October 24, 2025, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

IV. Special Session

Interviews of applicants and appointments for the Jefferson County Prosecutor vacancy

Applicants:

- Adam Ward

Commissioner Stolipher motioned to appoint Adam Ward as the Jefferson County Prosecutor as soon as he can take the oath of office. The motion was seconded by Commissioner Keys and approved by a unanimous vote of (5-0).

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 9:29 a.m.

Jacqueline Shadle, County Clerk

REQUISITIONS TO BE APPROVED

NOVEMBER 6, 2025

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
JCESA					
FLEETS AND MAINTENANCE	26078		\$ 750,750.00	ZMM ARCHITECTS & ENGINEER	INV # 2025070-1 Professional s
	26077		225,000.00	ZMM ARCHITECTS & ENGINEER	INV # 2025069-1 Prof services
	26091		10,372.42	SOUTHERN AIR	HVAC 393 LAWRENCE
COMMS CENTER	26079		11,489.00	PRIORITY DISPATCH	PRIORITY DISPATCH ANNUAL MAINT
IT	26086		6,290.00	TEK ADVISORS LLC	Wi-fi Build for VLAN 215
	26089		12,083.96	JACKSON CONCRETE	POLE BARN SLAB
	26090		66,402.50	ALLSTATE TOWER INC	50% DEPOSIT SHEPHERDSTOWN TOWER
COMMISSION	26084		28,642.25	WVCORP WV COUNTIES SELF INSURANCE RISK P	WV 019 202 502 5864 MOUNTAIN P
	26080		14,983.00	TARGETSOLUTIONS LEARNING, LLC	ANNUAL MAINTENANCE TRAINING MA
	26075		34,000.00	COX HOLLIDA YOUNG PLLC	PROFESSIONAL FEES FINANCIAL
GRAND TOTAL			\$ 1,160,013.13		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jessica James, Chief Human Resource Officer**

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 2 minutes

Date Requested – 1st Choice: **November 6, 2025**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

1. Approval of Hire – Building Inspector I – Jefferson County Department of Engineering, Planning, and Zoning

Please provide the County Commission with a description of your request or presentation, including any background information:

1. Staff has identified a candidate for the position of Building Inspector I with the Jefferson County Department of Engineering, Planning, and Zoning, and is requesting approve of promotion to the Grade 5, full-time, 70-hour position.

Is this a funding request? Y/N - **NO**

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Hiring Request – Department of Engineering, Planning, and Zoning

- I move to approve the hire of Kevin Culihan as Building Inspector I for the Jefferson County Department of Engineering, Planning, and Zoning, which is a Grade 5, full-time, 70-hour position, with an annual salary of \$51,105.60.00, effective Sunday, November 9, 2025.***

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information: Jessica James

Email address: jjames@jeffersoncountywv.org

Phone Number: 304-728-3282

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



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
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: November 6, 2025

Re: Fiscal Note: Dept. of Engineering, Planning and Zoning request to hire

The Dept. of Engineering, Planning and Zoning is requesting to hire a Building Inspector I as a Grade 5, 70 hour employee at \$51,105.60. The hire is within the department's FY26 budget.

Starting salary	\$51,105.60
FY 26 Budget	\$51,105.60

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks

Department or Organization: Assessor's Office

Estimation of amount of time needed for appointment: 3 minutes

Date Requested – 1st Choice: **November 6th, 2025**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Exonerations

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Motion to approve the exonerations presented by the assessor

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y N Internet/Wi Fi Y N Telephone for conference call Y N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**
Department or Organization: **County Clerk - Probate**
Estimation of amount of time needed for appointment: **10 minutes**
Date Requested – 1st Choice: **November 6, 2025**
If a specific date is needed, please provide reason for specific date:
Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **1. Monthly Review of New Estates, Accountings and Waivers of Final Settlements**
2. Set Fiduciary Commissioner Fee Schedule

Please provide the County Commission with a description of your request or presentation, including any background information:

- 1. List of Estates opened Accountings and Waivers of Final Settlement received since October 2025.**
- 2. According to WV Code §59-1-9, the County Commissioners are responsible for setting a Fiduciary Commissioner Fee Schedule. With the rise in referrals, we should formally adopt a schedule so all Fiduciary Commissioners will be charging the same amount per estate. The proposed schedule is based off the Berkeley County list since we share many of the same commissioners. The only change that was made was to increase the additional hourly rate to \$200 from \$160. This was done at the suggestion of a few of our probate attorneys and fiduciary commissioners. Counsel has also reviewed the proposed fee schedule and offered no changes.**

Is this a funding request? Y/N
If so, how much?
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
1. To approve the list of estates opened since October 2025 and closure of the estates that have met all statutory requirements.
2. To approve the Fiduciary Commissioner Fee Schedule as presented

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>

Regular Term

November 2025

State of West Virginia, County of Jefferson, to-wit:

At a regular Term of the County Commission of said County and State, begun and held at the County Commission Meeting Room thereof, on Thursday, November 6, 2025 at 9:30AM.

PRESENT: County Commissioners: Pasha Majdi, Mike Mood, Jack Hefestay, Cara Keys, and Steve Stolipher

The following Accountings and Waivers of Final Settlement were this day examined by the Commission and there being no exceptions thereto, and none appearing on the face thereof, same are ordered approved and recorded as follows:

Waivers of Final Settlement

Estate of Barbara (AKA Bobbi) Helene Blok, deceased, Lisa Blok, Administratrix

Estate of Edward G. Gageby, deceased, Mary S. Gageby, Executrix

Estate of Dorrene G. Hale, deceased, Donald L. Hale, Executor

Estate of Emery Gail Jackson, deceased, Bessie F. Nelson, Administratrix

Estate of James Phillip Laing, deceased, Karin A. Laing, Administratrix

Estate of John Patrick Milton, deceased, Ronald R. Milton, Executor

Estate of Melvin Edward Piper, deceased, David E. Piper, Executor

Estate of Wanda M. Truex, deceased, John R. Sinon, Executor

Estate of Rodney Jay Wilkins, deceased, Stephanie Ann Wilson, Executrix

Estate of Sam Zu Yung, deceased, Richard Z. Yung, Administrator

Accountings

Estate of Gregory M. Burch, deceased, Interim and Final Accounting, Deborah J. Burke, Executrix

Estate of Helen Marlene Dopson, deceased, First and Final Accounting, James William Dopson, Executor

Estate of Betty Marie Hinton, deceased, First and Final Accounting, Amanda Robinson, Administratrix

Estate of Rosa Key Johnson, deceased, Final Accounting, Gregory D. Johnson, Administrator

Estate of Donna Joanne Oberg, deceased, First and Final Accounting, Sharon Shull, Executrix

Estate of Kathryn D. Smith, deceased, First and Final Accounting, John A. Smith. Administrator

Estate of Carroll Dale Shutts, deceased, First and Final Accounting, Muriel Shutts, Administratrix

Estate of David Wayne White, deceased, First and Final Accounting, Ashley Lafratte, Executrix

Estate of Herbert Hoover Woodward, deceased, First and Final Accounting, Michelle Seal, Administratrix

President of the County Commission

United States of America

State of West Virginia



County of Jefferson, ss:

Appointment List

Notice is hereby given that the following estate(s) have been opened for probate from 9/25/2025 thru 10/29/2025 in the Jefferson County Clerk's Office at PO Box 208, Charles Town, WV 25414-0208.

ESTATE NUMBER: **5321**
APPOINT DATE: 10/06/2025
ESTATE NAME: **WADE SCOTT YUELLIG**
ADMINISTRATOR GORDON L YUELLIG

ESTATE NUMBER: **5375**
APPOINT DATE: 09/26/2025
ESTATE NAME: **GEORGE JOY CAPRIO JR**
EXECUTRIX MIRIAM DIANE CAPRIO

ESTATE NUMBER: **5376**
APPOINT DATE: 09/29/2025
ESTATE NAME: **SAMUEL DOUGLAS MORGAN**
ADMINISTRATRIX SANDRA F MORGAN EYLER

ESTATE NUMBER: **5377**
APPOINT DATE: 09/30/2025
ESTATE NAME: **ELIZABETH DAWN MCKEE**
ADMINISTRATOR NEVIN SHAFFER JR
ATTORNEY RACHEL SPIKER
208 S QUEEN STREET
MARTINSBURG, WV 25401-3214

ESTATE NUMBER: **5379**
APPOINT DATE: 10/02/2025
ESTATE NAME: **MARY S MANTHOS**
ADMINISTRATOR CTA HENRY W MORROW JR
ATTORNEY HENRY W MORROW JR
PO BOX 459
CHARLES TOWN, WV 25414-0459

ESTATE NUMBER: **5381**
APPOINT DATE: 10/02/2025
ESTATE NAME: **JOSEPH EMIL BURGESS**
ADMINISTRATRIX KAREN BURGESS

ESTATE NUMBER: **5382**
APPOINT DATE: 10/02/2025
ESTATE NAME: **CHARLES EDWARD PINSON**
ADMINISTRATRIX VICKY TERESA PINSON
ATTORNEY HENRY W MORROW JR
P.O. BOX 459
CHARLES TOWN, WV 25414-0459

ESTATE NUMBER: **5383**
APPOINT DATE: 10/02/2025
ESTATE NAME: **CHRISTINE ANNE KOCH**
EXECUTRIX SAMANTHA A KOCH

ESTATE NUMBER: **5385**
APPOINT DATE: 10/03/2025
ESTATE NAME: **JOAN MASON COOPER**
EXECUTOR JAMES A MASON

ESTATE NUMBER: **5386**
APPOINT DATE: 10/03/2025
ESTATE NAME: **CLAIRE WALSH**
ADMINISTRATRIX COLLEEN UHLENHOPP
ATTORNEY AMY LEONARD
9627 TUSCARORA PIKE
PO DRAWER 1419
MARTINSBURG, WV 25403-1131

ESTATE NUMBER: **5388**
APPOINT DATE: 10/06/2025
ESTATE NAME: **HELEN LOUISE HOUSER**
CO EXECUTOR TODD ASHER HOUSER
CO EXECUTOR TONYA ANGEL ROWE

ESTATE NUMBER: **5389**
APPOINT DATE: 10/06/2025
ESTATE NAME: **JEAN ELIZABETH COURTNEY**
EXECUTRIX PATRICIA KELICAN

ESTATE NUMBER: **5391**
APPOINT DATE: 10/09/2025
ESTATE NAME: **DAVID MICHAEL TREVEY**
CO ADMINISTRATOR SUZANNE MARIE CLEMENTS
CO ADMINISTRATOR RICHARD MATTHEW TREVEY

ESTATE NUMBER: **5392**
APPOINT DATE: 10/09/2025
ESTATE NAME: **RITA MARIE BOUND**
CO EXECUTOR CHRISTA M ENGEL
CO EXECUTOR DAVID JOSEPH BOUND

ESTATE NUMBER: **5394**
APPOINT DATE: 10/14/2025
ESTATE NAME: **JOHN DUANE SMITH**
ADMINISTRATOR JOHN AUSTIN SMITH

ESTATE NUMBER: **5395**
APPOINT DATE: 10/15/2025
ESTATE NAME: **EVELYN M STANLEY**
ADMINISTRATOR CTA DBN BOB SMITH

ESTATE NUMBER: **5398**
APPOINT DATE: 10/16/2025
ESTATE NAME: **ELIZABETH MAE WHITMORE**
ADMINISTRATRIX DEBORAH LYNN VICKERS

ESTATE NUMBER: **5399**
APPOINT DATE: 10/16/2025
ESTATE NAME: **SHIRLEY A FERGUSON**
EXECUTOR JAMES NOEL FERGUSON

ESTATE NUMBER: **5401**
APPOINT DATE: 10/21/2025
ESTATE NAME: **DAVID MARK ALLEN**
ADMINISTRATOR TIMOTHY CHARLES ALLEN

ESTATE NUMBER: **5403**
APPOINT DATE: 10/22/2025
ESTATE NAME: **BENJAMIN ADAMS**
ADMINISTRATRIX CAROL JONES

ESTATE NUMBER: **5404**
APPOINT DATE: 10/22/2025
ESTATE NAME: **BETTY LOUISE GREY**
EXECUTOR ROBERT IRVING GREY JR

ESTATE NUMBER: **5405**
APPOINT DATE: 10/22/2025
ESTATE NAME: **JAMES F KIELT**
EXECUTRIX BARBARA A KIELT

ESTATE NUMBER: **5406**
APPOINT DATE: 10/27/2025
ESTATE NAME: **GARLAND M SHACKELFORD**
EXECUTOR PAUL L SHACKELFORD
ATTORNEY JAMIE L HILL
299 ROCK CLIFF DRIVE
MARTINSBURG, WV 25401-2835

ESTATE NUMBER: **5409**
APPOINT DATE: 10/23/2025
ESTATE NAME: **SCOTT LYLE BUTTS**
EXECUTRIX GWENDOLYN ANNE GRISHAM
ATTORNEY HENRY W MORROW JR
PO BOX 459
CHARLES TOWN, WV 25414-0459

ESTATE NUMBER: **5411**
APPOINT DATE: 10/24/2025
ESTATE NAME: **MICHAEL PHILIP SIENKIEWICZ**
EXECUTRIX MYRENDA LOUISE SIENKIEWICZ

ESTATE NUMBER: **5412**
APPOINT DATE: 10/29/2025
ESTATE NAME: **ANTHONY SEABURY LINCOLN**
EXECUTRIX ALISON LINCOLN

TOTAL ESTATES: **26**

Subscribed and sworn to before me on 10/29/2025

President of the County Commission



Jacqueline C Shadle
Clerk of Jefferson County

By _____

GIORDANA BAKER
ASSISTANT CLERK

**Fiduciary Commissioner Fee Schedule for Estate Management
Jefferson County, WV**

A Fiduciary Commissioner is a private attorney appointed by the County Commission to oversee the settlement of estates and the accounting of fiduciaries. The Commissioner’s responsibilities include supervising the administration of estates, verifying and resolving debts, ensuring the proper distribution of assets, and confirming that all statutory requirements and deadlines are satisfied. Fiduciary Commissioners are appointed to estates on a rotational basis

When an estate dispute arises, it may be referred to a Fiduciary Commissioner by any interested party, the Probate Office, or the County Commission. The Fiduciary Commissioner is responsible for hearing and reviewing all relevant evidence presented by the interested parties. After considering the evidence, the Commissioner submits a written finding of fact and/or law to the County Commission. The County Commission then reviews the case based solely on the Commissioner’s report and does not accept any additional evidence.

As a private attorney appointed to perform a governmental function, the Commissioner is authorized to charge a fee for his or her services. Accordingly, the assignment of a Commissioner initiates a legal process that entails certain costs. A Fiduciary Commissioner may also, at their discretion, require that a bond or other security be posted as a condition precedent to holding a hearing.

Generally, the Estate is responsible for the referral cost when the County Commission or Probate Office orders the appointment of a Commissioner. However, in certain circumstances, the Fiduciary Commissioner may assess the referral fee to the party requesting the Commissioner’s assignment.

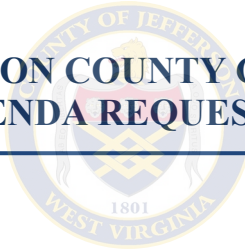
If you become involved in an estate dispute of this nature, you are strongly encouraged to seek legal counsel, as our office cannot provide legal advice or guidance.

Non-refundable Fee Schedule

Fee	Covers
\$800	1 hour of hearing setup, up to 3 hours of a hearing, and 1 hour for preparation of the Commissioners Report to Commission
\$200	Hourly rate allowed if issue exceeds 5 hours of Fiduciary Commissioners time
Court Reporter	The cost of a court reporter is not included in the above fees. The Fiduciary Commissioner will determine the need of a court reporter on a case-by-case basis.
\$125	To view and process an annual/interim/final accounting

The fee schedule was adopted by the Jefferson County Commission during a regular meeting held on ____ day of _____, ____.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**



Name:

Department or Organization:

Commission Meeting Date:

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Please provide a description of your request or presentation, including any background information:

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

Recommended Motion (type out wording of the motion you would like the Commission to approve):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information:

Phone Number:

Email Address:

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin**

Department or Organization: **Engineering**

Estimation of amount of time needed for appointment: **5 minutes**

Date Requested – 1st Choice: **November 6th , 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

- 1. Sheetz, INC. – Sheetz Augustine Ave file # 21-4-SP request for complete bond release**
- 2. A-Zone Environmental Services, LLC – Burr Business Park lot 31 file # 22-13-SP request for complete bond release**

Please provide the County Commission with a description of your request or presentation, including any background information:

- 1. Complete bond release for Performance Bond 30163406 with Western Surety Company for Sheetz, INC- Sheetz Augustine Ave file # 21-4-SP**
- 2. Complete bond release for Performance Bond GM218175 with Great Midwest Insurance Company for A-Zone environmental Services, LLC - Burr Business Park lot 31 file # 22-13-SP**

Is this a funding request? Y/NO
If so, how much? \$
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- 1. I move to authorize the complete release of the above referenced Performance Bond 30163406 issued in the amount \$2,010,345.00**
- 2. I move to authorize the complete release of the above referenced Performance Bond GM218175 issued in the amount of \$315,182.00**

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/NO Internet/Wi Fi Y/NO Telephone for conference call Y/NO

Contact information:

Email address: Engineering@jeffersoncountwv.org

Phone Number: 304-728-3257

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>
not applicable



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

November 6th, 2025

COMMISSIONER
Jack Hefestay

Ms. Sandra Ham, Attorney-in-Fact
Western Surety Company

COMMISSIONER
Cara Keys

151 N. Franklin Street
Chicago, IL 60606

COMMISSIONER
Mike Mood

RE: Performance Bond No. 30163406 with Western Surety Company dated
August 9, 2022 for Sheetz on Augustine Ave. JCPC file no. 21-4-SP

COMMISSIONER
Steve Stolipher

Dear Ms. Ham:

The Jefferson County Commission authorizes a complete release of \$2,010,345.00 from the construction bond for Sheetz, INC—Sheetz Augustine Ave. (file # 21-4-SP). This project is located at 2035 Augustine Ave, Charles Town, WV 25414. The work appears to be 100% complete

In summary, you are hereby authorized to fully release amount of the above referenced Performance Bond No. 30163406 issued in the amount of \$2,010,345.00 Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Pasha Majdi, President
Jefferson County Commission

cc: Bob Franks
2700 Sixth Ave
Altoona, PA 16602

Department of Engineering, Planning & Zoning

County Administrator
Edwina Benites

Email: engineering@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 10 / 9 / 25 J.C.P.C. File No. 21-4-SP

Consultant/Engineer/Firm Name: IFS Engineering

Mailing Address: 149 S. Queen St Suite 201

City: Martinsburg State: WV Zip: 25401

Contact Person: Brooke Perry Phone: 304-725-8456

Project/Subdivision Name: Sheetz Augustine Ave

Section/Phase: _____ Lots: _____

Review Comments:

The bond ~~release~~/reduction is Approved as Submitted. The bond release/reduction request is Denied.

_____ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

_____ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: Work appears to be
100% Complete

Approved for:

Bond Release

By WSP 10-28-25

County Engineer Date

Original Bond Amt \$ _____ + 15% Cont. \$ _____ = Total Original Bond Amt \$ _____

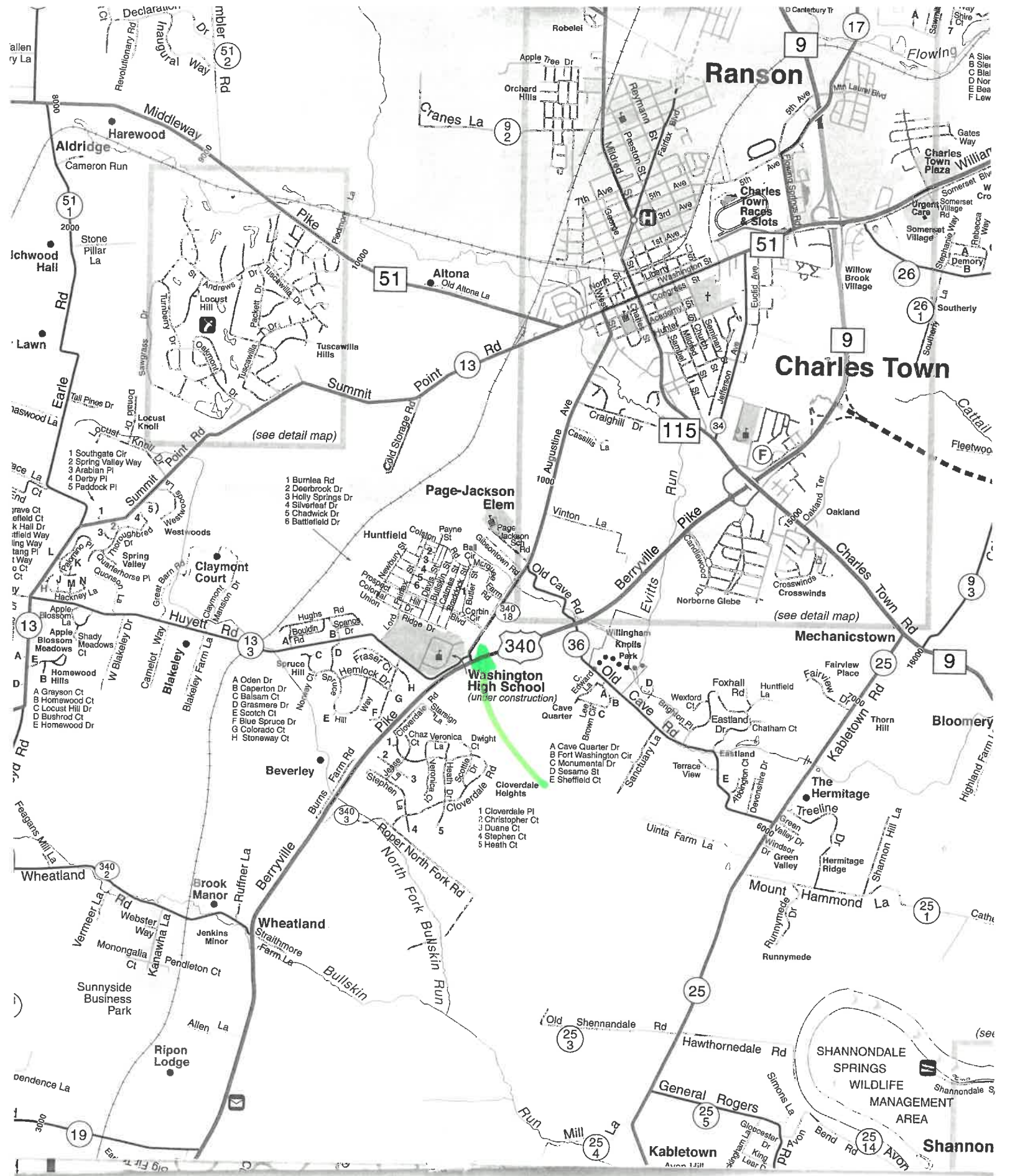
Total Current Bond Amount \$ 2,010,345.00

Cost of Work Remaining \$ _____ + Contingency Amount \$ _____

= Approved for Revised Bond Amount \$ _____

Reviewed By: Will Smith WSP Title: L.D.I

Signature: _____ Date: 10 / 28 / 25





JEFFERSON COUNTY COMMISSION

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Web: www.jeffersoncountywv.org

PRESIDENT
Pasha Majdi

November 6th, 2025

COMMISSIONER
Jack Hefestay

Ms. Karen Pecora-Barbour, Attorney-in-Fact

COMMISSIONER
Cara Keys

Great Midwest Insurance Company
800 Gessner, Suite 600

COMMISSIONER
Mike Mood

Houston, TX 77024

COMMISSIONER
Steve Stolipher

RE: Performance Bond No. GM218175 with Great Midwest Insurance Company dated March 20th, 2023 for A-Zone Environmental Services Burr Business Park lot 31. JCPC file no. 22-13-SP

Dear Ms. Pecora-Barbour:

The Jefferson County Commission authorizes a complete release of \$315,182.00 from the construction bond for A-Zone Environmental Services – Burr Business Park lot 31 (file # 22-13-SP). This project is located at 273 James Burr Blvd, Kearneysville, WV 25430. The work appears to be 100% complete

In summary, you are hereby authorized to fully release amount of the above referenced Performance Bond No. GM218175 issued in the amount of \$315,182.00 Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Sincerely,

Pasha Majdi, President
Jefferson County Commission

cc: Adrienne Morgan
273 James Burr Blvd
Kearneysville, WV 25430

Department of Engineering, Planning & Zoning

County Administrator
Edwina Benites

Email: engineering@jeffersoncountywv.org

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 10 / 24 / 25 J.C.P.C. File No. 22-13-5P

Consultant/Engineer/Firm Name: A-Zone Environmental

Mailing Address: 2181 Berryville Pike

City: Charles Town State: WV Zip: 25414

Contact Person: Adrienne Morgan Phone: 304-724-6458

Project/Subdivision Name: A-Zone Environmental Burr Business Park lot 31

Section/Phase: _____ Lots: _____

Review Comments:

The bond ~~release~~ reduction is Approved as Submitted. The bond release/reduction request is Denied.

_____ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

_____ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: Work appears to be 100% complete

Approved for:
 Bond Release
 By: WSP 10/28/25
County Engineer Date

Original Bond Amt. \$ _____ + 15% Cont. \$ _____ = Total Original Bond Amt \$ _____

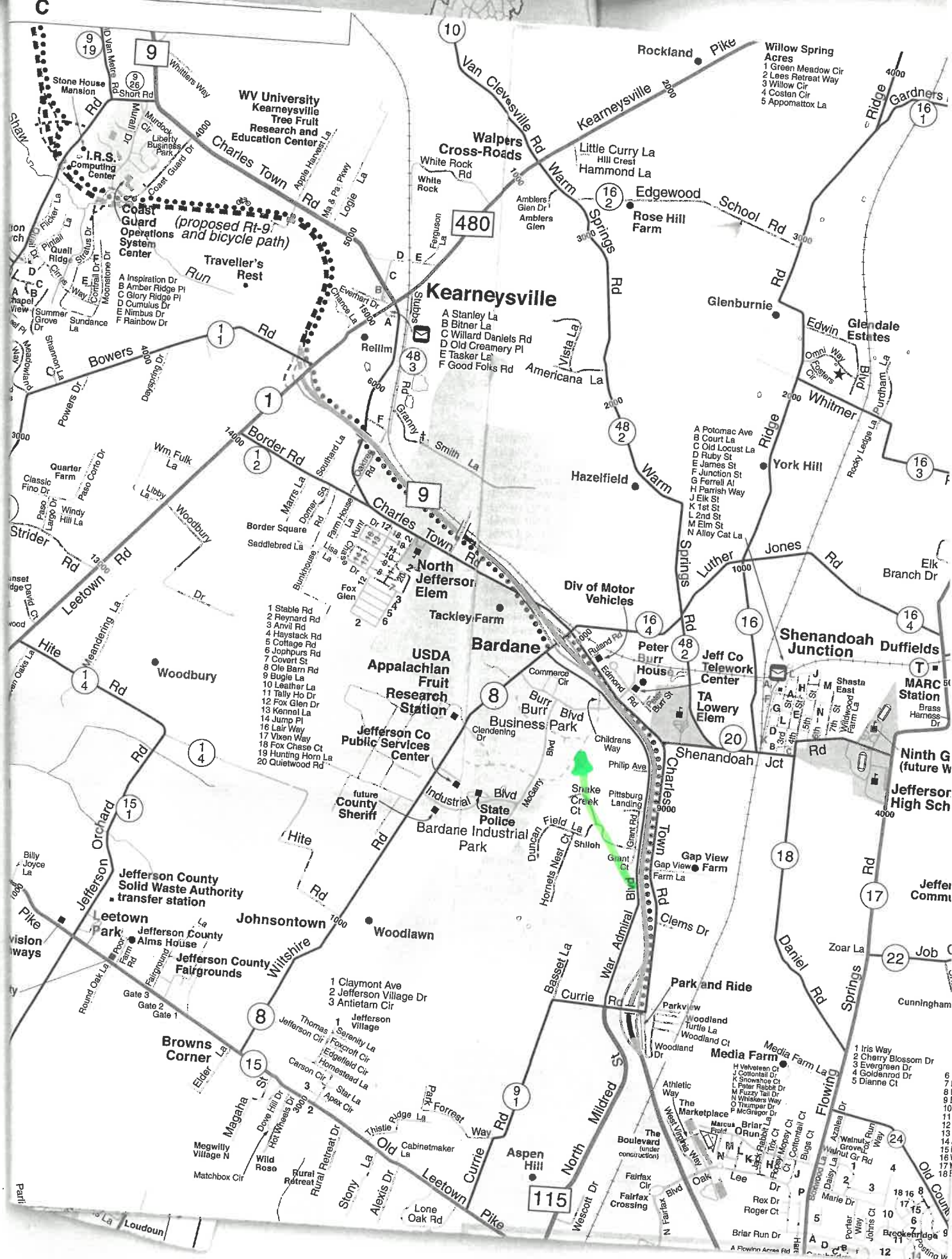
Total Current Bond Amount \$ 35,182.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Will Smith WSP Title: L.D.I.

Signature: WSP Date: 10 / 28 / 25



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Department of Engineering, Planning & Zoning**

Estimation of amount of time needed for appointment: **10 minutes**

Date Requested – 1st Choice: **November 6, 2025**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Request Approval to amend Administrative Facilities Impact Fees – FY 2026 Capital Improvement Plan.**

Please provide the County Commission with a description of your request or presentation, including any background information:

**Administrative Facilities
FY 2026 CIP
Amendment No. 1**

This CIP amendment regards the mortgage combination of 393 N. Lawrence Street and 330 N. George Street request for County Commission in the amount of \$406,436.90.

Currently, there is available \$284,293.00 in the “County Administrative Space (330 & 393 Building)” Capital Category.

Only \$398,252.00 of the \$406,436.90 funding request is projected to be available December 31, 2025 in the impact fees “County Administrative Space (330 & 393 Building)” Capital Category for first mortgage withdraw. Any funding short fall will need to be made up from other funding sources.

The revised FY 2026 CIP, Tables 1, 2, and 3 and CIP Form 2 are attached.

The Office of Impact Fees recommends approval of the requested amendment.

Is this a funding request? **No, Impact fees are used as funding.**

If so, how much? **\$**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Move to approve the Administrative Facilities – FY 2026 Capital Improvement Plan – Amendment No. 1, as presented.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N No Internet/Wi Fi Y/N No Telephone for conference call Y/N No

Contact information:

Email address: engineering@jeffersoncountywv.org

Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Table 1. FY 2026 Priority 1 Projects (Urgent/Mandatory) - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
Jefferson County Board of Education											
1	1	High School Auxiliary Gym	\$5,088,600	\$1,910,688	\$0	\$3,177,912	\$0	\$0	\$0	\$0	\$0
2	1	ROTC Wing at Jefferson High School	\$1,650,000	\$0	\$1,650,000	\$0	\$0	\$0	\$0	\$0	\$0
3	1	New High School	\$75,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4	1	Impact Fee Study	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0
TOTALS			\$82,168,600	\$1,910,688	\$1,650,000	\$3,177,912	\$0	\$0	\$0	\$30,000	\$0
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
Jefferson County Administrative and Court Facilities											
1	1	393 N. Lawrence Street 330 N. George Street County Administrative Facilities/Courts -	\$19,059,200	\$0	\$406,436.90	\$11,068,444	\$406,436.90	\$406,436.90	\$406,436.90	\$406,436.90	\$406,436.90
2	1	Prosecutor Cost Recovery	\$180,222	\$0	\$25,000	\$0	\$25,000	\$25,000	\$2,660.15	\$0	\$0
TOTALS			\$19,239,422	\$0	\$431,436.90	\$11,068,444	\$431,436.90	\$431,436.90	\$409,097.05	\$406,436.90	\$406,436.90

Table 2. FY 2026 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2028	Yr 4 FY 2030	Yr 5 FY 2031
1	1	393 N. Lawrence Street 330 N. George Street County Administrative Facilities/Courts -	\$19,059,200	\$0	\$406,436.90	\$11,068,444	\$406,436.90	\$406,436.90	\$406,436.90	\$406,436.90	\$406,436.90
2	1	Prosecutor Cost Recovery	\$180,222	\$0	\$25,000	\$0	\$25,000	\$25,000	\$2,660.15	\$0	\$0
			\$19,239,422	\$0	\$431,436.90	\$11,068,444	\$431,436.90	\$431,436.90	\$409,097.05	\$406,436.90	\$406,436.90

Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
1	1	393 N. Lawrence Street 330 N. George Street County Administrative Facilities/Courts - Prosecutor Cost Recovery	\$19,059,200		\$0	\$406,436.90	\$11,068,444	\$406,436.90	\$406,436.90	\$406,436.90	\$406,436.90
2	1		\$180,222		\$0	\$25,000	\$0	\$25,000	\$25,000	\$2,660.15	\$0
TOTALS			\$19,239,422		\$0	\$431,436.90	\$11,068,444	\$431,436.90	\$431,436.90	\$409,097.05	\$406,436.90

Impact Fee Specialist Recommendations – Jefferson County Administrative Facilities				
#	Pri	Project	Fee Funding Potential	Comments
1	1	393 N. Lawrence Street and 330 N. George Street	Eligible for Full Funding due to being for new growth	As of October 28, 2025, the remaining allocation amount is \$284,293 in the "County Administrative Space (393 Building)" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Administrative Facilities impact fee account. Funding for this project is available in the Administrative Facilities impact fee account in the amount of \$284,293.00. However, it appears that there will be insufficient funding in future fiscal years to pay the full \$406,436.90 fully from impact fee funds; the County Commission will need to find another funding source.
2	1	County Administrative Facilities/Courts - Prosecutor Cost Recovery	Not Fee Fundable	As of October 28, 2025, the remaining final allocation amount is \$77,660.90 in the "County Administrative Space – Prosecuting Attorney Cost Recovery" capital category of this project and this funding is available.

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Administrative and Court Facilities

(1) Pri No	(2) PROJECT NAME & DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC, SOURCE	(5) CURRENT REQUEST FY 2026	(6) CURRENT ALLOC, OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
						FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
1	393 N. Lawrence Street and 330 N. George, Charles Town, WV	19,059,200		406,436.9 0		406,43 6.90	406,43 6.90	406,43 6.90	406,43 6.90	406,43 6.90
1	County Administrative Facilities- Prosecutor's building	180,222		25,000	25,000	25,000	25,000	2,660.1 5	0	0



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
Steve Stolipher

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Pasha Majdi

COMMISSIONER
Mike Mood

Re: CIP Form 2: 393 N. Lawrence Street/ 330 N. George Street

From: Edwina Benites, county administrator
David Bound, chief financial officer

Date: November 6, 2025

As of December 2, 2024, the current balance of the Administrative Facilities Account for the 393 and 330 buildings was \$0. The total amount to be collected is \$7,990,756.¹ Fees for these buildings began being collected June 1, 2025.

This memo is to update the CIP to include the updated impact fee study and the second building- 330 N. George Street.

Total to be collected:	\$7,990,756.00
<u>Amount remitted:</u>	<u>\$ 0.00</u>

Outstanding balance: \$7,990,756.00

Estimated amount to be collected per year (years 1-10)	\$406,436.90
Estimated amount to be collected per year (11-20)	\$392,638.70

Payoff estimate:

FY 2026 (1)	\$406,436.90	FY 2036 (11)	\$392,638.70
FY 2027 (2)	\$406,436.90	FY 2027 (12)	\$392,638.70
FY 2028 (3)	\$406,436.90	FY 2028 (13)	\$392,638.70
FY 2029 (4)	\$406,436.90	FY 2029 (14)	\$392,638.70
FY 2030 (5)	\$406,436.90	FY 2030 (15)	\$392,638.70
FY 2031 (6)	\$406,436.90	FY 2031 (16)	\$392,638.70
FY 2032 (7)	\$406,436.90	FY 2032 (17)	\$392,638.70
FY 2033 (8)	\$406,436.90	FY 2033 (18)	\$392,638.70
FY 2034 (9)	\$406,436.90	FY 2034 (19)	\$392,638.70
FY 2035 (10)	\$406,436.90	FY 2035 (20)	\$392,638.70

¹ As determined by the "Impact Fee Study" written by Tischler Bise (May 20, 2025) and approved by the Jefferson County Commission June 5, 2024, page 15. The total cost of the building is estimated to be \$19,059,200 with \$7,991,356 of the total attributed to growth, ie, growth's share.

CIP FORM 2

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 11/06/2025

Prepared by: Edwina Benites-LM & Laura

Contact Information

Name: Edwina Benites-LM

Phone Number: 304-728-3284

Email: ebenites@jeffersoncountywv.org

Project Title: 393 N. Lawrence Street/ 330 N. George Street, Charles Town, WV

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify): _____

Project Location: 393 N. Lawrence Street/ 330 N. George St, Charles Town, WV

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR Provide Ranking Number _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth.
 This project benefits **both** current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: Yes No
(if Yes – Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed.)

Acquisition and relocation of the majority of County departments to enhance constituent services, accommodate future growth, and mitigate rising energy and maintenance expenses.

Estimated Total Cost of Project (\$):	<u>\$19,059,200</u>	
Funding Request Breakdown by Year (\$):	<u>\$406,436.90</u>	Current (FY 2026) Request of County Funds
	<u>\$11,068,444</u>	Current (FY 2026) All Other Sources
	<u>\$406,436.90</u>	Out Year 1 (FY 2027)
	<u>\$406,436.90</u>	Out Year 2 (FY 2028)
	<u>\$406,436.90</u>	Out Year 3 (FY 2029)
	<u>\$406,436.90</u>	Out Year 4 (FY 2030)
	<u>\$406,436.90</u>	Out Year 5 (FY 2031)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The estimated cost of the project is roughly \$19 million, which includes \$16.6 million for the building acquisition and \$2.5 million for buildout and professional fees. Funding for the purchase and buildout is proposed to come from an approved transfer from the capital outlay fund, supplemented by a bond issuance or loan. The annual funding request was calculated based on one-tenth of the 10-year revenue projection outlined in the 2025 Tischler Bise Impact Fee Study for the building.



JEFFERSON COUNTY COMMISSION

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PRESIDENT
Steve Stolipher

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COMMISSIONER
Cara Keys

COMMISSIONER
Pasha Majdi

COMMISSIONER
Mike Mood

Re: CIP Form 2: Prosecutor's Building

From: Edwina Benites, county administrator
David Bound, chief financial officer

Date: November 6, 2025

As of December 2, 2024, the current balance of the Administrative Facilities Account was \$102,561.85, with 100% of the impact fees collected for this account for repayment of the Prosecutor's Building. The starting amount to be collected on this building was \$180,222.

Starting balance:	\$180,222.00
<u>Amount collected:</u>	<u>\$102,561.85</u>

Outstanding balance: \$77,660.15

Estimated amount to be collected per year: \$25,000.00

Payoff estimate:

FY 2026	\$25,000.00
FY 2027	\$25,000.00
FY 2028	\$25,000.00
FY 2029	\$ 2,660.15



ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Date: 11/06/2025

Prepared by: Edwina Benites-LM & Laura

Contact Information

Name: Edwina Benites-LM

Phone Number: 304-728-3284

Email: ebenites@jeffersoncountywv.org

Project Title: County Administrative Facilities- Prosecutor's Building

Project Type: [] Fees [] Services [] Construction [] Renovation [] Acquisition of major equipment [x] Other (Specify): Reimbursement

Project Location: 120 S. George Street, Charles Town, WV 25414

Project Rank: [x] (1) Urgent/Mandatory [] (2) Necessary/Needed [] (3) Optional/Deferrable OR Provide Ranking Number

Project Need: [] This project does not benefit new growth. [] This project only benefits new growth. [x] This project benefits both current and new residents and/or businesses.

Budget Impact: This project will affect the county operating budget: [] Yes [x] No (if Yes - Attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 - attach additional pages as needed.) Reimbursement for the acquisition of the Prosecutor's Office building.

Estimated Total Cost of Project (\$): \$180,222.00

Funding Request Breakdown by Year (\$) table with columns for Current (FY 2026) Request of County Funds, Current (FY 2026) All Other Sources, and Out Year 1-5 (FY 2027-2031)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

[x] Additional pages attached.

Administrative Facilities - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2024 LOS Recalculation Study)

Balance as of 28 October 2025								
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	28 October 2025 Capital Category Amount Available	Comments
Court Facilities (Existing Facilities Cost Recovery) & Study	(2024 Study, Fig. CA6) \$383.61	100.0%	\$290,761	100.0%	\$290,761	\$6,468	\$284,293	New Impact Fee Entity in 2021
Prosecuting Attorney Building Carry Over			\$77,660		<u>\$77,660</u>	<u>\$0</u>		
Total for Administrative Facilities =	\$383.61	100.00%		100.0%	\$368,421	\$6,468	\$361,953	(Total Funds Available)

*Calculated Based on December 4, 2024 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Figure, CA6).

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Department of Engineering, Planning & Zoning**

Estimation of amount of time needed for appointment: **10 minutes**

Date Requested – 1st Choice: **November 6, 2025**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Request Approval to amend Parks and Recreation Impact Fees – FY 2026 Capital Improvement Plan.**

Please provide the County Commission with a description of your request or presentation, including any background information:

**Parks and Recreation
FY 2026 CIP
Amendment No. 1**

This CIP amendment regards the addition of Shepherdstown Park (Concept Plan/Design) request for Parks and Recreation Commission in the amount of \$75,000.

In addition, the Parks and Recreation Commission is also requesting \$20,000 for a new mower which is also supplemented by \$50,000 in other sources.

The \$75,000 funding request is available in the impact fees “Park Improvements” Capital Category.

The \$20,000 funding request is available in the impact fees “Park Vehicles & Equipment” Capital Category.

The revised FY 2026 CIP, Tables 2 and 3 along with CIP Forms 1 and 2, and are attached.

The Office of Impact Fees recommends approval of the requested amendments.

Is this a funding request? **No, Impact fees are used as funding.**

If so, how much? **\$**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Move to approve the Parks and Recreation – FY 2026 Capital Improvement Plan – Parks and Recreation Amendment No. 1, as presented.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** **No** Internet/Wi Fi **Y/N** **No** Telephone for conference call **Y/N** **No**

Contact information:

Email address: engineering@jeffersoncountywv.org

Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Table 2. FY 2026 Projects (Urgent and Non-Urgent) - All Priorities

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2028	Yr 4 FY 2030	Yr 5 FY 2031
6	2	Sam Michaels Park Splashpad	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
7	2	James Hite Park (Dog Park)	\$78,000	\$0	\$0	\$0	\$0	\$0	\$78,000	\$0	\$0
8	2	James Hite Park (Phase III Development)	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000
9	2	2026 Parks Master Plan	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
10	2	Sam Michaels Park (Artificial Turf Field)	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0
11	2	Sam Michaels Park (Amphitheater-Phase III)	\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0
12	2	Program Support Vehicle	\$40,000	\$0	\$0	\$0	\$0	\$40,000	\$0	\$0	\$0
13	2	James Hite Park (Tennis/Pickleball Courts)	\$425,000	\$0	\$275,000	\$150,000	\$0	\$0	\$0	\$0	\$0
14	2	Leetown Park (Multipurpose Field)	\$60,000	\$0	\$50,231.70	\$9,768.30	\$0	\$0	\$0	\$0	\$0
15	2	Sam Michaels Park (AMP-Orchestra Pit)	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
16	2	Mobile Recreation Vehicle (Van)	\$45,000	\$0	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0
17	2	Moulton Park (Parking)	\$85,000	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0
18	2	Moulton Park (Phase I)	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0
19	2	Sam Michaels Park (Dog Park Expansion Design/Construction)	\$100,000	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0
20	1	Shepherdstown Park (Concept Plan/Design)	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
21	2	Mower	\$70,000	\$0	\$20,000	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$11,938,000	\$9,768.30	\$991,231.70	\$259,768.30	\$4,695,000	\$215,000	\$1,928,000	\$2,850,000	\$1,250,000
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage Jefferson County Public	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
2	2	Safety Center (50%)	\$5,100,000	\$0	\$200,000	\$0	\$2,450,000	\$2,450,000	\$0	\$0	\$0
TOTALS			\$5,620,328	\$0	\$281,000	\$0	\$2,531,000	\$2,531,000	\$81,000	\$81,000	\$81,000
Jefferson County Administrative Facilities											

Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
Jefferson County Parks & Recreation Commission											
4	2	Sam Michael's Park (Community Center Design & Expansion)	\$2,500,000	\$0	\$100,000	\$0	\$2,400,000	\$0	\$0	\$0	\$0
9	3	2026 Parks Master Plan	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
13	2	James Hite Park (Tennis/Pickleball Courts)	\$425,000	\$0	\$275,000	\$150,000	\$0	\$0	\$0	\$0	\$0
14	2	Leetown Park (Multipurpose Field)	\$60,000	\$0	\$50,231.70	\$9,768.30	\$0	\$0	\$0	\$0	\$0
17	2	Moulton Park (Parking)	\$85,000	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0
18	2	Moulton Park (Phase I)	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0
19	2	Sam Michaels Park (Dog Park Expansion Design/Construction)	\$100,000	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0
20	1	Shepherdstown Park (Concept Plan/Design)	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
21	2	Mower	\$70,000	\$0	\$20,000	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$3,340,000	\$9,768.30	\$580,231.70	\$259,768.30	\$2,400,000	\$0	\$0	\$0	\$0

Impact Fee Specialist Recommendations – Jefferson County Parks & Recreation Commission				
#	Pri	Project	Fee Funding Potential	Comments
4	2	Sam Michael's Park (Community Center Design & Expansion)	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$577,233 in the "Recreation Center Space" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$643,295 on June 30, 2025. Full funding is currently available in the Parks and Rec impact fee account for this \$100,000 request, in FY 2026. The CIP impact fees funding request through FY 2031 exceeds funding available and another funding source will have to be used to complete this request.
9	3	2026 Parks Master Plan	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,837,327 on June 30, 2025. Full funding is currently available in the Parks and Rec impact fee account for this \$100,000 request, in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.

Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
13	2	James Hite Park (Tennis/Pickleball Courts)		Eligible for Full Funding due to being for new growth							
					<p>As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,837,327 on June 30, 2025.</p> <p>Funding for this project is available in the Parks and Rec impact fee account for this \$275,000 request in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$150,000 of funding from other sources.</p>						
14	2	Leetown Park (Multipurpose Field)		Eligible for Full Funding due to being for new growth							
					<p>As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,837,327 on June 30, 2025.</p> <p>Funding for this project is available in the Parks and Rec impact fee account for this \$50,231.70 request in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$9,768.30 of funding from other sources.</p>						
17	2	Moulton Park (Parking)		Eligible for Full Funding due to being for new growth							
					<p>As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,837,327 on June 30, 2025.</p> <p>Funding for this project is available in the Parks and Rec impact fee account for this \$85,000 request in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.</p>						
18	2	Moulton Park (Phase I)		Eligible for Full Funding due to being for new growth							
					<p>As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,837,327 on June 30, 2025.</p> <p>Funding for this project is available in the Parks and Rec impact fee account for this \$250,000 request in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.</p>						
19	2	Sam Michaels Park (Dog Park Expansion Design/Construction)		Eligible for Full Funding due to being for new growth							
					<p>As of December 31, 2024, the remaining allocation amount is \$1,491,547 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account, which is projected to have an estimated balance of \$1,837,327 on June 30, 2025.</p> <p>Funding for this project is available in the Parks and Rec impact fee account for this \$50,000 request in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$50,000 of funding from other sources.</p>						
20	1	Shepherdstown Park (Concept Plan/Design)		Eligible for Full Funding due to being							
					<p>As of October 28, 2025, the remaining allocation amount is \$2,333,303 in the "Park Improvements" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account.</p>						

Table 3. FY 2026 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request FY 2026	Other Sources Allocation	Yr 1 FY 2027	Yr 2 FY 2028	Yr 3 FY 2029	Yr 4 FY 2030	Yr 5 FY 2031
				for new growth	Funding for this project is available in the Parks and Rec impact fee account for this \$75,000 request in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project.						
21	2	Mower		Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$26,181 in the "Park Vehicles & Equipment" capital category of this project and is currently fully fundable up to that amount and contingent upon the availability of funds in the Parks and Rec impact fee account. Funding for this project is available in the Parks and Rec impact fee account for this \$20,000 request in FY 2026. No additional funding request in future fiscal years is indicated and this appears to be a one-time request for this project. Total cost is being supplemented with \$50,000 of funding from other sources.						

Jefferson County Emergency Services Agency (EMS)

1	1	JCESA Building Mortgage	\$520,328		\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
2	2	Jefferson County Public Safety Center (50%)	\$5,100,000		\$0	\$200,000	\$0	\$2,450,000	\$2,450,000	\$0	\$0	\$0
TOTALS			\$5,620,328		\$0	\$281,000	\$0	\$2,531,000	\$2,531,000	\$81,000	\$81,000	\$81,000

Impact Fee Specialist Recommendations – Jefferson County Emergency Services Agency (EMS)

#	Pri	Project	Fee Funding Potential	Comments
1	1	JCESA Building Mortgage	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$80,661 in the "EMS Facilities (16 Street & new Bardane Station)" capital category of this project. This request is fundable up to future growth's cost of \$520,328. However, fully funding the current request is contingent upon availability of funds in the EMS impact fee account; which is projected to have an estimated balance of only \$468,364 on June 30, 2024. Funding for this project is available in the EMS impact fee account for the full \$81,000. Funding of the mortgage ends June 2025.
2	2	Jefferson County Public Safety Center (50%)	Eligible for Full Funding due to being for new growth	As of December 31, 2024, the remaining allocation amount is \$80,661 in the "EMS Facilities (16 Street & new Bardane Station)" capital category of this project. This request is fundable up to future growth's cost of \$520,328. However, fully funding the current request is contingent upon availability of funds in the EMS impact fee account; which is projected to have an estimated balance of only \$468,364 on June 30, 2024. Funding for this project is available in the EMS impact fee account for in the amount of \$75,000 only, not the full \$200,000 request. However, it appears that there will be insufficient funding in future fiscal years to pay the future \$2,450,000 in FY 2027 and FY 2028.

Jefferson County Administrative Facilities

CIP FORM 1

Agency/Department/Office Summary

Name of Agency/Department/Office: Jefferson County Parks & Recreation Commission (JCPRC)

(1) PRIORITY NUMBER	(2) PROJECT NAME & DESCRIPTION	(3) ESTIMATED TOTAL COST	(4) PRIOR ALLOC, SOURCE	(5) CURRENT REQUEST FY	(6) CURRENT ALLOC, OTHER SOURCES	(7) EXPECTED FIVE-YEAR FUTURE PROGRAM REQUESTS				
				2026		FY	FY	FY	FY	FY
						2027	2028	2029	2030	2031
2	James Hite Park (Utilities)	\$1,800,000	0	0	0	0	\$100,000	\$850,000	\$850,000	0
2	Department Vehicle (Maintenance)	\$45,000	0	\$60,000	0	0	0	0	0	0
2	Land Acquisition	\$2,000,000	0	0	0	\$2,000,000	0	0	0	0
2	Sam Michael's Park (Community Center Design & Expansion)	\$2,500,000	0	\$100,000	0	\$2,400,000	0	0	0	0
3	South Jefferson Park (Master Plan)	\$75,000	0	0	0	0	\$75,000	0	0	0
2	Sam Michaels Park AMP Splashpad	\$300,000	0	0	0	0	0	0	0	\$300,000
2	James Hite Park (Dog Park)	\$78,000	0	0	0	0	0	\$78,000	0	0

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

2	James Hite Park (Phase III Development)	\$800,000	0	0	0	0	0	0	0	\$800,000
3	2026 Parks Master Plan	\$100,000	0	\$100,000	0	0	0	0	0	0
2	Sam Michaels Park (Artificial Turf Field)	\$1,000,000	0	0	0	0	0	1,000,000	0	0
2	Sam Michaels Park (Amphitheater-Phase III)	\$2,000,000	0	0	0	0	0	0	2,000,000	0
2	Program Support Vehicle	\$40,000	0	0	0	0	\$40,000	0	0	0
2	James Hite Park (Tennis/Pickleball Courts)	\$425,000	0	\$275,000	\$150,000	0	0	0	0	0
1	Leetown Park (Multipurpose Field)	\$60,000	0	\$50,231.70	\$9768.30	0	0	0	0	0
2	Sam Michaels Park (AMP-Orchestra Pit)	\$150,000	0	0m	0	0	0	0	0	150,000
2	Mobile Recreation Vehicle (Van)	\$45,000	0	0	0	\$45,000	0	0	0	0
2	Moulton Park (Parking)	\$85,000	0	\$85,000	0	0	0	0	0	0
2	Moulton Park (Phase I)	\$250,000	0	\$250,000	0	0	0	0	0	0

CIP FORM 1

Jefferson County Government

Agency/Department/Office Summary

2	Sam Michaels Park (Dog Park Expansion Design/Construction)	\$100,000	0	\$50,000	\$50,000	0	0	0	0	0
1	Shepherdstown Park (Concept Plan Design)	\$75,000	0	\$75,000	0	0	0	0	0	0
2	Mower	\$70,000	0	\$20,000	\$50,000	0	0	0	0	0

CIP FORM 2

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Shepherdstown Park (Concept Plan) **Date this form prepared:** 10/28/25

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Shepherdstown Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)

The Jefferson County Parks & Recreation Commission proposes using impact fee funds to complete the concept plan for the development of a new 30-acre park in Shepherdstown, located adjacent to the new elementary school. The park was acquired in early 2025 as a long-term land lease agreement with Jefferson County Schools. Completing this plan is a critical step in advancing the project, as it will provide a detailed framework for park design, amenities, and phased implementation, ensuring the park meets community needs.

The concept plan could include a variety of recreational features such as pickleball courts, disc golf, an inclusive playground, multipurpose fields, a walking path, and restroom facilities, among others. Early planning ensures these amenities are thoughtfully integrated and aligned with community priorities.

Additionally, we have been made aware of potential grant funding that may be available to support this project. Completing the concept plan now will position the JCPRC to apply for grants sooner, accelerating access to external funding that could significantly reduce the overall financial burden. By moving up the project timeline, we increase the likelihood of securing these grants and advancing the park development efficiently.

Use of impact fees for this purpose aligns with the intent of these funds to support parks and recreational infrastructure that accommodates growth and benefits the community. Investing in the concept plan now will lay the foundation for a successful 30-acre park that maximizes both community impact and available funding opportunities.

Estimated Total Cost of Project (\$)	\$75,000	
Funding Request Breakdown by Year (\$):	\$75,000	Current (FY 2026)
	0	Out Year 1 (FY 2027)
	0	Out Year 2 (FY 2028)
	0	Out Year 3 (FY 2029)
	0	Out Year 4 (FY 2030)
	0	Out Year 5 (FY 2031)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission received bids.

Additional pages attached

CIP FORM 2

ANNUAL and FIVE YEAR PROJECT REQUEST and JUSTIFICATION

Project Title: Mower **Date this form prepared:** 10/28/25

Project Type: Fees Services Construction Renovation Acquisition of major equipment
 Other (Specify) _____

Project Location: Sam Michaels Park

Project Rank: (1) Urgent/Mandatory (2) Necessary/Needed (3) Optional/Deferrable
OR provide Ranking Number if using Form 2A: _____

Project Need: This project **does not** benefit new growth. This project **only** benefits new growth
 This project benefits **both** current and new residents and/or businesses.

Budget Impact This project will affect the county operating budget: Yes No
(if Yes – attach Form 2B).

DESCRIPTION AND JUSTIFICATION (See instructions for Form 2 – attach additional pages as needed)

The Jefferson County Parks & Recreation Commission requests that the purchase of a new mower be added to the current Capital Improvement Plan (CIP) due to the anticipated increase in equipment costs in 2026. Over the past three years, two new parks have added approximately 100 acres of parkland to maintain, significantly increasing the workload for the maintenance team.

The proposed mower, with a 144-inch deck, can cut 8–12 feet at a time—doubling or tripling the width of the current 4–6 foot equipment. This increased cutting width will reduce mowing time, improve efficiency, and allow the team to maintain all park areas promptly and safely, even with the expanded acreage.

Using impact fees for this purchase aligns with their intended purpose: supporting parks infrastructure to accommodate growth. Adding this purchase to the CIP now ensures the County can acquire the equipment before projected cost increases in 2026, maintaining high-quality, accessible parks for current and future residents while improving operational efficiency for the maintenance team.

Estimated Total Cost of Project (\$)	\$70,000
Funding Request Breakdown by Year (\$):	
	\$20,000 Current (FY 2026)
	0 Out Year 1 (FY 2027)
	0 Out Year 2 (FY 2028)
	0 Out Year 3 (FY 2029)
	0 Out Year 4 (FY 2030)
	0 Out Year 5 (FY 2031)

DESCRIBE METHOD OF CALCULATING ESTIMATED COST OF PROJECT: (See Instructions)

The Jefferson County Parks & Recreation Commission received quotes.

Additional pages attached

Parks & Recreation - Percent Allocation & Amount Available by Capital Category

(Target Allocation % based on 2024 LOS Recalculation Study)

Balance as of 28 October 2025								
Capital Category	Cost Per Person (Level of Service*)	Percent of Total Cost per Person	Total Revenue Collected	Capital Category Allocation %	Capital Category Revenue Allocation	Capital Category Revenue Expended	October 25, 2025 Capital Category Amount Available	Comments
	(2024 Study, Fig. P11)							
Park Improvements	\$322.91	67.9%	\$5,950,165	67.9%	\$4,042,542	\$1,709,239	\$2,333,303	Fund
Park Land	\$80.10	16.9%	\$5,950,165	16.9%	\$1,002,603	\$564,450	\$438,153	Fund
Recreation Center Space	\$61.67	13.0%	\$5,950,165	13.0%	\$772,331	\$0	\$772,331	
Park Vehicles & Equipment	\$8.51	1.8%	\$5,950,165	1.8%	\$106,508	\$90,815	\$15,693	Capital Category Overspent
Impact Fee Report	\$2.08	0.4%	\$5,950,165	0.4%	\$26,181	\$0	\$26,181	
Total for Parks & Recreation =	\$475.27	100.00%		100.0%	\$5,950,165	\$2,364,504	\$3,585,661	(Total Funds Available)



*Calculated Based on December 4, 2024 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations (See Figure, P11).

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Cara Keys

Department or Organization: JCC/Office of Impact Fees

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **November 6, 2025 (Old Business from September 18, 2025)**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Consideration of Residential Impact Fee Adjustment for 55+ Communities**

Please provide the County Commission with a description of your request or presentation, including any background information:

- Following discussions from our Impact Fee specialist and legal counsel, request for County Commission to consider a provision to allow 55+ communities on potential exemption from school impact fees. Remaining impact fees: Law enforcement, Parks & Recreation, EMS, and Admin Facilities would not be excluded. The legitimate legal justification would be that these proposed new developments would not be connected to school-related growth. These developments would be required to have deeded restrictions.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

“I move to eliminate the column item for Impact Fee Schedule for schools for deeded 55+ communities in the event that developers have deeded the land/development to restrict to 55+ residents.”

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address: ckeys@jeffersoncountywv.org

Phone Number: 240-367-5152

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

JEFFERSON COUNTY, WEST VIRGINIA
 Department of Engineering, Planning & Zoning
 Office of Impact Fees
 116 East Washington Street, P.O. Box 716
 Charles Town, WV 25414

Michelle Mason
 Impact Fee Program Specialist

Phone: (304) 728-3331
 Fax: (304) 728-3953
 mmason@jeffersoncountywv.org

Residential Impact Fee Schedule
 Revised 20 May 2025

Residential Development	Impact Fee Category	Impact Fee per Dwelling Unit	TischlerBise Proposed Fees 4 Dec. 2024	TischlerBise Proposed Fees 20 May 2025	Increase/Decrease
Single Family Town Home Duplex	Schools	\$1	\$6,772	\$6,772	\$6,771
	Law Enforcement	\$636	\$394	\$394	\$242
	Parks & Recreation	\$1,131	\$1,179	\$1,179	\$48
	EMS	\$119	\$509	\$509	\$390
	Admin. Facilities	\$57	\$951¹	\$668	\$611
	TOTAL	\$1,944	\$9,805	\$9,522	\$7,578
Multi-family	Schools	\$1	\$1,198	\$1,198	\$1,197
	Law Enforcement	\$455	\$278	\$278	\$177
	Parks & Recreation	\$810	\$832	\$832	\$22
	EMS	\$86	\$359	\$359	\$273
	Admin. Facilities	\$40	\$671²	\$472	\$432
	TOTAL	\$1,392	\$3,338	\$3,139	\$1,747

Non-Residential Impact Fee Schedule

Development Type	Nonresidential Fees per 1,000 Square Feet						Total	Current Fees
	County Admin	EMS	Law Enforcement	Parks and Recreation	School			
Light Industrial	\$295	\$119	\$119	\$0	\$0	\$533	\$0	
Business Park	\$577	\$303	\$303	\$0	\$0	\$1,183	\$0	
Manufacturing	\$355	\$116	\$116	\$0	\$0	\$587	\$0	
Warehousing	\$63	\$42	\$42	\$0	\$0	\$147	\$0	
Commercial/Shopping Center	\$398	\$596	\$595	\$0	\$0	\$1,589	\$0	
Office/Institutional	\$610	\$265	\$264	\$0	\$0	\$1,139	\$0	
Hotel (per room)	\$25	\$82	\$82	\$0	\$0	\$189	\$0	
Nursing Home (per bed)	\$173	\$75	\$74	\$0	\$0	\$322	\$0	

¹ Proposed to be amended May 20, 2025 to \$668, effective June 5, 2025.

² Proposed to be amended May 20, 2025 to \$472, effective June 5, 2025.

Please note: The fee structure proposed in the May 20, 2025, TischlerBise study estimates a total of \$7,990,756 in revenue over 20 years, compared to the previous model, which projected \$5,696,534 over a 10-year period. Under the updated methodology, the impact fee per unit is lower than previously proposed, yet the County is expected to collect an additional \$2,294,222 over the extended term.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: JACK HEFESTAY

Department or Organization: JEFFERSON COUNTY COMMISSION

Estimation of amount of time needed for appointment: 10-15 MINUTES

Date Requested – 1st Choice: 06 NOV 2025
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: 20 NOV 2025

Subject (Wording to be placed on agenda): COMMISSION TO DISCUSS CURRENT POLICY REGARDING '3' MINUTE PUBLIC COMMENTS.

Please provide the County Commission with a description of your request or presentation, including any background information:

REVIEW POLICY AND CONSIDER OPTIONS FOR FUTURE USE.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

REVERSE POLICY TO:

Attach supporting documents for request, or request may be denied.

If not attached, explain: N/A

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address: jhefestay@jeffersoncountywv.org ORC
Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Meeting Sessions Policy	Approved:	
Policy Number:	902	Author:	Grove
Associated:			

Regular Session Meeting Day

The County Commission meetings shall be divided into quarterly sessions each year, with each new quarter beginning in January, April, July, and October, respectively. The regular meetings of the Jefferson County Commission are held in the County Commission Meeting Room in the Old Charles Town Library, located at 200 East Washington Street, Charles Town, West Virginia.

Regular County Commission meetings shall be held on the first, third, and fifth Thursdays of each month. The meetings on the first and fifth Thursday shall commence at 9:30 a.m. Meetings held on the third Thursday shall commence at 6:00 p.m. The County Commission meets in regular session until all business is complete. The Commission may recess and reconvene to complete the business of the day. At all times, the public is invited and welcomed to attend any County Commission meeting. The Commission will provide an opportunity for public comment at the beginning of each regular meeting.

The County Commission Agenda packet for regular meetings shall be published on the Commission’s website by approximately 2:00 pm the Monday before the Thursday Meeting.

Notice of County Commission Meetings

In addition to the notice procedures outlined in the sections below, the Commission will post notice of all special, regular, and emergency meetings on its website at www.jeffersoncountywv.org.

Special Meetings

As provided by law, the County Commission may hold special sessions, whenever the public interests may require, to be called by the president with the concurrence of the majority of the County Commissioners. In the event a special session is called, the Clerk of the County Commission shall post at the front door of the Courthouse at least (2) days before a special session is to be held a notice stating the time, place and purpose for which such special session shall be held. Jurisdiction of said special session is confined to such business as the public shall have been notified in the call of the special session. If the special session is cancelled, notice of such cancellation shall be posted at the front door of the courthouse. Media shall be notified of such special session or cancellation as soon as possible.

Emergency Meetings

As provided by law, regular session and special session posting requirements shall not apply in the event of any emergency requiring immediate official action. However, in the event of an emergency meeting, the Commission will provide notice to the public as soon as the meeting is scheduled. In the event of any emergency requiring immediate official action, the Clerk of the Commission shall post at the front door of the Courthouse notice of the meeting at any time prior to the meeting. The meeting notice shall state the time, place and purpose of the meeting and the facts and circumstances of the emergency. Media shall be notified of emergency sessions as soon as possible.

Regular Meetings

As provided by law, the Clerk of the County Commission shall post at the front door of the Courthouse, notice of the time and place fixed and entered of record by the County Commission for the holding of regularly scheduled sessions. Should any such session fall on a holiday, the session shall be cancelled or held on an alternate day decided by the County Commission. If an alternate day is scheduled or a meeting is cancelled, notice of such alternate day or cancellation shall be posted at the front door of the Courthouse. Media shall be notified of said alternate day or cancellation of session as soon as possible.

Work Sessions

Work sessions provide commissioners the opportunity to meet with staff in order to delve into complex issues, discuss solutions and alternatives, give direction to staff, finalize agendas, or create consent agendas. Work sessions may be held immediately prior to a regular meeting or may be held at other times established by the Commission. Work sessions may be used by commissioners to prepare for upcoming regular meetings. These meetings are typically less formal and are often used for information gathering; no formal votes are taken. However, it should be noted that work sessions are subject to the open meetings law.

Executive Sessions

Commission meetings that are closed to the public are often referred to as executive sessions. Such sessions may only be held for the specific, limited purposes authorized by the West Virginia Open Meetings Act, and the Commission must comply with statutory procedures when closing a meeting. These private sessions can be held with the elected officials and any staff or appointed professionals necessary to the discussion.

Public Comment

The County Commission recognizes the value of public comment on Commission issues and the importance of allowing members of the public to express themselves on matters of community interest. As such, the Commission will set an item on the agenda of each regular meeting for public comment.

The following guidelines pertain to all speakers who will be addressing the Commission during the Public Comment Sessions. Please note that public comment is live-streamed on the internet during the Commission's meeting, and the video is retained on the Commission website. The identity of speakers and their comments are recorded in the official minutes of the Commission, which minutes are retained online and are publicly available in perpetuity.

- Individuals who wish to address the Commission are requested to place their name on the speakers' sign-in list posted located in the back of the County Commission meeting room five minutes prior to the commencement of each meeting. If a speaker did not have the opportunity to sign in prior to the meeting, the President will ask at the end of the public comment if there are any other individuals who wish to make public comment. Those wishing to speak should raise their hand and the President will recognize them.
- Each speaker shall be limited to three (3) minutes during the public comment period. The Clerk will indicate when your time has expired and the next speaker will be invited to begin.
- Public comment is not a question and answer period. It provides individuals with an opportunity to express their comments regarding any subject matter. All comments shall be directed only to the Commission as whole; no person may address or question Board members individually.
- The Commission will not respond to comments made during the public comment period unless it becomes necessary to direct speakers to the County Administrator for assistance. Issues requiring possible action by the County Commission may be added to a future agenda.
- Unused portions of individual allotted times may not be yielded to other speakers.
- Written comments and materials brought for the Commission by speakers will be accepted during public comment and will be made available to all Commissioners.

The following will not be permitted during public comment:

- Hate speech
- Comments that incite violence
- Profanity, obscenity or vulgarity
- Use of public comment as a forum to campaign for any political office
- Name calling and/or personal attacks

If a specific public comment violates the provisions of this policy, the President or presiding member may:

- interrupt, warn, or terminate an individual's presentation
- request that any individual leave the meeting when that individual fails to observe reasonable decorum;
- request the assistance of bailiffs in the removal of a disorderly individual when that individual's conduct interferes with the orderly progress of the meeting; and
- call for a brief recess

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Brandon M. Rhodes, Alexis Davy, Commissioner Jack Hefestay

Department or Organization: Jefferson County Health Department

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **Thursday November 6, 2025**

If a specific date is needed, please provide reason for specific date: **BOH rule policy change that must be approved within 30 days of BOH approval by County Commission per WV Code §16-2.**

Subject (*Wording to be placed on agenda*):

Approve a rule change to the Jefferson County BOH Rules, Policies, and Procedures to exempt temporary food establishments to have a certified Food Protection Manger.

Please provide the County Commission with a description of your request or presentation, including any background information:

- ✚ The Jefferson County Board of Health is requesting an approval of an amendment by the Jefferson County Commission. The amendment of Section 4.2 Food Workers would change the first line of section 4.2 from *“Food Protection Managers – Effective August 30, 2019, whenever food is being prepared or served in food establishments (including temporary food establishments), the “person in charge” on the premises shall be a currently certified Food Protection Manager through one of the WV Approved ANSI/CFP-accredited Food Protection Manager certification programs. A waiver of this requirement may be made for temporary food vendors serving only prepackaged foods if they possess a current Jefferson County or West Virginia statewide food handler card.”* To *“Food Protection Managers -Effective December 1, 2025, whenever food is being prepared or served in food establishments (except temporary food Establishments per WV 64CSR17), the “person in charge” on the premises shall be a currently certified Food Protection Manager through one of the WV Approved ANSI/CFP-accredited Food Protection Manager certification programs.”* This amendment is to keep Jefferson County Health Department in line with WV64CSR17.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/**N** Internet/Wi Fi Y/**N** Telephone for conference call Y/**N**

Contact information: Brandon M. Rhodes

Email address: brandon.m.rhodes@wv.gov

Phone Number: 304-728-8416

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jefferson County Board of Health
Minutes of September 12, 2025 Regular Meeting



Board Members Present:

Karen Bailey-Chapman (Chair)
Brandon Blake (Vice Chair)
Ann Smith
Jack Hefestay (County Commissioner, Ex-Officio Member)

Board Members Absent:

Dan Caprio
Elliot Simon (New member has not yet been appointed by the County Commission)

Also Present:

Terrence Reidy (Health Officer),
Brandon Rhodes (Administrator)
Lincy Gregory (Nurse Director)
Alexis Davy (Sanitarian Supervisor)
Amber Taylor (CoxHollidaYoung)
Brandon Wonder

Call to Order:

The meeting was called to order by Karen Bailey-Chapman at 9:01 AM

Review of Agenda:

The order of the New Business items was changed.

Approval of Minutes:

Ann Smith made a motion to accept the Audit for Fiscal Year 2024. Brandon Blake seconded, and the motion passed (3-0).

Public Comment: None

Unfinished Business:

Report of Audit for Fiscal Year 2024:

The report on the Audit for Fiscal Year 2024 has been provided for the Board. There were no issues identified by the accountant. We expect the audit of FY 2025 to occur before November.

Ann Smith made a motion to accept the revised budget for 2026, Brandon Blake seconded, and the motion passed (3-0).

New Business

- Financial Update CoxHollidaYoung – Amber Taylor provided an overview of the financial reports.

July 2025 Final Financial Report- The unreconciled bank balance of \$525,000 was \$83,000 above the conservative reserve requirement. Total revenue for July was \$158,000, reduced by salaries and wages of \$101,000 and operating expenses of \$9,000. There was a surplus for the

month of July of \$58,000. Accounts receivable at \$174,000 with 33% due to the West Virginia Treasury.

August 2025 Preliminary Financial Report- The unreconciled bank balance of \$439,000 is \$11,500 above the conservative reserve requirement. Total revenue for August was \$70,000, reduced by salaries and wages of \$83,000 and operating expenses of \$11,000. This led to a deficit for the month of August of \$24,800. Fiscal year-to-date revenue of 238,000, salaries 184,000, operating expenses 20,700 and Surplus of 33,000. Accounts receivable at \$209,000 with 37% (\$58,000) due to West Virginia Treasury.

The accounts receivable was discussed. A medical billing company will be working with us to address the old accounts receivable.

Ann Smith made a motion to accept the Final Financial Report for July 2025 Brandon Blake seconded, and the motion passed (3-0).

- Change to payroll software. Mr. Rhodes discussed the process of evaluation of payroll management software and comparison to present program. Potential changes in the carriers of health insurance and other employee benefits was also discussed.
- Sanitarian Training in West Virginia was briefly discussed.
- The current Board of Health Rule section 4.2 Food Protection Management. Section 4.2 Food Workers states “Effective August 30, 2019, whenever food is being prepared or in food establishments (including temporary food establishment), the “person-in-charge” on the premises shall be a currently certified Food Protection Manager...”

The current Code of State Rules Title 64 Series 17 Section 4.3.1 says “this does not apply to... temporary food establishments”.

Motion was made by Karen Bailey-Chapman to Amend Section 4.2 “Food Workers’ of the Jefferson County Board of Health Local Rules, Policies, and Procedures to read as stated:

“Food Protection Managers -Effective December 1, 2025 ~~August 30, 2019~~, whenever food is being prepared or served in food establishments (~~except including~~ temporary food Establishments, per WV 64CSR17), the "person in charge" on the premises shall be a currently certified Food Protection Manager through one of the WV Approved ANSI/CFP-accredited Food Protection Manager certification programs. A waiver of this requirement may be made for temporary food vendors serving only prepackaged foods if they possess a current Jefferson County or West Virginia statewide food handler card.

Food Handlers - Effective January 1, 2019, every food handler in Jefferson County shall possess a current food handler card issued by the Jefferson County Health Department or a statewide food handler card issued by another West Virginia jurisdiction. A food handler card shall not be issued unless the person has completed either a food handler training course conducted by the Jefferson County Health Department or an online ANSI-accredited food handler training course within the previous 30 days.”

Note- Strike-throughs indicate language that would be stricken from the present rule and underscoring indicates new language that would be added.

Motion was seconded by Brandon Blake and the motion was approved (3-0)

Per a Special Board of Health meeting for Public Comment within 30 days. The County Commission will then need to review and their approval is needed.

Agency Activity Reports:

- Environmental Activity Report- Sanitarian Supervisor Alexis Davy reported it was a busy month. Here were 17 food vendors at the County Fair and the 12 temporary vendors at the Charles Town Classic. The Health Department also had a booth at booth at the Fair. The hiring process for a new sanitarian continues. New permit applications decreased last month.
- Threat Preparedness Report- Brandon Rhodes noted that an After-Action Review meeting was held with many of the agencies involved in the July emergency evacuation of Charles Towers.
- Clinical Activity Report- Nursing Director Lincy Gregory noted vaccinations increased as expected with return to school. The second special clinic is tomorrow. She has started seeing substance use disorder patients for medication-assisted treatment. The Save-A-Life Day event with naloxone awareness and distribution is scheduled September 25. October is Breast Cancer Awareness month. As part of this October 10 will be Wear Pink Day at the Jefferson County Health Department.
- Health Officer Report- Dr. Reidy noted the meeting regarding Charles Towers reinforced the need ideas to prepare for future events. The County Commission has not yet appointed a new Board Member. We do have influenza vaccine. The COVID vaccine is expected soon.
- Health Administrator Report: Administrator Brandon Rhodes noted that several staff will be going to the West Virginia Public Association meeting for 3 days next week. This morning the Notice of Funding Opportunity for the QRT Grant for the period Sept 1, 2025 through August 30, 2026 was received and we will submit this application. The QuickBooks accounting software has been changed to the online version.

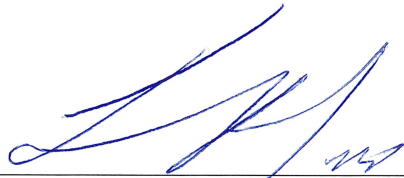
A Special Meeting for Public Comment on the Amended Section 4.2 “Food Workers” of the Jefferson County Board of Health Local Rules, Policies, and Procedures will be scheduled for October 20 at 9:00 AM

Next Regular Meeting- Scheduled for October September 11, 2025, at 9:00 AM.

Brandon Blake made a motion to adjourn the meeting, Ann Smith seconded, and the motion passed (3-0).

Meeting adjourned 10:33 A.M.

Respectfully submitted,



Terrence Reidy, MD, MPH
Health Officer

Jefferson County Board of Health
Minutes of October 20, 2025 Special Meeting



Board Members Present:

Karen Bailey-Chapman (Chair)- remote
Brandon Blake (Vice Chair)- remote
Ann Smith- remote
Dan Caprio- remote
Laura Knott- remote

Board Members Absent:

Jack Hefestay (County Commissioner, Ex-Officio Member)

Also Present:

Terrence Reidy (Health Officer),
Brandon Rhodes (Administrator)
Lincy Gregory (Nurse Director)
Alexis Davy (Sanitarian Supervisor)

Call to Order:

The meeting was called to order by Karen Bailey-Chapman at 12:01PM

Review of Agenda:

No changes to the agenda.

Public Comment: None

New Business

- Amendment of Section 4.2 Food Workers of the Jefferson County Board of Health Local Rules, Policies and Procedures. (This change was initially approved at the September 12, 2025 Board of Health Regular Meeting.)

The Special Meeting Notice for public comment has been posted as required for the past month. No comments have been received by the Health Department

No members of the public attended this meeting in person or virtually.

Ann Smith made a motion to accept the rule change. Brandon Blake Seconded the motion.

The first line of Section 4.2 will be changed to read:

“Food Protection Managers -Effective December 1, 2025, whenever food is being prepared or served in food establishments (except temporary food Establishments per WV 64CSR17), the "person in charge" on the premises shall be a currently certified Food Protection Manager through one of the WV Approved ANSI/CFP-accredited Food Protection Manager certification programs.”

There was discussion of the motion.

Motion passed 5-0.

The change will be submitted to the Jefferson County Commission for approval.

- BOH Election of Officers

Ann Smith made a motion to nominate Brandon Blake as Chair and Karen Bailey-Chapman as Vice-Chair. Karen Bailey-Chapman seconded the motion. Motion passed 5-0.

- Personnel Issue (Possibility of going into Executive Session) Motion was made by Karen Bailey-Chapman to move into Executive Session for the agenda item regarding personnel matters. Ann Smith seconded the motion. Motion passed 5-0. Recording was stopped and the Board, with the Health Officer, went into executive session.
- Board returned for Executive Session. Karen Bailey-Chapman made a motion to adjourn. Ann Smith seconded the motion. Motion passed 5-0.
- **Meeting adjourned 1:41 PM**

Respectfully submitted,

Terrence Reidy, MD, MPH
Health Officer

**JEFFERSON COUNTY BOARD OF HEALTH
LOCAL RULES, POLICIES, AND PROCEDURES**

1. General

- 1.1 Purpose and Scope – the following local public health rules, policies, and procedures have been established over time since the inception of the Jefferson County Board of Health in 1960. The purpose of this document is to revise and formally adopt rules, policies, and procedures to comply with WV Code § 16-2 and Title 62, Series 73, standards for Local Boards of Health. The primary responsibility of the Jefferson County Board of Health is to enforce and execute those laws, rules, policies, and standards of the State of WV, and its agencies, for which it is granted the authority. The intent of this document is to add to, enhance, clarify where needed, address vital public health issues, and establish administrative procedures required by the Board of Health Standards.
- 1.2 Authority – WV Code § 16-2-11
- 1.3 Approval Date – 9/11/2020
- 1.4 Effective Date – 9/11/2020

2. Administrative

- 2.1 Personnel Policies – The Jefferson County Board of Health adopts and abides by the personnel policies of the WV Department of Health and Human Resources (DHHR) and the WV Division of Personnel (DOP) (2/7/97).
- 2.2 Overtime – Employees required by their employer to do evening, weekend, or holiday work shall have a revised work schedule approved by their supervisor of his or her designee negating the need for overtime compensation or the accrual of compensatory time. Supervisory and-or essential personnel may be required to work, without overtime compensation, during emergencies or due to extenuating circumstances. The Board of Health has delegated the authority to the Physician Director and Administrator to approve overtime on an as-needed basis.
- 2.3 Signing In/Out – All employees leaving the facility during their normal workday shall sign out, regardless of the reason, and sign in upon return on a prescribed sign in/sign out form.
- 2.4 Operating Hours – The operating hours of the Jefferson County Health Department are 8:00AM to 4:00PM, Monday through Friday (8/3/18).
- 2.5 Vice-Chairman – The Board of Health officers shall include a chairman and vice-chairman. (2/3/95)

- 2.6 Authority to Sign Checks – Checking is controlled and monitored by the Sheriff of Jefferson County through the Tax Office. All checks require 3 signatures as follows: Health Officer, Chairman or Vice-Chairman, and the Sheriff.
- 2.7 Authority to Handle Cash – The clerical staff (Office Assistants) have the primary responsibility to accept cash payments and print receipts. No nurse or sanitarian may accept payments of cash or check under any circumstances.
- 2.8 Tobacco – The use of tobacco products is prohibited within the Health Department facility and cannot be used within twenty feet (4/11/08).
- 2.9 Bad Checks – Bad checks are handled by the Tax Office.
- 2.10 Freedom of Information Act Requests – Individuals making a FOIA request must read and abide by the rules expressed in the FOIA policy adopted by the Jefferson County Board of Health on April 11, 2008. A charge of 25 cents per page to make copies of information shall be charged as well as a fee for the search time to located documents to individuals making a Freedom of Information Act request for documents.
- 2.11 Board Member Compensation – Voting Board of Health Members shall be compensated at the rate of \$10.00 per meeting attended and be paid twice a year (6/7/74, 8/3/01, 4/11/08)
- 2.12 Travel Expense Approval – The Chairman and/or the Health Officer shall approve individual travel expense reimbursement forms (7/1/83). Travel expenses shall be reported on a reimbursement request form prescribed by the Board of Health and reimbursement shall be made to employees within 30 days of receiving the completed request for reimbursement form.
- 2.13 Agenda, Minutes in Advance – Members of the Board of Health shall be provided with a copy of the agenda and previous meetings minutes in advance (at least one week and no less than 3 days prior to the next Board of Health meeting 7/7/95 and 4/11/08). All requests to have items placed on the agenda must be done no later than 1 week prior to the meeting. The agenda will be posted at the Jefferson County Courthouse and at the Jefferson County Health Department five business days prior to the meeting.
- 2.14 Prompt Payment, Daily Deposits – Vendors shall be paid within 60 days of being invoiced. Deposits of fees shall be made by the first business day after having \$500.00 or more in deposits (7/7/95).
- 2.15 Meal Periods – Employees shall schedule lunch breaks so that staff is available at all times during the work day allowing for continuous operation.

2.16 Personal Phone Calls/Visitors – Employees shall keep personal phone calls and visitations to a minimum and, in no case shall an employee’s personal matters interfere with customer service.

3. Personal Health/Medical

3.1 Patient/Client Referral – Patients shall be referred to healthcare providers as needed and appropriate.

3.2 Confidentiality/Release of Information – No information obtained by the staff about individuals receiving services may be disclosed without the individual’s written consent, except as required by law or as necessary to provide services to the individual, with appropriate safeguards for confidentiality. Information may otherwise be disclosed in summary, statistical, or other form that does not identify the individual.

3.3 Consent to Provide Services – Services shall be provided to individuals with the individual’s informed consent.

3.4 Approval of Standing Orders/Medical Directives – The Health Officer shall review standing orders and medical directives annually assuring that they are accurate, appropriate, necessary, and have written approval.

4. Environmental Health

4.1 Fees for Permits – The Board of Health requires fees for certain permits and environmental health services (2/1/91).

4.2 Food Workers –

Food Protection Managers – Effective August 30, 2019, whenever food is being prepared or served in food establishments (including temporary food establishments), the “person in charge” on the premises shall be a currently certified Food Protection Manager through one of the WV Approved ANSI/CFP-accredited Food Protection Manager certification programs. A waiver of this requirement may be made for temporary food vendors serving only prepackaged foods if they possess a current Jefferson County or West Virginia statewide food handler card.

Food Handlers – Effective January 1, 2019, every food handler in Jefferson County shall possess a current food handler card issued by the Jefferson County Health Department or a statewide food handler card issued by another West Virginia jurisdiction. A food handler card shall not be issued unless the person has

completed either a food handler training course conducted by the Jefferson County Health Department or an online ANSI-accredited food handler training course within the previous 30 days.

- 4.3 Wells in Public Water Service Areas – Permits for individual wells shall not be issued in areas served by public water nor in subdivisions or developments originally designed or approved for individual, or on-site sewage systems based on public water serving the subdivision or development. Geothermal wells will be permitted as long as the design of the well does not include surface discharge or any other secondary use.
- 4.4 Septic Tank Pumping – Prior to approval of a septic system for a home loan approval request or for the Jefferson County Planning Commission, the septic tank must be pumped by an approved septic tank cleaner and be in satisfactory condition unless pumped within the previous 12 months or received less than one year’s use since last pumped (7/11/86)
- 4.5 Written Complaints Required – Public health complaints shall be in writing and signed by the complainant(s) excepts for complaints against facilities within the Board of Health’s inspectional jurisdiction (3/5/82, 4/2/82).
- 4.6 Fee for Water Samples – a fee of \$50.00 shall be charged for all routine water supply evaluations and sampling or sewage system evaluations not part of an official disease or justified complaint investigation (11/4/88, Env. Health proc. A-21, Annual Program Plan).
- 4.7 Sewage Absorption Beds – Permits for sewage absorption beds (including beds using Eljen geotextile sand filter systems) shall only be issued for repair of failing onsite sewage disposal systems where there is insufficient area for any other type of repair not requiring a surface discharge.
- 4.8 All lots for single-family homes created after 09-14-2020, must contain a minimum set-aside (reserve) area of 10,000 square feet of useable area for sewage disposal or an approval shall not be issued. All septic reserve areas and well sites must be delineated on a certified survey plat in accordance with Jefferson County WV Office of Planning and Zoning Regulations. When an application for a septic permit is made for a non-residential structure or a single-family home that is 5 bedrooms or larger, the septic reserve area shall be at least 10,000 square feet and large enough to accommodate the initial septic system and a 100% replacement area for the type of septic system proposed.

This rule shall not apply retroactively to subdivisions previously approved by the Jefferson County Health Department. When the owner of a previously approved subdivision lot wants to reduce the size of their septic reserve area, a reserve

change fee and four (4) copies of certified survey plats with the proposed septic reserve area shall be required, new observation pits for soil evaluation shall be dug, and a new percolation test shall be performed.

- 4.9 General Site Area – Permits for individual wells and/or sewage systems for new construction shall only be issued where there is sufficient area for their establishment contained within the lot.
- 4.10 Installation of Individual Sewage Systems – All individual sewage systems must be installed by a WV Certified Septic installer with a current WV Contractor’s License and a WV Workman’s Compensation fund per the Chesapeake Bay Watershed Initiative.
- 4.11 The layout of each septic reserve area shall be such that the entire area is undisturbed and useable for the type of system for which approval is given. There shall not be any rock outcrops, areas of unsuitable soil, or drainageways or swales within a septic reserve area. The top and bottom boundaries of the septic reserve area shall be on contour. Reserve areas may not have areas within their boundaries (cut outs) that are excluded from the usable area being delineated. Where multiple areas are used, each shall be at least 3,000 square feet in size.
- 4.12 No more than six (6) drainfield lines may be stacked down a slope where the slope exceeds five percent (5%) unless an enhanced flow, low pressure piping (LPP), or drip irrigation system is used.
- 4.13 A minimum of four (4) percolation test holes shall be placed at equal distances over the entire absorption field (reserve area) site. If the results of the tests are reasonably close, it shall be considered an average test result. If the tests results show extreme variations, it may be considered necessary to relocate the field in a more suitable area.

5. Exceptions

- 5.1 The Board of Health retains the right to determine any exceptions to the rules, policies, and procedures listed herein where it is within its sole authority to do so and in a manner consistent with requirements of the state regulations.

6. Due Process

- 6.1 Any member of the public adversely affected by the application of these rules, policies, and procedures has the right to appeal and have a hearing before the local Jefferson County Board of Health consistent with Title 64, Series 1, Rules of Procedure for Contested Case Hearings and Declaratory Rulings.

6.2 Any Board of Health employee adversely affected by the application of these rules, policies, and procedures may seek relief through the WV Education and State Employees Grievance Procedure.

7. Severability

7.1 The provisions of these rules, policies, and procedures are severable. If any provisions are held invalid, the remaining provisions remain in effect.

Approved by Date.....

State of

County of

This record was acknowledged before me on by,
Chairman of Jefferson County Board of Health.

..... (Notary)

My Commission Expires:

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Sudduth

Department or Organization: CASA of the Eastern Panhandle

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **November 6**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

CASA-EP – Jefferson County Update

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **NO**

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information: Michelle Sudduth

Email address: michelle@mycasaep.org

Phone Number: 304-263-5100

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Briefing for the Jefferson County Commission.

November 6, 2026

CASA of the Eastern Panhandle (CASA-EP)

Supporting Jefferson County Children & Families Impacted by Trauma & Substance Use

Who We Are

CASA-EP recruits, trains, and supports court-appointed special advocates who represent the best interests of children experiencing abuse and neglect. Our advocates work alongside judges, DHHR, treatment providers, and schools to ensure children are safe, supported, and connected to the services they need.

From our **Charles Town office**, CASA-EP delivers a full continuum of services:

- **Court-Appointed Child Advocacy** — ensuring child safety, permanency, and well-being in court and in care
- **Fostering Futures (Ages 13–18)** — life-skills, mentoring, education advocacy, and prevention supports for teens impacted by trauma and parental substance use
- **Family Visitation & Reunification Support** — trauma-informed supervised visitation and parent coaching for families in recovery
- **Permanency Support (CASA-PS)** — post-case follow-along support to help reunified and kinship families stay safe, stable, and connected to resources

Why This Matters in Jefferson County

Jefferson County is experiencing a sharp rise in child safety concerns:

- Child abuse & neglect petitions increased 44% in the past year
- Parental substance use remains the #1 driver of child removal
- Families navigating recovery need supervision and support
- Youth exposed to trauma face heightened substance use and justice-system risk
- Local courts, schools, and service systems are increasingly strained

Without intervention, children experience deeper trauma, families destabilize, and long-term public costs rise.

Our Impact

CASA-EP's Jefferson County model strengthens child safety, family stability, and long-term community health:

- Consistent advocacy for children through court involvement
- Prevention and resilience-building for at-risk youth

- Safe reunification support for parents in recovery
- Ongoing monitoring to prevent foster care re-entry

Community Partnership & System Collaboration

CASA-EP is deeply integrated into Jefferson County’s child welfare and youth-serving systems. Appointed directly by Circuit Court judges, we work alongside the judicial system, DHHR, schools, treatment providers, and behavioral-health partners to ensure children receive consistent, trauma-informed support.

Our staff and volunteers participate in multidisciplinary team meetings and coordinate with Family Court, Prosecutors, Guardians ad Litem, Teen Court, and community-based programs to support early intervention, accountability, and positive youth development.

We also work in alignment with the Day Report Center, supporting parents in recovery who and youth at risk of substance use or deeper system involvement. Together, we help stabilize families, protect children, and reinforce treatment and recovery plans — promoting long-term safety, stability, and success.

Opioid Settlement Funding

As opioid settlement funds become accessible, we respectfully request that the Commission consider CASA-EP as a critical local partner in prevention, family stabilization, and long-term recovery. County support will help sustain and expand child advocacy, reunification services, and youth prevention programming for Jefferson County families affected by substance use.

CASA-EP directly advances the core purposes of West Virginia’s opioid strategy by:

- **Providing early intervention** for children and youth exposed to trauma and substance use
- **Supporting parents in treatment and recovery** through structured, court-aligned supervision and visitation
- **Delivering trauma-informed advocacy and stabilization services** that protect vulnerable children
- **Strengthening long-term family recovery and permanency**, reducing the risk of relapse and re-entry to care
- **Reducing future system involvement and public costs** across courts, child welfare, behavioral health, and education

Thank you for your leadership and partnership in building a safer, healthier future for Jefferson County’s children and families.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Devon Thompson

Department or Organization: WVU Extension

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **November 6th**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Presentation of the Jefferson County 4-H program

Please provide the County Commission with a description of your request or presentation, including any background information:

- ✚ Presentation of the Jefferson County 4-H program – enrollment updates for the 2025-2026 4-H year and celebration and achievements of the past 4-H year by members.

Is this a funding request? Y/N **NO**

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

N/A

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address: Devon.Thompson@mail.wvu.edu

Phone Number: 304-728-7413

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jessica James, Chief Human Resource Officer**

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10-15 minutes

Date Requested – 1st Choice: **November 6, 2025**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

- 1. Appointment of Acting Director, Acting Deputy Director – Jefferson County Emergency Services Agency**
- 2. Review/Approval of Job Description – Director – Jefferson County Emergency Services Agency**
- 3. Repeal of “Referral Bonus” from October 2022 and Approval of Salary Increase for Eligible Employees –Jefferson County Emergency Communications**




Please provide the County Commission with a description of your request or presentation, including any background information:

1. Staff is requesting approval to appoint John Lyons as acting director and Craig Horn as acting deputy director of the Jefferson County Emergency Services Agency.
2. Staff is requesting approval of the revised job description for the position of Director of the Jefferson County Emergency Services Agency.
3. In October 2022, the Jefferson County Commission voted 4–1 to approve a \$200 employee referral bonus for staff of the Jefferson County Emergency Communications Center as part of recruitment and retention efforts; however, West Virginia State Auditor has issued guidance prohibiting bonuses for public employees.


As a result, the Commission must take formal action to rescind the previously approved \$200 referral bonus. Three Emergency Communications employees were recently eligible for the referral bonus. To ensure equitable compensation within current legal parameters, the Human Resources Department recommends that the Commission instead approve a \$0.10 per hour wage increase for those employees, equivalent to approximately \$200 annually.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

ESA Interim Leadership Requests

-  I move to approve the appointment of John Lyons as acting director of the Jefferson County Emergency Services Agency, effective Thursday, October 23, 2025, and per Administrative Policy 212: Compensation During Temporary Assignment, approve a temporary increase in salary to \$95,197, effective Sunday, November 2, 2025 until the position of Director has been filled.
-  I move to approve the appointment of Craig Horn as acting deputy director of the Jefferson County Emergency Services Agency, effective Thursday, October 23, 2025.
-  I move to approve the revised job description for the position of Director of the Jefferson County Emergency Services Agency, as presented.

Repeal of Referral Bonus/Approval of Salary Increase Request

-  I move that the Jefferson County Commission rescind the October 2022 action authorizing a \$200 employee referral bonus for Jefferson County Emergency Communications employees and approve a \$0.10 per hour wage adjustment for the three employees who were recently eligible for the referral bonus, to include: Lisa Dutko, James Hayden, and Carrie Orr.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information: [Jessica James](#)

Email address: jjames@jeffersoncountywv.org

Phone Number: 304-728-3282

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	COMPENSATION DURING TEMPORARY ASSIGNMENTS		Approved: 12/12/ 2012
Policy Number:	212		Author: TTB
Associated:	Calculation of Compensation Policy, Classification Plan Policy		Note – Requires Commission Approval

A temporary assignment involves someone filling in for another appointed employee because of the need to:

- Fill a position caused by an approved leave of absence, resignation, illness, death, etc.:
- Provide vacation relief scheduling; or
- Meet an emergency situation.

An employee filling in for another appointed worker must perform the essential duties listed on the new job description, just as an employee must carry out the prescribed duties of that office. Temporary assignments may not be filled retroactively, unless authorized by the Commission.

An employee selected to fill a temporary position for another appointed worker shall receive the higher rate beginning on the tenth (10th) work day of the temporary assignment if the vacant position has a salary grade.

- The higher rate shall be the entry level step on the higher salary grade, or one step above the employee's current rate of pay, whichever is higher, until such time as the vacant position is filled.
- If the entry level step on the higher salary grade is less than the employee's current rate of pay, the employee shall be placed on the higher salary grade with an increase in pay of not less than one pay step above their current hourly rate.
- If the vacant position is in the lower salary grade, the employee shall retain their current rate of pay.

When an employee or deputy temporarily fills in for an elected official, that person shall receive an increase in salary beginning on the tenth (10th) work day of the temporary assignment.

The elected official's current salary will be aligned with the last step of the closest supervisory salary grade. The person temporarily assigned to the elected official's duties will then have their salary determined consistent with one of the methods described above.

Should the elected official's salary exceed the highest step listed on the Commission's approved salary schedule, then the person shall receive reasonable compensation as determined by the Commission.

Temporary assignments shall not exceed six months in duration, unless an extension is approved by the Commission, and shall not affect the employee's review date.

A temporary assignment shall end when the elected official's position is filled through an election or appointment.

**Jefferson County
Job Description**

Position Title:	Director and Chief	Grade Level:	IX
Department	Emergency Services Agency	Date:	October 2025
Reports to:	County Administrator	FLSA Status	Exempt

Statement of Duties:

Responsible for managing and planning the operations, staffing, budgeting, and leadership of the Jefferson County Emergency Services Agency (JCESA). Ensures compliance with all applicable local and state regulations and fosters strong collaboration with local volunteer fire departments to support the effective delivery of emergency services throughout Jefferson County. Employee is required to perform all similar or related duties.

Supervision Required:

Works under the direction of the County Administrator. Individual establishes short-range plans and objectives, performance standards for direct reports, and assumes direct accountability for department results. The employee is responsible for the development and implementation of goals, objectives, and budgets.

Supervisory Responsibility:

Employee is responsible for the management of 50-75 full-time employees, and fewer than ten part-time employees. Responsibilities include the direction and success of department programs, preparing and administering budgets, developing short- and long-range objectives, and coordination with the Office of Human Resources on personnel functions, including effectively recommending hiring, training, and discipline. Large numbers of employees work physically separated from their supervisor due to multiple shifts or concurrent work. Work operations are subject to unpredictable fluctuations.

Confidentiality:

Employee has access to confidential information of the department, including personnel files, criminal investigations, client records, and department records.

Accountability:

Consequences of errors, missed deadlines, or poor judgment may include time loss, adverse public relations, jeopardized programs, monetary loss, labor/material costs, danger to public and officer safety, and legal repercussions.

Judgment:

Guidelines provide limited direction. They may include administrative or organizational policies, general principles, legislation, or directives. Extensive judgment and ingenuity are required to adapt methods and approaches or develop new ones. Employee is recognized as the department's authority in interpreting and applying guidelines and in developing operating policies and practices.

Complexity:

Work involves applying a wide range of theories, principles, techniques, and practices in an administrative field. Assignments typically involve evaluating trends, assessing services, and recommending improvements.

Jefferson County Job Description

Work Environment:

Typical of an indoor office setting with minimal exposure to outside elements. Occasional distractions from noise or surroundings may occur. Must be available to work evenings, weekends, holidays, on-call, and to travel as required.

Nature and Purpose of Relationships:

Duties involve ongoing contact with community leaders and others to promote and protect the county's interests. Requires strong diplomacy, sound judgment, and the ability to influence and work with diverse individuals. Strategic collaboration with the County Administrator is essential for advancing work at the state and federal levels.

Occupational Risk:

Limited risk, with only occasional exposure to stress or hazards. Minor injuries may occur if safety protocols are not followed (e.g., minor cuts, strains, or bruises).

Essential Functions:

The functions below illustrate typical work duties and do not exclude other related responsibilities.

1. Plan, organize, coordinate, staff, direct, and manage the daily operations of the Emergency Services Agency.
2. Maintain accurate logs, audio recordings, and records of all operations; serve as Official Custodian of Records.
3. Coordinate with law enforcement, fire, and medical rescue agencies.
4. Oversee development and implementation of departmental goals, objectives, policies, and procedures.
5. Evaluate present and future resource needs; conduct research and make recommendations.
6. Oversee acquisition, maintenance, and readiness of all departmental equipment.
7. Monitor and improve service delivery methods and implement changes.
8. Supervise department personnel, including HR coordination for recruitment, training, evaluation, and discipline.
9. Ensure compliance with County policies and applicable laws and regulations.
10. Promote a strong customer-service culture and provide excellent service to all stakeholders.
11. Coordinate with the County Grant Administrator to research, apply for, and administer grants.
12. Collaborate with public safety agencies to implement shared policies and procedures.
13. Serve on boards and committees such as the Enhanced 9-1-1 Advisory Board; conduct public meetings.
14. Serve as communications liaison during Emergency Operations Center activations.
15. Ensure department staff training, testing, and certifications are current.
16. Conduct research and feasibility studies.
17. Promote high team performance through ongoing training and performance evaluations.
18. Keeps informed of state and national trends in fire and emergency medical services including innovations in education, services, legislative and regulatory.

Jefferson County Job Description

19. Respond to and resolve public inquiries and complaints.
20. Acquire and maintain required operating licenses and permits.
21. Serve as a fire chief.
22. Performs other duties as assigned.

Recommended Minimum Qualifications:

Education and Experience

Bachelor's degree strongly preferred. Seven to ten (7–10) years of experience in Public Safety, including five (5) years of supervisory oversight of EMTs, paramedics, and firefighters. Equivalent combinations of education, training, and experience may be considered.

Special Requirements

Required:

- EMT-B or higher certification
- Training documentation must demonstrate completion of one of the following:
 - NFPA 1021 – Standard for Fire Officer Professional Qualifications; or
 - West Virginia State Fire Commission–approved Fire Officer Level I and II courses; or
 - Equivalent fire officer training recognized by the West Virginia State Fire Commission as meeting the standards of the approved Fire Officer Level I and II courses.

Preferred certifications and experience:

- Experience as a Battalion Chief, Captain, Deputy Chief, Chief or similar such position of senior leadership.
- National Registry of Emergency Medical Technicians Paramedic Certification
- EMT and Fire certifications and trainings, including from OEMS, VDFP, VFMA, ProBoard, NEMSMA Pillars of National EMS Officer Competencies, and National Fire Academy Executive Fire Officer Program, or like programs.
- International Association of Emergency Managers AEM or CEM.
- Degree (Bachelor's or Master's) in emergency management, public administration, communications, human resources, inter-personal communications, fire administration, or emergency medicine, or a similar topic.

Knowledge, Abilities, and Skills

Knowledge

- Comprehensive knowledge of fire, EMS, emergency management and disaster planning management;
- Extensive knowledge of laws and regulations controlling fire, EMS, and emergency management, including potential new standards from federal agencies;
- Knowledge of the physical layout of Jefferson County;
- Effective written and oral communications skills;
- Computer literacy

Abilities

- Manage high-pressure situations and make sound decisions

Jefferson County Job Description

- Plan and direct a multi-shift public safety operation
- Evaluate personnel and maintain high performance standards
- Work effectively with the public and stakeholders
- Proven management and administrative skills;
- Ability to lead, direct and manage the activities of career personnel; ability to establish and maintain productive working relationships with volunteers, career personnel, government officials and the public;
- Ability to prepare technical and informative reports and present complex information to varied audiences;
- Ability to exercise sound judgment and discretion in emergency situations;

Skills

- Leadership and management
 - Budgeting and financial oversight
 - Clear communication and strategic decision-making
-

Physical and Mental Requirements

Physical Skills

Minimal physical demands. Work mostly involves sitting, with occasional walking, standing, and lifting (e.g., paper, files).

Motor Skills

Basic motor skills for computer operation, document handling, and occasional driving.

Visual Skills

Frequent reading and interpretation of reports, screens, and documents; color vision required.

**TITLE 87
LEGISLATIVE RULE
STATE FIRE COMMISSION**

**SERIES 13
CERTIFICATION OF FIRE CHIEFS**

§87-13-1. General.

1.1. Scope. -- This rule establishes the procedures certifying Fire Chiefs and acting Fire Chiefs of all fire departments operating in the State of West Virginia which are subject to the jurisdiction and certification of the Fire Commission.

1.2. Authority. -- W. Va. Code §15A-11-8.

1.3. Filing Date. -- April 15, 2024.

1.4. Effective Date. -- May 1, 2024.

1.5 Sunset Provision. -- This rule shall terminate and have no further force or effect on August 1, 2029.

§87-13-2. Certification Process.

2.1. Any member of any fire department who has been elected or appointed as Chief, or who is serving Acting Chief, must apply for Certification from the Fire Commission within 14 calendar days of assuming the position. No person may perform duties as a Chief until certified by the Commission in compliance with this rule.

2.2. The Chief or Acting Chief must send to the Fire Commission:

2.2.a. Proof of election or appointment, by letter or document signed by an appropriate person who oversees the department;

2.2.b. All appropriate documentation, issued by The West Virginia Department of Education, West Virginia Public Service Training or the WVU Fire Service Extension Office, to show proof that the Chief or Acting Chief has completed all necessary training to hold the position.

2.2.b.1. The training must include NFPA 1021, Standard for Fire Officer Professional Qualifications; or,

2.2.b.2. Fire Commission approved Fire Officer Level I and Fire Officer Level II

2.2.b.3. All previous firefighter and fire officer training will be recognized by the State Fire Commission to the level for which it is equivalent; and,

2.2.c. An executed and notarized Chief's Verification Statement, affirming that the chief will operate the department in compliance with all applicable laws, rules, and regulations, and will not allow the department, or members of the department to act or operate in a manner while engaging in fire department related activities, that is not in compliance with all applicable laws, rules, and regulations.

2.3. Once received by the Commission, the application for certification shall be reviewed by the Commission:

2.3.a. If information is missing from the application, or the required documentation is not submitted, the Commission will contact the Chief, and inform him or her, of the deficiencies in the application. If the Chief fails to correct the deficiencies in the application within 14 calendar days, the application will be rejected and the department shall choose a new Chief: *Provided*, That for good cause shown, this deadline may be extended in the sole discretion of the Commission. Any person who fails to timely submit the required information for certification, including any extensions which may be granted by the Commission, shall thereafter be ineligible for certification unless the person submits a written request to the Commission for reapplication along with sufficient proof that such person meets the minimum standards for certification, which request may be granted or denied in the sole discretion of the Commission. Any person aggrieved by the provisions of this subdivision may appeal the decision of the Commission in accordance with the provisions of Section 12 of this Rule.

2.3.b. The complete application shall be reviewed by the Commission. The Commission shall review its files and past complaints received to determine if the applicant has operated a department not in compliance with applicable laws, rules, or regulations, or has him or herself acted in a manner not in compliance with applicable laws rules or regulations.

2.3.b.1. If there are no past Complaints, and the application meets the criteria as to proof of position, training, and the verification statement, the Commission shall approve the application and issue the Certification to the applicant.

2.3.b.2. If there are past complaints to this effect, the Commission shall schedule an interview with the applicant, to discuss the complaint(s) and then determine if the applicant understands the laws, rules, and regulations applicable to fire departments, and then further determine that applicant will abide by these in the future.

2.3.b.2.A. If the Commission is satisfied that the applicant understands the laws, rules and regulations applicable to fire departments, and will abide by the applicable laws, rules, and regulations, the Commission will issue the Certification to the applicant.

2.3.b.2.B. If the Commission is not satisfied that the applicant will abide by the applicable laws, rules and regulations, the Commission will deny the application for certification.

2.3.c. Notwithstanding the provisions of this rule, upon receipt of an application for certification, until a final determination is made pursuant to this Rule, the Chair of the Commission may grant the applicant a temporary certification, for good cause shown and if the temporary certification is in the best interests of public safety.

§87-13-3. Denial, Suspension, or Revocation of Certification.

3.1. Any person, firm, corporation, member of the Fire Commission, State Fire Marshal, or public officer may make a complaint to the State Fire Commission making an accusation that a Fire Chief is in violation of State laws, rules, or regulations applicable to fire departments. The Fire Commission may provide a form for that purpose, but a complaint may be filed in any written form. In addition to describing the alleged violation which prompted the complaint, the complaint should contain the following:

3.1.a. The name of the fire department and the fire chief or acting chief against whom the complaint is lodged;

3.1.b. The date of the alleged incident;

3.1.c. The nature of the alleged violation; and,

3.1.d. The location of the alleged violation.

3.2. Complainants are immune from liability for the allegations contained in their complaints filed with the Fire Commission unless the complaint is filed in bad faith or for a malicious purpose.

3.3. The Fire Commission shall maintain a complaint log which records the receipt of each complaint, its nature and its disposition.

3.4. The Fire Commission shall maintain a separate file on each complaint received, and each file shall have a number assigned to it.

3.5. Upon receipt of a complaint, the Fire Marshal and the Chair of the Fire Commission shall review the complaint and one of the following acknowledgments to the complainant shall be issued:

3.5.a. That the matter will be reviewed by the Fire Commission;

3.5.b. That the complaint is outside the jurisdiction of the Fire Commission, with suggestions as to how the complainant might best obtain a resolution of his or her problem; or,

3.5.c. That more information will be required in order to adequately review the individual complaint.

3.6. If the complaint is acknowledged under subdivision 3.5.a., or 3.5.b., the State Fire Marshal shall send a copy of the complaint, including any supporting documentation, by certified mail to the chief or acting chief in question for his or her written comment, and he or she shall submit a written response to the Fire Commission within 30 calendar days of the date of such correspondence, or waive the right to do so.

3.7. Requests for comment on complaints sent to chiefs or acting chiefs, shall be considered properly served when sent to the last address on file with the Fire Commission. It is the responsibility of the chief or acting chief to keep the Fire Commission informed of his or her current address.

3.8. After receipt and review of a complaint, unless the complaint is determined to fall within the provisions of subdivision 3.5.b. of this rule, the Fire Marshal and Chair of the Fire Commission shall cause to be conducted any reasonable inquiry or investigation necessary to determine the truth and the validity of the allegations set forth in the complaint. The review of complaints and any view or investigation thereof may, at the discretion of the Fire Marshal, be assigned to a designee, who shall be a full time employee of the State Fire Marshal, or, alternatively, to an ethics investigator, for review and investigation.

3.9. Upon receipt of a complaint the designee, or ethics investigator, shall, within 60 days, review and investigate the same and provide the Fire Commission with a report. The report shall contain a statement of the allegations, a statement of facts, and an analysis of the complaint including a description of the investigation, the records reviewed, and interviews conducted, and a statement of the designee's, or ethics investigator's, findings and recommendations. The Fire Commission, the designee, or ethics investigator

shall, upon request, be afforded an opportunity to have an investigation interview with the chief or acting chief in question, or any other involved parties, a report of which shall be placed in the investigation file.

3.10. To facilitate the disposition of a complaint, the Chair of the Fire Commission, a designee, or ethics investigator, may request any person to attend an informal conference at any time prior to the Fire Commission entering any order with respect to the complaint. The Chair of the Fire Commission, designee, or ethics investigator, shall give notice of the conference, which notice shall include a statement of issues to be informally discussed. Statements made at a conference may not be introduced at any subsequent hearing on the merits without the consent of all parties to the hearing. No prejudice shall attach for failure to attend a conference pursuant to a request.

3.11. The Fire Commission may issue subpoenas and subpoenas duces tecum to complete the investigation and to determine the truth or validity of complaints. A designee, or ethics investigator, may request that the Fire Commission issue subpoenas or subpoenas duces tecum. Any such request shall be accompanied by a brief statement specifying the necessity for the same.

3.12. At any point in the course of an investigation or inquiry into a complaint, the designee, or ethics investigator, may decide to recommend to the Fire Commission that there is not and will not be sufficient evidence to warrant further proceedings, or that the complaint fails to allege misconduct for which a chief or acting chief may be sanctioned by the Fire Commission: *Provided*, That the designee, or ethics investigator, shall make their respective findings and recommendations to the Fire Commission in writing prior to the Fire Commission dismissing the complaint.

3.13. At any point in the course of an investigation or inquiry, the designee, or ethics investigator, may recommend to the State Fire Commission that there is sufficient evidence to warrant a finding of probable cause that a violation has occurred, or designee, or ethics investigator, shall make their respective findings and recommendations to the Fire Commission in writing, and the Fire Commission shall make a determination whether or not probable cause is found to limit or restrict a certification, suspend a certification, or revoke any certification issued by the Fire Commission. If the Fire Commission finds probable cause that a violation may have occurred, a Complaint and Notice of Hearing shall be issued by the State Fire Commission.

3.14. Upon either a finding of probable cause, or no probable cause by the Fire Commission, , the Fire Marshal shall promptly send a copy of the same, including any supporting documentation, to the complainant.

§87-13-4. Appeal of Denial of Certification; Hearings; Evidence.

4.1. For any person who has been denied certification, or who has had a Complaint issued by the Fire Commission which alleges wrongdoing, and seeks revocation, or suspension of certification, the hearings shall follow the procedures set forth in Series 9 of Title 87 of the West Virginia Code of State Rules. These hearings shall be heard by the Office of Administrative Hearings as provided by West Virginia Code §15A-9-1 *et seq.*

§87-13-5. Orders from proceedings of Office of Administrative Hearings.

5.1. Any final order entered by the Office of Administrative Hearings following a hearing conducted pursuant to these rules shall be made pursuant to the provisions of W. Va. Code §29A-5-3. Such orders shall be entered within 45 calendar days following the submission of all documents and materials necessary for the proper disposition of the case, including transcripts, and shall contain findings of fact and conclusions of law.

5.2. A copy of the final order shall be served upon the demanding or charged party and/or his or her attorney of record, if any, within 10 business days after entry by the Fire Commission by personal service or by registered or certified mail.

§87-13-6. Appeal from proceedings of Office of Administrative Hearings.

6.1. An appeal from any final order entered in accordance with these rules shall comply with the provisions of W. Va. Code § 51-11-4(b)(4) as the Intermediate Court of Appeals has appellate jurisdiction of all “[f]inal judgments, orders or decisions of an agency or administrative law judge entered after June 30, 2022.” Any party adversely affected by the final order, decision, or judgment of the Intermediate Court of Appeals may seek review by the Supreme Court of Appeals, pursuant to the requirements of W.Va. Code §51-11-1 *et seq* and W.Va. Code §29A-6-1.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director
 John Nissel, County Administrator
 Jeff Polczynski, Director of Communications

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **October 20, 2022**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

- Consideration of Employee Promotion
- Consideration of Position Upgrades: Dispatchers, Supervisors/Trainers, and Deputy Director
- Consideration of Shift Differential
- Consideration of Signing Bonus
- **Consideration of Referral Bonus**
- Consideration of the Elimination of three (3) full-time Dispatcher vacant positions

Please provide the County Commission with a description of your request or presentation, including any background information:

The department currently has 19 approved, full-time Dispatcher positions. There are 13 positions currently filled and 6 are vacant. In order to fund the following initiatives, staff recommends the elimination of three (3) permanent, full time dispatcher positions to create a savings of \$135,406. The total cost for the initiatives requested is \$109,404 creating a net savings of \$26,002:

Summary

Funding Source:	New Sal	Benefits	Subtotal	FY23 needed
Vacant positions to Cut (3)	\$ 116,079	\$ 19,327	\$ 135,406	\$ 135,406

Restructuring Components for Employee Attraction and Retention:

1) Admin Asst to level II - Grade 2 to 4	\$ 47,066	\$ 7,836	\$ 54,902	\$ 4,476
2) Dispatchers - Grade 4 to 5 (min 9.5%)	\$ 756,854	\$ 126,017	\$ 882,871	\$ 58,941
2) Supervisors - Grade 5 to 6 (min 7.5%)	\$ 319,919	\$ 53,266	\$ 373,185	\$ 16,272
3) Dep Director - Grade 7 to 8	\$ 83,633	\$ 13,925	\$ 97,558	\$ 9,294
4) Shift Differential \$0.25/hr	\$ 6,570	\$ 1,094	\$ 7,664	\$ 4,790
5) Signing Bonus \$2,000 (estimate 6)	\$ 12,000	\$ 1,998	\$ 13,998	\$ 13,998
6) Referral Bonus \$200 (estimate 6)	\$ 1,400	\$ 233	\$ 1,633	\$ 1,633
Subtotal Cost	\$ 1,227,442	\$ 204,369	\$ 1,431,811	\$ 109,404

Net Funding Saved	\$ 26,002
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- 1) Consideration of Employee Promotion-The current Administrative Assistant was hired on 7/10/2017 and is now performing duties at a level commensurate with an Administrative Assistant II. Elizabeth Dutko's current annual salary is \$40,927 and it is recommended that she be promoted to an Administrative Assistant II at a new annual salary of \$47,066. This is a 15% increase at a total cost of \$4,476. .

The department has experienced significant turnover of Dispatchers in the last 3-5 years. To ensure that the department is able to provide adequate staffing and promote retention of qualified employees, staff would like to recommend approval of the following initiatives:

- Consideration of Position Upgrades:

2) Dispatchers, Supervisors/Trainers:

Dispatchers: Dispatchers are currently a grade 4 with a starting annual salary of \$38,693. Staff performed a salary analysis of surrounding jurisdictions and recommends that the Dispatcher position be upgraded to a grade 5. Staff also recommends that existing employees receive a minimum increase of 9.5% due to the position upgrade. The total cost in FY23 for Dispatcher upgrades is \$58,941.

Supervisors/Trainers: Supervisors/Trainers are currently a grade 5 with a starting annual salary of \$45,038. To ensure departmental equity based on the recommended upgrade for Dispatchers, Supervisor/Trainer positions would be upgraded to a grade 6 with a starting annual salary of \$52,158. Staff also recommends that existing employees receive a minimum increase of 7.5% due to the position upgrade. The total cost in FY23 for the Supervisors/Trainers upgrade is \$16,272.

Salary Comparison

		<u>Trainee</u>	<u>Level I</u>	<u>Level II</u>	<u>Level III</u>	<u>Diff</u>
City of Frederick, MD	Grades 3-5		\$51,160-81,857	\$54,997-87,996	\$59,122-94,595	32%
Loudoun County, VA			\$55,480-94,317			43%
Washington County, MD		\$39,444	\$42,556	\$46,007	\$49,649	10%
Berkeley County, WV			\$40,310			4%
City of Martinsburg, WV			\$33,696			-13%
Jefferson County, WV	Current Grade 4		\$38,693			
Jefferson County, WV	Recommended Grade 5		\$45,038			16%

3) **Deputy Director:** The Deputy Director position requires a candidate with the interpersonal and technical skills needed to fill a lead role in the 911 Communications Center. This position also serves as the interim Director of Communications during his absence and provides succession planning for this critical public safety role. In order to attract highly skilled, qualified candidates and based on the proposed upgrades for Dispatchers and Supervisors, staff recommends upgrading this position from a grade 7 (starting annual salary \$59,066) to a grade 8 (starting annual salary \$72,724). This position is currently budgeted in FY23 at an annual salary of \$70,885. To attract highly skilled candidates, staff recommends increasing the available budget to \$83,633 for a total cost of \$9,294.

- 4) Consideration of Shift Differential
Similar to the shift differential recently approved for the Sheriff's office, staff recommends a \$0.25 per hour shift differential for employees working evening and midnight shifts. The total cost for this initiative is \$4,790.
- 5) Consideration of Signing Bonus
To attract qualified candidates and retain skilled employees, staff recommends implementing a signing bonus. Similar to the Sheriff's office, staff recommends offering a \$2,000 signing bonus that would be paid after successful completion of the initial dispatcher academy (approximately 5-8 weeks). This signing bonus would also contain the stipulation that if the employee does not complete two (2) years of service after completion of the academy, the bonus must be repaid in full if those terms are not satisfied. The total cost for this initiative is estimated at \$13,998.
- 6) Consideration of Referral Bonus
To entice existing employees to promote employment at the County, staff recommends implementing a referral bonus of \$200. Employees would receive this bonus after the referred employee successfully completes their initial dispatcher academy (approximately 5-8weeks). The total cost for this initiative is estimated at \$1,400.

Is this a funding request? Y/N No
 If so, how much? \$ NA
 Provide exact financial impact/request:

Staff recommends eliminating three (3) full-time dispatchers (\$135,406) to fund the total cost of the initiatives (\$109,404) to generate net savings of \$26,002.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- 1) Motion to approve a promotion of Elizabeth Dutko from an Administrative Asst, grade 2 to an Administrative Asst II, grade 4 effective 10/24/2022 at a new annual salary of \$47,066.
- 2) Motion to approve the upgrade of Dispatchers from grade 4 to grade 5 with a minimum increase for existing employees of 9.5% and Supervisors/Trainers from Grade 5 to grade 6 with a minimum increase for existing employees of 7.5% effective 10/24/2022 at a cost of \$75,213.
- 3) Motion to approve the upgrade of the Deputy Director position from a grade 7 to a grade 8 and to advertise for this vacant position at a grade 8 effective 10/24/2022 at a cost of \$9,294.
- 4) Motion to approve a shift differential of \$0.25 per hours for evening and midnight shift employees effective 10/24/2022 at a total cost of \$4,790.
- 5) Motion to approve a signing bonus of \$2,000 to be paid after completion of the initial dispatcher training academy with the stipulation that the employee must complete two (2) years of service after completion of the academy or repay the bonus, effective 10/24/2022 at a cost of \$13,998 and applicable to employees currently in the training academy.
- 6) Motion to approve a referral bonus of \$200 as presented, effective 10/24/2022 at a cost of \$1,400.
- Motion to eliminate three (3) full-time Dispatcher positions from the departmental approved position count at a savings of \$135,406.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N NO Internet/Wi Fi Y/N NO Telephone for conference call Y/N NO

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

\$78,536. Motion passed 4-1 with Commissioner Jackson opposing

- **Motion by Mrs. Tabb to approve the upgrade of the Deputy Director position from a grade 7 to a grade 8 and to advertise for this vacant position at a grade 8 effective 10/24/2022 at a cost of \$9,294. Motion passed 4-1 with Commissioner Jackson opposing.**

-Consideration of Shift Differential

- **Motion by Mr. Stolipher to approve a shift differential of \$0.25 per hours for evening and midnight shift employees effective 10/24/2022 at a total cost of \$4,790. Motion passed 4-1 with Commissioner Jackson opposing**

-Consideration of Signing Bonus

- **Motion by Mrs. Tabb to approve a signing bonus of \$2,000 to be paid after completion of the initial dispatcher training academy with the stipulation that the employee must complete two (2) years of Full-Time service after completion of the academy or repay the bonus, effective 10/24/2022 at a cost of \$13,998 and applicable to employees currently in the training academy. Motion passed 4-1 with Commissioner Jackson opposing**

-Consideration of Referral Bonus

- **Motion by Mr. Stolipher to approve a referral bonus of \$200 as presented, effective 10/24/2022 at a cost of \$1,400. After employee has completed the 5-8 weeks of training. Motion passed 4-1 with Commissioner Jackson opposing**

-Consideration of the Elimination of three (3) full-time, vacant Dispatcher positions

- **Motion by Mrs. Tabb to eliminate three (3) full-time Dispatcher positions from the departmental approved position count at a savings of \$135,406. Motion passed 4-1 with Commissioner Jackson opposing.**

-Approval to advertise and interview for Finance Director Position

- **Motion by Mrs. Tabb to approve the advertisement for the Finance Director position. Motion passed 3-2 with Commissioner Jackson and Commissioner Ath opposing.**

Holiday Potluck



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

Steve Stolipher

COMMISSIONER

Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: November 6, 2025

Re: Fiscal Note: HR Matters Salary Increase Replacing the Referral Bonus

The County has a referral bonus program approved in Oct. 2022 which is being requested to be repealed.

The program leads to the possibly of violating §6B-2-5, particularly paragraph (b)

Portion of §6B-2-5:

(b) Use of public office for private gain. — (1) A public official or public employee may not knowingly and intentionally use his or her office or the prestige of his or her office for his or her own private gain or that of another person. Incidental use of equipment or resources available to a public official or public employee by virtue of his or her position for personal or business purposes resulting in de minimis private gain does not constitute use of public office for private gain under this subsection. The performance of usual and customary duties associated with the office or position or the advancement of public policy goals or constituent services, without compensation, does not constitute the use of prestige of office for private gain.

To replace the bonus program which is not readily accepted by the WV Auditors a wage increase of a nominal amount is being presented for approval. The amount would be absorbed if a merit or cola was approved the following year.

The \$200 of incentivized activity would equate to a (.05) addition to the employee's hourly wage meeting the total in two years.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Gabriel A. Areizaga

Department or Organization: Information Technology Department

Estimation of amount of time needed for appointment: 30 min

Date Requested – 1st Choice: **Thursday November 6, 2025**

*If a specific date is needed, please provide reason for specific date: **To provide update on an approved GRANT that will allow us to modernize our aging Security Camera's in all campuses, and getting the Security Camera's RFP approved.***

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Jefferson County Microsoft 365, Migration to jeffcowv.gov and Multifactor Authentication RFP

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request?

If so, how much?

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

I request that the Commission authorize the release of an RFP for Jefferson County's IT modernization initiative. This includes domain consolidation under jeffcowv.gov, migration to Microsoft 365 (primarily E1 licensing), Azure AD deployment, and implementation of a FIPS 201-compliant PIV smart card system. Vendors will be required to propose both cloud and on-prem options for Certificate Authority, DNS, and DHCP, and provide lifecycle cost modeling, training, and support.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address: Gabriel.a.areizaga@jeffcowv.gov

Phone Number: 304-268-0321

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: David Bound

Department or Organization: Administration

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: **Nov. 6, 2025**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Commission Ambulance Fee Exonerations

Please provide the County Commission with a description of your request or presentation, including any background information:

Discuss and approve Commission Ambulance exonerations as presented.

Is this a funding request? Y/N

If so, how much? \$ 0

Provide exact financial impact/request: An exonerations of late fees reduces the amount received.

Exonerations of sold property will be followed by a bill to the new property owner.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Requested **motion to approve the Commission Ambulance fee adjustments and exonerations as presented.**

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information: David Bound

Email address: DBound@JeffersonCountyWV.org

Phone Number: 304.728.3284 Ext 1003

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

2025/ 2026 Ambulance Fee Adjustments / Corrections / Exonerations

Date	Cust #	Amount	Reason	NOTES
10/30/2025	38197	\$ 50.00	VACANT PARCEL THAT WAS SUBDIVIDED FOR TOWNHOUSES (TATE MANOR SUBDIVISION)	
10/30/2025	38197	\$ 50.00	VACANT PARCEL THAT WAS SUBDIVIDED FOR TOWNHOUSES (TATE MANOR SUBDIVISION)	
10/30/2025	38197	\$ 50.00	VACANT PARCEL THAT WAS SUBDIVIDED FOR TOWNHOUSES (TATE MANOR SUBDIVISION)	
10/30/2025	38197	\$ 50.00	VACANT PARCEL THAT WAS SUBDIVIDED FOR TOWNHOUSES (TATE MANOR SUBDIVISION)	
10/30/2025	38197	\$ 50.00	VACANT PARCEL THAT WAS SUBDIVIDED FOR TOWNHOUSES (TATE MANOR SUBDIVISION)	
10/30/2025	38197	\$ 50.00	VACANT PARCEL THAT WAS SUBDIVIDED FOR TOWNHOUSES (TATE MANOR SUBDIVISION)	
10/30/2025	38197	\$ 50.00	VACANT PARCEL THAT WAS SUBDIVIDED FOR TOWNHOUSES (TATE MANOR SUBDIVISION)	
10/30/2025	38197	\$ 50.00	VACANT PARCEL THAT WAS SUBDIVIDED FOR TOWNHOUSES (TATE MANOR SUBDIVISION)	
10/30/2025	38197	\$ 50.00	VACANT PARCEL THAT WAS SUBDIVIDED FOR TOWNHOUSES (TATE MANOR SUBDIVISION)	
10/30/2025	38197	\$ 50.00	VACANT PARCEL THAT WAS SUBDIVIDED FOR TOWNHOUSES (TATE MANOR SUBDIVISION)	
9/4/2025	54981	\$ 50.00	SOLD LOT 13 11/17/20 CUSTOMER BILLE ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY25	BILL NEW OWNER (HELPER - 68280) FOR FY26
9/4/2025	54981	\$ 50.00	SOLD LOT 12 7/27/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY25	BILL NEW OWNER (WEBBER - 68279) FOR FY26
9/4/2025	54981	\$ 50.00	SOLD LOT 11 8/22/22 CUSTOMER BILLED ON 7/1/24 FOR FY25 ACCOUNT CURRENT THROUGH FY24	BILL NEW OWNER (WEBBER - 68279) FOR FY25
10/24/2025	61869	\$ 39.00	SOLD 9/17/20 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT	BILL NEW OWNER (TWISTED J PROPERTIES- 65480) FOR FY26
10/24/2025	61869	\$ 39.00	SOLD 9/17/20 CUSTOMER BILLED ON 7/1/24 FOR FY25 ACCOUNT CURRENT	BILL NEW OWNER (TWISTED J PROPERTIES- 65480) FOR FY25
8/26/2025	61686	\$ 20.00	SOLD 9/03/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY25	BILL NEW OWNER (SRIVASTAVA - 68290) FOR FY26
9/29/2025	54755	\$ 100.00	SOLD 8/31/23 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY26	BILL NEW OWNER (HOTT - 68292) FOR FY26
9/29/2025	54755	\$ 100.00	SOLD 8/31/23 CUSTOMER BILLED ON 7/1/24 FOR FY25 ACCOUNT CURRENT THROUGH FY26	BILL NEW OWNER (HOTT - 68292) FOR FY25
9/2/2025	63687	\$ 50.00	SOLD 8/23/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT BALANCE DUE \$175	BILL NEW OWNER (MCDANIEL - 64934) FOR FY26
10/24/2025	36228	\$ 50.00	SOLD 8/20/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 \$130 BALANCE DUE FOR FY22 AND FY23	BILL NEW OWNER (BROWN - 48215) FOR FY25
10/2/2025	39291	\$ 50.00	SOLD 8/20/19 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT IS CURRENT THROUGH FY25	BILL NEW OWNER (BUTTS PROPERTIES - 62164) FOR FY26
9/10/2025	55110	\$ 50.00	SOLD 8/2/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY25	BILL NEW OWNER (BUTTS PROPERTIES - 62164) FOR FY26
9/8/2025	30263	\$ 50.00	SOLD 7/25/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT BALANCE DUE \$50	BILL NEW OWNER (MARSICO - 68283) FOR FY26
9/25/2025	44977	\$ 90.00	SOLD 6/27/25 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY25	BILL NEW OWNER (KHH INVESTMENTS - 68282) FOR FY25
9/25/2025	44977	\$ 140.00	SOLD 6/27/25 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY25	BILL NEW OWNER (KHH INVESTMENTS - 68282) FOR FY26
10/24/2025	54319	\$ 50.00	SOLD 6/20/25 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT	Personal Property
9/2/2025	54543	\$ 50.00	SOLD 6/20/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY25	BILL NEW OWNER (TURPIN - 68277) FOR FY25
9/2/2025	54543	\$ 50.00	SOLD 6/20/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY25	BILL NEW OWNER (TURPIN - 68277) FOR FY26
10/30/2025	33385	\$ 20.00	SOLD 5/9/25 - OWES \$20 FY25	BILL NEW OWNER (BUTTS PROPERTIES - 62164) FOR FY26
10/3/2025	38220	\$ 54.00	SOLD 5/18/20 CUSTOMER BILLED ON 7/31/23 FOR FY24 ACCOUNT CURRENT THROUGH FY21	
10/3/2025	38220	\$ 54.00	SOLD 5/18/20 CUSTOMER BILLED ON 7/31/22 FOR FY23 ACCOUNT CURRENT THROUGH FY21	
10/3/2025	38220	\$ 54.00	SOLD 5/18/20 CUSTOMER BILLED ON 7/31/21 FOR FY22 ACCOUNT CURRENT THROUGH FY21	
10/3/2025	38220	\$ 44.00	SOLD 5/18/20 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY21	BILL NEW OWNER (BORDE - 60578) FOR FY26
10/3/2025	38220	\$ 44.00	SOLD 5/18/20 CUSTOMER BILLED ON 7/1/24 FOR FY25 ACCOUNT CURRENT THROUGH FY21	BILL NEW OWNER (BORDE - 60578) FOR FY25
9/29/2025	51480	\$ 39.00	SOLD 5/1/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY24	BILL NEW OWNER (NIERGARTH - 36621) FOR FY25
9/29/2025	51480	\$ 39.00	SOLD 5/1/24 CUSTOMER BILLED ON 7/1/24 FOR FY25 ACCOUNT CURRENT THROUGH FY24	BILL NEW OWNER (NIERGARTH - 36621) FOR FY26
9/30/2025	61804	\$ 50.00	SOLD 4/9/24 BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY24	BILL NEW OWNER (BIRR - 65692) FOR FY25
9/30/2025	61804	\$ 50.00	SOLD 4/9/24 BILLED ON 7/1/24 FOR FY25 ACCOUNT CURRENT THROUGH FY24	BILL NEW OWNER (BIRR - 65692) FOR FY25
10/21/2025	66956	\$ 39.00	SOLD 3/29/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT	BILL NEW OWNER (DELALIAN - 66276) FOR FY25
10/21/2025	66956	\$ 39.00	SOLD 3/29/24 CUSTOMER BILLED ON 7/1/24 FOR FY25 ACCOUNT CURRENT	BILL NEW OWNER (DELALIAN - 66276) FOR FY25
10/22/2025	62001	\$ 44.00	SOLD 3/24/22 CUSTOMER BILLED ON 7/31/23 FOR FY24 ACCOUNT CURRENT	
10/22/2025	62001	\$ 39.00	SOLD 3/24/22 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT	BILL NEW OWNER (TORRES - 68578) FOR FY26
10/22/2025	62001	\$ 39.00	SOLD 3/24/22 CUSTOMER BILLED ON 7/1/24 FOR FY25 ACCOUNT CURRENT	BILL NEW OWNER (TORRES - 68578) FOR FY25
9/25/2025	39525	\$ 50.00	SOLD 2/25/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY25	BILL NEW OWNER (POTOMAC ADVENTURE - 62526) FOR FY26
10/22/2025	65250	\$ 50.00	SOLD 2/20/25 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT	BILL NEW OWNER (KNIFFIN - 68586) FOR FY26
9/29/2025	37234	\$ 44.00	SOLD 2/19/21 CUSTOMER BILLED ON 7/31/23 FOR FY24 ACCOUNT CURRENT THROUGH FY21	
9/29/2025	37234	\$ 35.00	SOLD 2/19/21 CUSTOMER BILLED ON 7/31/22 FOR FY23 ACCOUNT CURRENT THROUGH FY21	
9/29/2025	37234	\$ 35.00	SOLD 2/19/21 CUSTOMER BILLED ON 7/31/21 FOR FY22 ACCOUNT CURRENT THROUGH FY21	
9/29/2025	37234	\$ 39.00	SOLD 2/19/21 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY21	BILL NEW OWNER (BRITTON - 68293) FOR FY26
9/29/2025	37234	\$ 39.00	SOLD 2/19/21 CUSTOMER BILLED ON 7/1/24 FOR FY25 ACCOUNT CURRENT THROUGH FY21	BILL NEW OWNER (BRITTON - 68293) FOR FY25
9/18/2025	66580	\$ 39.00	SOLD 2/16/2024 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT	BILL NEW OWNER (SMITH - 66278) FOR FY26
9/17/2025	66580	\$ 39.00	SOLD 2/16/2024 CUSTOMER BILLED ON 7/1/24 FOR FY25 ACCOUNT CURRENT	BILL NEW OWNER (SMITH - 66278) FOR FY25

2025/ 2026 Ambulance Fee Adjustments / Corrections / Exonerations

Date	Cust #	Amount	Reason	NOTES
9/4/2025	60445	\$ 39.00	SOLD 12/22/23 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY24	BILL NEW OWNER (DUNLOP - 65578) FOR FY26
9/4/2025	60445	\$ 39.00	SOLD 12/22/23 CUSTOMER BILLED ON 7/1/24 FOR FY25 ACCOUNT CURRENT THROUGH FY24	BILL NEW OWNER (DUNLOP - 65578) FOR FY25
9/25/2025	54488	\$ 50.00	SOLD 12/18/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY25	BILL NEW OWNER (RUFFNER - 67610) FOR FY26
9/25/2025	64005	\$ 50.00	SOLD 11/8/23 BILLED ON 7/1/24 FOR FY25 ACCOUNT CURRENT THROUGH FY24	BILL NEW OWNER (SMITH SCOTT TRUSTEE - 67796) FOR FY25
9/30/2025	64892	\$ 50.00	SOLD 11/27/23 BILLED ON 7/1/25 FOR FY26, \$55 BALANCE DUE FOR FY24	BILL NEW OWNER (CRUZ - 65496) FOR FY25
9/30/2025	64892	\$ 50.00	SOLD 11/27/23 BILLED ON 7/1/24 FOR FY25, \$55 BALANCE DUE FOR FY24	BILL NEW OWNER (CRUZ - 65496) FOR FY26
8/27/2025	66614	\$ 39.00	SOLD 11/21/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 CURRENT THROUGH FY25	BILL NEW OWNER (ARCE - 67505) FOR FY25
9/3/2025	54361	\$ 50.00	SOLD 11/13/23 CUSTOMER BILLED ON 7/1/25 FOR FY26 CURRENT THROUGH FY24	BILL NEW OWNER (F & K HOLDINGS - 65132) FOR FY26
9/3/2025	54361	\$ 50.00	SOLD 11/13/23 CUSTOMER BILLED ON 7/1/24 FOR FY25 CURRENT THROUGH FY24	BILL NEW OWNER (F & K HOLDINGS - 65132) FOR FY25
9/17/2025	55184	\$ 90.00	SOLD 10/19/23 CUSTOMER BILLED ON 7/1/25 FOR FY26 CURRENT THROUGH FY25	BILL NEW OWNER (VERTICAL BRIDGE TOWERS - 68288) FOR FY26
10/9/2025	67127	\$ 44.00	SOLD 10/13/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 \$39 OUTSTANDING BALANCE DUE FOR FY25	BILL NEW OWNER (MCKEVY - 68353) FOR FY26
9/25/2025	55603	\$ 182.00	SOLD 1/31/2020 CUSTOMER BILLED 7/31/23 FOR FY24 ACCOUNT CURRENT THROUGH FY21	
9/25/2025	55603	\$ 442.00	SOLD 1/31/2020 CUSTOMER BILLED 7/31/23 FOR FY24 ACCOUNT CURRENT THROUGH FY21	
9/25/2025	55603	\$ 182.00	SOLD 1/31/2020 CUSTOMER BILLED 7/31/22 FOR FY23 ACCOUNT CURRENT THROUGH FY21	
9/25/2025	55603	\$ 442.00	SOLD 1/31/2020 CUSTOMER BILLED 7/31/22 FOR FY23 ACCOUNT CURRENT THROUGH FY21	
9/25/2025	55603	\$ 182.00	SOLD 1/31/2020 CUSTOMER BILLED 7/31/21 FOR FY22 ACCOUNT CURRENT THROUGH FY21	
9/25/2025	55603	\$ 442.00	SOLD 1/31/2020 CUSTOMER BILLED 7/31/21 FOR FY22 ACCOUNT CURRENT THROUGH FY21	
9/25/2025	55603	\$ 140.00	SOLD 1/31/2020 CUSTOMER BILLED 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY21	BILL NEW OWNER (SHEPHERDSTOWN RENTAL LLC - 55540) FOR FY25
9/25/2025	55603	\$ 340.00	SOLD 1/31/2020 CUSTOMER BILLED 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY21	BILL NEW OWNER (SHEPHERDSTOWN RENTAL LLC - 55540) FOR FY25
9/25/2025	55603	\$ 154.00	SOLD 1/31/2020 CUSTOMER BILLED 7/1/24 FOR FY25 ACCOUNT CURRENT THROUGH FY21	
9/25/2025	55603	\$ 374.00	SOLD 1/31/2020 CUSTOMER BILLED 7/1/24 FOR FY25 ACCOUNT CURRENT THROUGH FY21	
8/28/2025	52541	\$ 39.00	SOLD 1/28/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 CURRENT THROUGH FY24	BILL NEW OWNER (BARILE - 65506) FOR FY26
9/29/2025	54755	\$ 100.00	SOLD 1/28/24 CUSTOMER BILLED ON 7/1/25 FOR FY25 ACCOUNT CURRENT THROUGH FY26	BILL NEW OWNER (GHUMAN - 65528) FOR FY26
8/28/2025	52541	\$ 39.00	SOLD 1/28/24 CUSTOMER BILLED ON 7/1/24 FOR FY25 CURRENT THROUGH FY24	BILL NEW OWNER (BARILE - 65506) FOR FY25
9/29/2025	54755	\$ 100.00	SOLD 1/28/24 CUSTOMER BILLED ON 7/1/24 FOR FY25 ACCOUNT CURRENT THROUGH FY26	BILL NEW OWNER (GHUMAN - 65528) FOR FY25
9/4/2025	40983	\$ 39.00	SOLD 1/22/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 CURRENT THROUGH FY25	BILL NEW OWNER (DONAYRE - 65539) FOR FY26
9/4/2025	40983	\$ 39.00	SOLD 1/22/24 CUSTOMER BILLED ON 7/1/24 FOR FY25 CURRENT THROUGH FY24	BILL NEW OWNER (DONAYRE - 65539) FOR FY25
9/25/2025	65228	\$ 90.00	SOLD 1/11/24 CUSTOMER BILLED ON 7/1/24 FOR FY25 CURRENT THROUGH FY24	BILL NEW OWNER (NITRAM - 65250) FOR FY25
9/25/2025	63764	\$ 50.00	SOLD 09/29/23 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT CURRENT THROUGH FY25	BILL NEW OWNER (LOPEZ-AGUILAR - 68285) FOR FY26
8/27/2025	46028	\$ 50.00	SOLD 07/22/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 CURRENT THROUGH FY25	BILL NEW OWNER (ECKERSON - 68275) FOR FY26
7/30/2025	39785	\$ 50.00	SOLD 06/07/22 CUSTOMER BILLED ON 7/1/24 FOR FY25 CURRENT THROUGH FY24	BILL NEW OWNER (LINDLY - 68167) FOR FY26
8/29/2025	46230	\$ 39.00	SOLD 05/28/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 CURRENT THROUGH FY25	BILL NEW OWNER (BRESSLER - 68276) FOR FY26
8/29/2025	46230	\$ 39.00	SOLD 05/28/24 CUSTOMER BILLED ON 7/1/24 FOR FY25 CURRENT THROUGH FY24	BILL NEW OWNER (BRESSLER - 68276) FOR FY25
8/25/2025	64679	\$ 50.00	PROPERTY SOLD 01/26/24; NEW OWNER WAS ADDED, PREVIOUS OWNER ACCOUNT NEVER TERMINATED - ERROR IN BILLING	
10/28/2025	39291	\$ 200.00	PP SOLD 2024 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT IS CURRENT THROUGH FY26	
9/17/2025	51272	\$ 20.00	PP SOLD 2024 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT IS CURRENT THROUGH FY25	
10/2/2025	49577	\$ 39.00	PP SOLD 2024 CUSTOMER BILLED ON 7/1/25 FOR FY26 ACCOUNT IS CURRENT THROUGH FY24	
10/2/2025	49577	\$ 39.00	PP SOLD 2024 CUSTOMER BILLED ON 7/1/24 FOR FY25 ACCOUNT IS CURRENT THROUGH FY24	
9/29/2025	41885	\$ 11.00	PER THE ASSESSORS RECORDS OWNER OCCUPIED BILLED AS NON-OWNER OCCUPIED	
9/29/2025	41885	\$ 11.00	PER THE ASSESSORS RECORDS OWNER OCCUPIED BILLED AS NON-OWNER OCCUPIED	
9/30/2025	64788	\$ 16.00	PER THE ASSESSORS RECORDS OWNER OCCUPIED BILLED AS NON-OWNER OCCUPIED	
9/30/2025	64788	\$ 11.00	PER THE ASSESSORS RECORDS OWNER OCCUPIED BILLED AS NON-OWNER OCCUPIED	
9/30/2025	64788	\$ 11.00	PER THE ASSESSORS RECORDS OWNER OCCUPIED BILLED AS NON-OWNER OCCUPIED	
10/1/2025	62627	\$ 11.00	PER ASSESSORS RECORDS PROPERTY OWNER-OCCUPIED BILLED AS NON-OWNER OCCUPIED	
10/1/2025	62627	\$ 11.00	PER ASSESSORS RECORDS PROPERTY OWNER-OCCUPIED BILLED AS NON-OWNER OCCUPIED	
9/22/2025	35584	\$ 30.00	PER ASSESSORS RECORDS HOMESTEAD EXEMPTION PROVIDED CLIENT DID NOT RECEIVE CREDIT	
9/25/2025	34900	\$ 19.00	PER ASSESSORS RECORDS HOMESTEAD EXEMPTION PROVIDED CLIENT DID NOT RECEIVE CREDIT	
10/2/2025	35615	\$ 19.00	PER ASSESSORS RECORDS HOMESTEAD EXEMPTION PROVIDED CLIENT DID NOT RECEIVE CREDIT	
10/3/2025	34900	\$ 19.00	PER ASSESSORS RECORDS HOMESTEAD EXEMPTION PROVIDED CLIENT DID NOT RECEIVE CREDIT	
10/21/2025	37264	\$ 19.00	PER ASSESSORS RECORDS HOMESTEAD EXEMPTION PROVIDED CLIENT DID NOT RECEIVE CREDIT	
10/16/2025	38695	\$ 97.90	PER ASSESSOR, REMOVE COMMERCIAL USE (SPLIT USE) LAS OF 7/1/21	
10/16/2025	38695	\$ 113.70	PER ASSESSOR, REMOVE COMMERCIAL USE (SPLIT USE) LAS OF 7/1/21	

2025/ 2026 Ambulance Fee Adjustments / Corrections / Exonerations

Date	Cust #	Amount	Reason	NOTES
10/16/2025	38695	\$ 90.00	PER ASSESSOR, REMOVE COMMERCIAL USE (SPLIT USE) LAS OF 7/1/21	
10/16/2025	38695	\$ 90.00	PER ASSESSOR, REMOVE COMMERCIAL USE (SPLIT USE) LAS OF 7/1/21	
8/28/2025	61442	\$ 11.00	PER ASSESSOR, OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)	
8/28/2025	67998	\$ 11.00	PER ASSESSOR, OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)	
8/29/2025	52884	\$ 11.00	PER ASSESSOR, OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)	
8/29/2025	67638	\$ 11.00	PER ASSESSOR, OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)	
8/29/2025	67832	\$ 11.00	PER ASSESSOR, OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)	
9/9/2025	64814	\$ 11.00	PER ASSESSOR, OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)	
9/9/2025	67196	\$ 11.00	PER ASSESSOR, OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)	
9/11/2025	66123	\$ 11.00	PER ASSESSOR, OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)	
9/25/2025	60852	\$ 11.00	PER ASSESSOR, OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)	
9/25/2025	65864	\$ 11.00	PER ASSESSOR, OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)	
9/25/2025	65864	\$ 11.00	PER ASSESSOR, OWNER OCCUPIED (BILLED @ NON- OWNER OCCUPIED)	
9/25/2025	52140	\$ 50.00	PER ASSESSOR, NO LONGER OWN PERSONAL PROPERTY - MOBILE HOME - SOLD FY24	
9/25/2025	52140	\$ 50.00	PER ASSESSOR, NO LONGER OWN PERSONAL PROPERTY - MOBILE HOME - SOLD FY24	
8/29/2025	63514	\$ 50.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
8/29/2025	63514	\$ 50.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
9/22/2025	35584	\$ 39.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
9/22/2025	35584	\$ 50.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
9/22/2025	35584	\$ 39.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
9/22/2025	35584	\$ 50.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
9/25/2025	36986	\$ 39.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
9/25/2025	36986	\$ 39.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
9/25/2025	39376	\$ 50.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
9/25/2025	39376	\$ 50.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
9/25/2025	54194	\$ 39.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
9/25/2025	65111	\$ 50.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
9/25/2025	65111	\$ 50.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
9/25/2025	65570	\$ 200.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
9/25/2025	65956	\$ 50.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
9/26/2025	36054	\$ 50.00	PER ASSESSOR, DO NOT ASSESS FOR STRUCTURE; INCORRECTLY BILLED	
9/25/2025	39590	\$ 54.00	PER ASSESSOR RECORDS, ONLY 1 DWELLING - NEVER 2 (HAS BEEN BILLED FOR 2 SINCE AMB FEE INCEPTION) 2019	
9/25/2025	39590	\$ 50.00	PER ASSESSOR RECORDS, ONLY 1 DWELLING - NEVER 2 (HAS BEEN BILLED FOR 2 SINCE AMB FEE INCEPTION) 2018	
9/25/2025	39590	\$ 65.00	PER ASSESSOR RECORDS, ONLY 1 DWELLING - NEVER 2 (HAS BEEN BILLED FOR 2 SINCE AMB FEE INCEPTION)	
9/25/2025	39590	\$ 65.00	PER ASSESSOR RECORDS, ONLY 1 DWELLING - NEVER 2 (HAS BEEN BILLED FOR 2 SINCE AMB FEE INCEPTION)	
9/25/2025	39590	\$ 55.00	PER ASSESSOR RECORDS, ONLY 1 DWELLING - NEVER 2 (HAS BEEN BILLED FOR 2 SINCE AMB FEE INCEPTION)	
9/25/2025	39590	\$ 50.00	PER ASSESSOR RECORDS, ONLY 1 DWELLING - NEVER 2 (HAS BEEN BILLED FOR 2 SINCE AMB FEE INCEPTION)	
9/25/2025	39590	\$ 50.00	PER ASSESSOR RECORDS, ONLY 1 DWELLING - NEVER 2 (HAS BEEN BILLED FOR 2 SINCE AMB FEE INCEPTION)	
9/25/2025	39590	\$ 50.00	PER ASSESSOR RECORDS, ONLY 1 DWELLING - NEVER 2 (HAS BEEN BILLED FOR 2 SINCE AMB FEE INCEPTION)	
8/29/2025	47246	\$ 19.00	PER ASSESSOR RECORDS PROVIDE FOR A HOMESTEAD EXEMPTION AND THE CLIENT DID NOT RECEIVE THE CREDIT	
9/4/2025	46686	\$ 19.00	PER ASSESSOR RECORDS PROVIDE FOR A HOMESTEAD EXEMPTION AND THE CLIENT DID NOT RECEIVE THE CREDIT	
9/4/2025	46686	\$ 19.00	PER ASSESSOR RECORDS PROVIDE FOR A HOMESTEAD EXEMPTION AND THE CLIENT DID NOT RECEIVE THE CREDIT	
9/25/2025	43513	\$ 19.00	PER ASSESSOR RECORDS PROVIDE FOR A HOMESTEAD EXEMPTION AND THE CLIENT DID NOT RECEIVE THE CREDIT	
9/11/2025	42069	\$ 11.00	PER ASSESSOR RECORDS OWNER OCCUPIED 2 UNITS (BILLED @ NON- OWNER OCCUPIED FOR 1)	
9/12/2025	65077	\$ 39.00	PER ASSESSOR RECORDS - VACANT LOT FY23; INCORRECTLY BILLED	
9/2/2025	63216	\$ 50.00	PER ASSESSOR RECORDS - VACANT LOT FY23	
8/29/2025	53453	\$ 50.00	PER ASSESSOR'S RECORDS GARAGE APARTMENT REMOVED IN FY24; INCORRECTLY BILLED	
9/4/2025	39191	\$ 50.00	NEVER OWNED PROPERTY ERRONEOUSLY TRANSFERRED TO THIS PERSON	
9/4/2025	39191	\$ 50.00	NEVER OWNED PROPERTY ERRONEOUSLY TRANSFERRED TO THIS PERSON	
9/3/2025	35428	\$ 15.00	LATE FEES - WRONG MAILING ADDRESS	
9/3/2025	35428	\$ 15.00	LATE FEES - WRONG MAILING ADDRESS	
9/3/2025	35428	\$ 5.00	LATE FEES - WRONG MAILING ADDRESS	

2025/ 2026 Ambulance Fee Adjustments / Corrections / Exonerations

Date	Cust #	Amount	Reason	NOTES
9/9/2025	64820	\$ 5.00	LATE FEES - WRONG MAILING ADDRESS	
10/24/2025	36228	\$ 50.00	INCORRECTLY BILLED ASSESSORS RECORDS DO NOT ASSESS FOR A STRUCTURE	
10/24/2025	36228	\$ 50.00	INCORRECTLY BILLED ASSESSORS RECORDS DO NOT ASSESS FOR A STRUCTURE	
10/24/2025	36228	\$ 50.00	INCORRECTLY BILLED ASSESSORS RECORDS DO NOT ASSESS FOR A STRUCTURE	
10/24/2025	36228	\$ 50.00	INCORRECTLY BILLED ASSESSORS RECORDS DO NOT ASSESS FOR A STRUCTURE	
10/27/2025	61172	\$ 50.00	INCORRECTLY BILLED ASSESSORS RECORDS DO NOT ASSESS FOR A STRUCTURE	
10/27/2025	61172	\$ 50.00	INCORRECTLY BILLED ASSESSORS RECORDS DO NOT ASSESS FOR A STRUCTURE	
9/2/2025	35031	\$ 7.00	EXONERATION FOR RETURN PAYMENT FEE - RETURN PAYMENT (INVALID ACCT # - eCHECK)	
9/2/2025	44690	\$ 7.00	EXONERATION FOR RETURN PAYMENT FEE - RETURN PAYMENT (INVALID ACCT # - eCHECK)	
10/30/2025	55267	\$ 562.50	EXONERATION - LATE FEES	
10/30/2025	55267	\$ 562.50	EXONERATION - LATE FEES	
10/22/2025	62832	\$ 39.00	DUPLICATE INVOICE CUSTOMER FOR FY26 PAID INVOICE NUMBER 2622861	
10/22/2025	62832	\$ 39.00	DUPLICATE INVOICE CUSTOMER FOR FY25 PAID INVOICE NUMBER 2423838	
10/28/2025	66900	\$ 39.00	DUPLICATE INVOICE CUSTOMER BILLED TWICE FOR FY26 \$39 INVOICE NUMBER 2622785 FOR FY26 STILL OUTSTANDING	
10/28/2025	66900	\$ 39.00	DUPLICATE INVOICE CUSTOMER BILLED TWICE FOR FY25 \$39 INVOICE NUMBER 2423758 FOR FY25 STILL OUTSTANDING	
9/17/2025	60813	\$ 44.00	DUPLICATE BILL - SAME CUSTOMER CORRECTLY BILLED ON INV #2221415	
9/17/2025	60813	\$ 39.00	DUPLICATE BILL - SAME CUSTOMER CORRECTLY BILLED ON INV #2618620	
9/25/2025	65738	\$ 39.00	DUPLICATE BILL - SAME CUSTOMER CORRECTLY BILLED ON INV #2423278	
9/25/2025	64489	\$ 39.00	DUPLICATE BILL - SAME CUSTOMER CORRECTLY BILLED ON INV #2421594	
9/17/2025	60813	\$ 39.00	DUPLICATE BILL - SAME CUSTOMER CORRECTLY BILLED ON INV #2419507	
9/17/2025	60813	\$ 44.00	DUPLICATE BILL - SAME CUSTOMER CORRECTLY BILLED ON INV #2319319	
9/17/2025	60813	\$ 44.00	DUPLICATE BILL - SAME CUSTOMER CORRECTLY BILLED ON INV #2175744	
10/30/2025	62164	\$ 39.00	DUPLICATE BILL - SAME CUSTOMER BILLED ON INV #2623533	
10/30/2025	38197	\$ 50.00	DUPLICATE BILL - NEW CUSTOMER (62577) HAS BEEN BILLED SINCE 7/1/22 (SOLD 8/17/21)	
10/30/2025	38197	\$ 50.00	DUPLICATE BILL - NEW CUSTOMER (62577) HAS BEEN BILLED SINCE 7/1/22 (SOLD 8/17/21)	
10/30/2025	38197	\$ 50.00	DUPLICATE BILL - NEW CUSTOMER (62577) HAS BEEN BILLED SINCE 7/1/22 (SOLD 8/17/21)	
10/30/2025	38197	\$ 50.00	DUPLICATE BILL - NEW CUSTOMER (62577) HAS BEEN BILLED SINCE 7/1/22 (SOLD 8/17/21)	
8/25/2025	66209	\$ 39.00	DUPLICATE BILL - CORRECT CUST (66293) BILLED FOR FY 26 ALSO	
10/22/2025	35441	\$ 39.00	DUPLICATE BILL - CORRECT CUST (65632) BILLED FOR FY26 ALSO	
10/22/2025	35441	\$ 39.00	DUPLICATE BILL - CORRECT CUST (65632) BILLED FOR FY25 ALSO	
10/1/2025	47691	\$ 44.00	DUPLICATE BILL - CORRECT CUST (62164) BILLED FOR FY 26 ALSO	
9/25/2025	65738	\$ 39.00	DUPLICATE BILL - CORRECTLY BILLED ON INV #2621754	
9/25/2025	64489	\$ 39.00	DUPLICATE BILL - CORRECTLY BILLED ON INV #2620580	
8/28/2025	53311	\$ 19.00	ASSESSOR'S RECORDS PROVIDE FOR A HOMESTEAD EXEMPTION AND THE CLIENT DID NOT RECEIVE THE CREDIT	
9/3/2025	67728	\$ 19.00	ASSESSOR'S RECORDS PROVIDE FOR A HOMESTEAD EXEMPTION AND THE CLIENT DID NOT RECEIVE THE CREDIT	
9/10/2025	39354	\$ 19.00	ASSESSOR'S RECORDS PROVIDE FOR A HOMESTEAD EXEMPTION AND THE CLIENT DID NOT RECEIVE THE CREDIT	
9/18/2025	66447	\$ 19.00	ASSESSOR'S RECORDS PROVIDE FOR A HOMESTEAD EXEMPTION AND THE CLIENT DID NOT RECEIVE THE CREDIT	
9/18/2025	66447	\$ 19.00	ASSESSOR'S RECORDS PROVIDE FOR A HOMESTEAD EXEMPTION AND THE CLIENT DID NOT RECEIVE THE CREDIT	
9/22/2025	55721	\$ 153.60	WRONG MAILING ADDRESS NEVER RECEIVED INVOICES LIVES IN CANADA - REMOVE LATE FEES	
9/22/2025	55721	\$ 153.60	WRONG MAILING ADDRESS NEVER RECEIVED INVOICES LIVES IN CANADA - REMOVE LATE FEES	
9/22/2025	55721	\$ 153.60	WRONG MAILING ADDRESS NEVER RECEIVED INVOICES LIVES IN CANADA - REMOVE LATE FEES	
9/22/2025	55721	\$ 51.20	WRONG MAILING ADDRESS NEVER RECEIVED INVOICES LIVES IN CANADA - REMOVE LATE FEES	
TOTAL		\$ 12,517.60		



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

Steve Stolipher

COMMISSIONER

Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: November 6, 2025

Re: Fiscal Note: JC Commission Ambulance Bill Adjustments and Exonerations

JC Commission staff has provided a list of adjustments and exonerations totaling \$12,517.60

The items listed as unlivable, or owner occupied have been confirmed with the Assessor's office records, duplicated billings have been confirmed and corrected by staff, and line items noted as sold will be billed to the owner as of July 1 of the current and prior years.



JEFFERSON COUNTY COMMISSION

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PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Mike Mood

COMMISSIONER

Steve Stolipher

October 7, 2025

To Whom It May Concern:

The Jefferson County Commission is honored to provide this Letter of Support for Court Appointed Special Advocates of the Eastern Panhandle (CASA-EP) in connection with its application to the West Virginia First Foundation. The Commission supports efforts to expand prevention and family-stabilization initiatives that make Jefferson County and the Eastern Panhandle stronger, safer, and more hopeful for future generations.

Like many communities in West Virginia, Jefferson County has been deeply affected by the challenges of substance use and family instability. These issues create ripple effects—placing strain on schools, the courts, social services, and law enforcement. Expanding access to prevention, early intervention, and family-support programs is critical to ensuring that children grow up in safe, stable, and nurturing homes, and that families receive the tools they need to break cycles of trauma and substance misuse.

CASA-EP's mission—to advocate for the best interests of children who have experienced abuse and neglect—directly aligns with the Foundation's goals of preventing substance use disorders, promoting recovery-ready communities, and strengthening families. CASA-EP is an established partner in Jefferson County's prevention and support system, serving as a cornerstone in addressing the intergenerational effects of substance use and trauma.

The organization's programs—including mentoring for court-involved youth and supervised family visitation—fill critical service gaps, meet urgent community needs, and provide trauma-informed, evidence-based care for children and families. CASA-EP's professional staff and trained advocates are widely recognized for their transparency, accountability, and measurable outcomes, qualities that reflect the sustainability priorities of the West Virginia First Foundation.

The Jefferson County Commission respectfully and strongly supports CASA-EP's application and commends its ongoing leadership in prevention and family-stabilization efforts throughout the Eastern Panhandle.

Sincerely,
Edwina Benites-LM
County Administrator
Jefferson County Commission

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran**

Department or Organization: **Prosecuting Attorney's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **November 6, 2025**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Report by legal counsel**

Please provide the County Commission with a description of your request or presentation, including any background information:

A. Report by legal counsel on minor boundary issue between Berkeley and Jefferson County (Berkeley County Circuit Court Case No. CC-02-2025-P-423).

Is this a funding request? **No**

If so, how much? **\$**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **No** Internet/Wi Fi **No** Telephone for conference call **No**

Contact information: **Jaymee Houser**

Email address: **jhouser@jcpawv.org**

Phone Number: **304-728-3318**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
--

not applicable

Impact Fee Status Report

September 2025

Office of Impact Fees

Summary

Date Range: Monday 1 through Tuesday 30 September 2025

Report Date: 9 October 2025

Process Number Range: 2501235 - 2501317

Total Applications: 85

Total Non-Exempt: 84

Of which:

Commercial: 1

Residential: 83

Of which:

County: 22

Municipal: 61

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for September 2025. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 30 September 2025	1	1	83	85
Fees collected		\$0.00	\$696,520.00	\$696,520.00
<i>Of which</i>				
School Impact Fee			\$503,708.00	\$503,708.00
Law Enforcement Fee		\$0.00	\$8,424.00	\$8,424.00
Parks & Recreation Fee			\$95,611.00	\$95,611.00
EMS Fee		\$0.00	\$38,692.00	\$38,692.00
Admin. Facilities Fee		\$0.00	\$50,085.00	\$50,085.00

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 September 2025)	\$789,156.67
August Deposits (1 – 30 September 2025)	\$696,520.00
School August Transactions (withdraws via transfer on 18 Sept. 2025)	(\$576,756.37)
Law August Transactions (withdraws via transfer on 18 September 2025)	(\$11,525.57)
Parks & Rec Aug. Transactions (withdraws via transfer on 18 Sept. 2025)	(\$100,417.37)
EMS August Transactions (withdraws via transfer on 18 September 2025)	(\$43,442.40)
Admin. Facilities August Trans. (withdraws via transfer on 18 Sept. 2025)	(\$57,014.96)
Interest Earned (30 September 2025)	\$1,694.95
Ending Statement Balance (30 September 2025)	\$698,214.95
<i>Outstanding Credits (deposits through 1 October 2025)</i>	<i>\$2,190.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 September 2025)	\$969,029.17
August Transactions (deposits via transfer on 18 September 2025)	\$576,756.37
Interest Earned (30 September 2025)	\$2,194.50
Ending Balance (30 September 2025)	\$1,547,980.04

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 September 2025)	\$912,767.87
August Transactions (deposits via transfer on 18 September 2025)	\$11,525.57
Interest Earned (30 September 2025)	\$1,640.96
Ending Balance (30 September 2025)	\$925,934.40

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 September 2025)	\$3,059,237.64
August Transactions (deposits via transfer on 18 September 2025)	\$100,417.37
Requisition 25R0171 - James Hite Park Pickleball Courts (2 Sept. 2025)	(\$2,432.00)
Req. 25R0172 - Moulton Park Disc Golf Course Phase I (5 Sept. 2025)	(\$14,589.72)
Interest Earned (30 September 2025)	\$5,530.64
Ending Balance (30 September 2025)	\$3,148,163.93

Table 6. Financial Data –EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 September 2025)	\$219,729.01
August Transactions (deposits via transfer on 18 September 2025)	\$43,442.40
Interest Earned (30 September 2025)	\$427.62
Ending Balance (30 September 2025)	\$263,599.03

Table 7. Financial Data - Admin. Facilities Impact Fee Account (33182570)

Description	Amount
Opening Balance (1 September 2025)	\$250,983.47
August Transactions (deposits via transfer on 18 September 2025)	\$57,014.96
Interest Earned (30 September 2025)	\$494.36
Ending Balance (30 September 2025)	\$308,492.79

Table 8. Total Impact Fees as of 1 October 2025/1

Description	Amount
Office of Impact Fees General Account	\$698,214.95
School Impact Fee Account	\$1,547,980.04
Law Enforcement Fee Account	\$925,934.40
Parks & Recreation Impact Fee Account	\$3,148,163.93
EMS Impact Fee Account	\$263,599.03
Administrative Facilities Account	\$308,492.79
Total Impact Fees	\$6,892,385.14

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-7.

Table 9. Pending September 2025 Fee Transfers /1

Account	30 Sept. 2025 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$1,547,980.04	\$504,928.36	\$2,052,908.40
Law Enforcement Fee Account	\$925,934.40	\$8,440.95	\$934,375.35
Parks & Recreation Impact Fee Account	\$3,148,163.93	\$95,848.29	\$3,244,012.22
EMS Impact Fee Account	\$263,599.03	\$38,793.70	\$302,392.73
Administrative Facilities Account	\$308,492.79	\$50,203.65	\$358,696.44
Total Impact Fees	\$6,194,170.19	\$698,214.95	\$6,892,385.14

/1 This table represents each of the impact fee category account totals as of 30 September 2025 listed in tables 3 – 7. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in September 2025 are listed in table 1 of the General Account (3111776); these transactions will be processed in October 2025. Any outstanding credits, as listed in table 2, will be added to the next month’s Impact Fee transfer amounts.

Form 100 Transaction Summary Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Monday 1 through Tuesday 30 September 2025

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Exempt Applications											
2501306	09/16/2025	Blue Iris, LLC		09 Shepherdstown	1320	480	17	9.3	\$0.00	09/16/2025	Form 200
Category Count: 1				Category Total				\$0.00			
Non-Exempt Applications											
2501235	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501236	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501237	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501238	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501239	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501240	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501241	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501242	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501243	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501244	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501245	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501246	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501247	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501248	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501249	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501250	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501251	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501252	09/03/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/03/2025	N/A
2501253	09/03/2025	US Home, LLC		08 Ranson Corp	1263	33	8	9	\$9,128.00	09/03/2025	N/A
2501254	09/03/2025	US Home, LLC		08 Ranson Corp	1263	33	8	9	\$9,128.00	09/03/2025	N/A
2501255	09/03/2025	US Home, LLC		08 Ranson Corp	1263	33	8	9	\$9,128.00	09/03/2025	N/A
2501256	09/04/2025	Huntwell West,		08 Ranson Corp	1272	420	9	8	\$1,308.00	09/04/2025	N/A
2501257	09/04/2025	Huntwell West,		08 Ranson Corp	1272	420	9	8	\$1,308.00	09/04/2025	N/A
2501258	09/04/2025	Huntwell West,		08 Ranson Corp	1272	420	9	8	\$1,308.00	09/04/2025	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
Non-Exempt Applications											
2501259	09/04/2025	Huntwell West,		08 Ranson Corp	1272	420	9	8	\$1,308.00	09/04/2025	N/A
2501260	09/04/2025	Huntwell West,		08 Ranson Corp	1272	420	9	8	\$1,308.00	09/04/2025	N/A
2501261	09/04/2025	Huntwell West,		08 Ranson Corp	1272	420	9	8	\$1,308.00	09/04/2025	N/A
2501262	09/04/2025	Huntwell West,		08 Ranson Corp	1272	420	9	8	\$1,308.00	09/04/2025	N/A
2501263	09/05/2025	US Home, LLC		07 Middleway	27	187	1	1.2	\$9,522.00	09/05/2025	N/A
2501264	09/05/2025	US Home, LLC		07 Middleway	27	187	1	1.2	\$9,522.00	09/05/2025	N/A
2501265	09/05/2025	US Home, LLC		07 Middleway	27	187	1	1.2	\$9,522.00	09/05/2025	N/A
2501266	09/05/2025	US Home, LLC		07 Middleway	27	187	1	1.2	\$9,522.00	09/05/2025	N/A
2501267	09/05/2025	US Home, LLC		07 Middleway	27	187	1	1.2	\$9,522.00	09/05/2025	N/A
2501268	09/05/2025	US Home, LLC		07 Middleway	27	187	1	1.2	\$9,522.00	09/05/2025	N/A
2501270	09/05/2025	US Home, LLC		08 Ranson Corp	26	643	8	24	\$9,128.00	09/05/2025	N/A
2501271	09/05/2025	US Home, LLC		08 Ranson Corp	26	643	8	24	\$9,128.00	09/05/2025	N/A
2501272	09/05/2025	US Home, LLC		08 Ranson Corp	26	643	8	24	\$9,128.00	09/05/2025	N/A
2501273	09/05/2025	US Home, LLC		08 Ranson Corp	26	643	8	24	\$9,128.00	09/05/2025	N/A
2501274	09/05/2025	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$9,128.00	09/05/2025	N/A
2501275	09/05/2025	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$9,128.00	09/05/2025	N/A
2501276	09/05/2025	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$9,128.00	09/05/2025	N/A
2501277	09/05/2025	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$9,128.00	09/05/2025	N/A
2501278	09/05/2025	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$9,128.00	09/05/2025	N/A
2501279	09/05/2025	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$9,128.00	09/05/2025	N/A
2501280	09/05/2025	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$9,128.00	09/05/2025	N/A
2501281	09/05/2025	Arcadia Land, Inc.		03 Charles Town	1173	85	12	215	\$9,128.00	09/05/2025	N/A
2501282	09/05/2025	Newcomer	David	04 Harpers Ferry	1337	661	13D	177	\$3,618.00	09/05/2025	Form 260
2501283	09/08/2025	Harvest Homes,		09 Shepherdstown	1338	538	18	25	\$9,522.00	09/08/2025	N/A
2501284	09/08/2025	Harvest Homes,		09 Shepherdstown	1338	538	18	25	\$9,522.00	09/08/2025	N/A
2501285	09/08/2025	Harvest Homes,		09 Shepherdstown	1338	538	18	25	\$9,522.00	09/08/2025	N/A
2501286	09/08/2025	Harvest Homes,		09 Shepherdstown	1338	538	18	25	\$9,522.00	09/08/2025	N/A
2501287	09/08/2025	Harvest Homes,		09 Shepherdstown	1350	508	19A	84	\$9,522.00	09/08/2025	N/A
2501288	09/08/2025	Harvest Homes,		09 Shepherdstown	1350	508	19A	84	\$9,522.00	09/08/2025	N/A
2501289	09/08/2025	Dyson	Randall	09 Shepherdstown	1336	729	21	5.4	\$9,522.00	09/08/2025	N/A
2501290	09/09/2025	Maronda Homes		08 Ranson Corp	1297	595	9	8	\$9,128.00	09/09/2025	N/A
2501291	09/09/2025	Maronda Homes		08 Ranson Corp	1297	595	9	8	\$9,128.00	09/09/2025	N/A

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Tax Map	Parcel	Impact Fees Collected	Date	Exemption Reason
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Non-Exempt Applications

2501292	09/09/2025	Maronda Homes		08 Ranson Corp	1297	595	9	8	\$9,128.00	09/09/2025	N/A
2501293	09/09/2025	Dan Ryan Builder		03 Charles Town	1349	547	11F	543	\$9,128.00	09/09/2025	N/A
2501294	09/09/2025	Dan Ryan Builder		03 Charles Town	1263	99	11F	544	\$9,128.00	09/09/2025	N/A
2501295	09/09/2025	Dan Ryan Builder		03 Charles Town	1263	99	11B	691	\$9,128.00	09/09/2025	N/A
2501296	09/09/2025	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$9,522.00	09/09/2025	N/A
2501297	09/12/2025	Maronda Homes		08 Ranson Corp	1297	595	9	8	\$9,128.00	09/12/2025	N/A
2501298	09/12/2025	US Home, LLC		08 Ranson Corp	1263	33	8	9	\$9,128.00	09/12/2025	N/A
2501299	09/12/2025	US Home, LLC		08 Ranson Corp	1263	33	8	9	\$9,128.00	09/12/2025	N/A
2501300	09/12/2025	US Home, LLC		08 Ranson Corp	1263	33	8	9	\$9,128.00	09/12/2025	N/A
2501301	09/12/2025	US Home, LLC		08 Ranson Corp	1263	33	8	9	\$9,128.00	09/12/2025	N/A
2501302	09/12/2025	US Home, LLC		08 Ranson Corp	1263	33	8	9	\$9,128.00	09/12/2025	N/A
2501303	09/12/2025	US Home, LLC		08 Ranson Corp	1263	33	8	9	\$9,128.00	09/12/2025	N/A
2501304	09/12/2025	US Home, LLC		08 Ranson Corp	1263	33	8	9	\$9,128.00	09/12/2025	N/A
2501305	09/12/2025	US Home, LLC		08 Ranson Corp	1263	33	8	9	\$9,128.00	09/12/2025	N/A
2501307	09/16/2025	Quigley	Douglas	06 Kabletown	1350	99	23G	124	\$9,522.00	09/16/2025	N/A
2501308	09/16/2025	Quigley	Douglas	06 Kabletown	1350	99	23G	125	\$9,522.00	09/16/2025	N/A
2501309	09/16/2025	Husted	Anthony	04 Harpers Ferry	1294	104	4	27.5	\$9,522.00	09/16/2025	N/A
2501310	09/17/2025	Dan Ryan Builder		02 Charles Town	994	667	17	22	\$9,522.00	09/17/2025	N/A
2501311	09/17/2025	Dan Ryan Builder		03 Charles Town	1263	99	11	546	\$9,128.00	09/17/2025	N/A
2501312	09/17/2025	Dan Ryan Builder		03 Charles Town	1263	99	11	690	\$9,128.00	09/17/2025	N/A
2501313	09/17/2025	Dan Ryan Builder		03 Charles Town	1263	99	11	692	\$9,128.00	09/17/2025	N/A
2501314	09/17/2025	D.R. Horton, Inc.		08 Ranson Corp	1323	433	8	.	\$9,128.00	09/17/2025	N/A
2501315	09/23/2025	Bohrer	James	09 Shepherdstown	1182	718	15	12.14	\$9,522.00	09/23/2025	N/A
2501316	09/23/2025	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	218	\$9,522.00	09/23/2025	N/A
2501317	09/23/2025	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	285	\$9,522.00	09/23/2025	N/A
2501318	09/24/2025	White	Donald	03 Charles Town	1220	48	2	58	\$1,308.00	09/24/2025	N/A
2501319	09/24/2025	Dyer	John	02 Charles Town	1282	477	1	129	\$882.00	09/24/2025	N/A

Category Count: 84	Category Total	\$698,710.00
TOTAL APPLICATIONS: 85	Grand Total	\$698,710.00



MEETING MINUTES: JAN 2025 THRU SEP 2025

OCTOBER 2025

JEFFERSON COUNTY CONSTITUENTS!

PLEASE SEE THE ATTACHED MEETING MINUTES FROM THE JEFFERSON COUNTY BOARD OF HEALTH FOR INCLUSION IN THE NEXT MEETING PACKET AS CORRESPONDENCE.

AS EVER,
-JACK REESTMY
JEFFERSON COUNTY COMMISSIONER



**Jefferson County Board of Health
Regular Meeting Minutes: January 10th, 2025, at 9:00 a.m.
Virtual Meeting via Zoom**

Board Members Present:

Karen Bailey-Chapman (Chair)
Brandon Blake (Vice Chair) (Virtual)
Elliot Simon (Virtual)
Dan Caprio

Board Members Absent:

Ann Smith
Jack Hefestay (County Commissioner, Ex-Officio Member)

Also Present: Terrence Reidy (Health Officer), Gino Sisco (Administrator), Alexis Davy (Environmental Health Manager, Virtual), Amber Taylor (CoxHollidaYoung), Brandon Wonder (Threat Preparedness Coordinator), Lincy Gregory (Nurse Director), Derek Hodges (Medical Resident)

Call to Order:

The meeting was called to order by Karen Bailey-Chapman at 9:00 a.m.

Reviewed minutes from December 13, 2024 regular meeting. Dan Caprio made a motion to accept the December 2024 meeting minutes, Brandon Blake seconded, motion passes (4-0).

Public Comment: None

Unfinished Business None

New Business

Financial Update CoxHollidaYoung – Amber Taylor provided an overview of the finalized November 2024 financial report, and the preliminary December 2024 Financial Report.

November 2024 Final Financial Report- The unreconciled bank balance of \$362,249 was \$107,061 below the conservative reserve requirement. Total revenue for November was \$48,573, reduced by salaries and wages of \$114,859 and operating expenses of \$43,859. There was a deficit for the month of November of \$109,842. Fiscal year to date total revenue was \$535,088, reduced by salaries and wages of \$591,009 and operating expenses of \$174,240, which leads to a year-to-date deficit of \$230,160. Accounts receivable \$283,589 with \$170,561 related to West Virginia Treasury.

December 2024 Preliminary Financial Report- The unreconciled bank balance of \$402,438 is \$114,862 below the conservative reserve requirement. Total revenue for December was \$60,111, reduced by salaries and wages of \$93,954 and operating expenses of \$6,130. This led to a deficit for the month of December of \$39,973. Fiscal year-to-date total revenue is \$595,199, reduced by salaries and wages of \$684,963 and operating expenses of \$180,369, which leads to a year-to-date deficit of \$270,133. Accounts receivable \$171,881 with \$60,728 related to West Virginia Treasury (35% of accounts receivable).



Dan Caprio made a motion to accept the November 2024 Final Financial Report, Brandon Blake seconded, motion passes (4-0).

Agency Activity Reports:


- Threat Preparedness Report- Mr. Wonder reported he will start Sanitarian training the first week of February. He will continue his Threat Preparedness duties, but this will allow him to become a licensed Sanitarian which will help the Environmental Health Department.
- Environmental Activity Report- Ms. Davy provided the activity report to the Board. The Sanitarian staff completed a total of 31 inspections in the month of December. The hiring process for the two vacant sanitarian positions is ongoing. The projected decrease in septic inspections during the winter months has not occurred, therefore one sanitarian is assigned full-time septic duties to keep up with the inspection requests. Five complaints were received during the month of December, which is more than usual months. These were investigated and some temporary closures were needed until the deficiency was corrected.
- Clinical Activity Report- Dr. Gregory provided the December activity report to the Board. Katie Blunt, Peer Recovery Support Specialist on the Quick Response Team (QRT), described an example of a person who has been helped. The Team also provides education to individuals and groups on how to respond to a suspected overdose including the use and supply of naloxone (Narcan). Other outreach activities were described.
- Health Officer Report- Dr. Reidy reported that the county is experiencing an increase in influenza and COVID continues. There have been has seen some cases of Norovirus here as well. The West Virginia First Foundation Grant did not award a grant on their first cycle to the Jefferson County Community Ministries (JCCM) with whom the Health Department is collaborating. JCCM is reapplying.
- Health Administrator Report- Mr. Sisco reported that in January the Health Department will receive quarterly State Aid, QRT Grant money, and the second quarter of Threat Prep grant funding. Mr. Sisco also reported that he will be resigning as an administrator on January 17th, 2025.

Dan Caprio made a motion to adjourn the meeting, Brandon Blake seconded, motion passed (5-0).

Meeting adjourned 9:40 a.m.

Next Meeting- Scheduled for February 14th, 2025, at 9:00 a.m.

Respectfully submitted,


Terrence Reidy, MD, MPH
Health Officer



Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
December 2024 Activities

Services Unit/Program				
Environmental Health	Activities	Current Month (DEC)	Previous Month (NOV)	4 Month Average
	Food inspections:			
	• Inspection Total	31	32	40.8
	• Complaint/Compliance	5	2	6.3
	• Closures:	3	1	1.1
	Food handler cards:	82	67	104.2
	General Sanitation and Pool inspections:			
	• Gen San Inspection Total	10	2	7.0
	• Pool Inspection Total	0	0	0
	• Complaints:	1	1	1.5
	Well and Septic information requests:	29	42	44.1
	Well and Septic site evaluations:	25	32	18.5
	Well and Septic permits issued:	21	20	16.3
	Well and Septic permit applications:	20	15	20.4
	Septic finals:	12	16	13.4
	Septic permit denials:	1	1	3.7
	Well and/or Septic Complaints	0	0	1.5
	Subdivision minor plat changes:	5	7	9.2
	Home loan evaluations:			
	• Water evaluations:	4	4	1.9
	• Septic evaluations:	0	1	1.4
	• Letters:	0	1	1.3
	Animal encounters (bites and scratches) reports:	27	20	28.4
	• Tested positive:	0	0	0.4

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**Jefferson County Health Department, WV
 Monthly Activity Report for the Board of Health
 December 2024 Activities**

Threat Prep	Activities			
	<ul style="list-style-type: none"> Basic Threat Preparedness Tasks 			

Clinical Services	Activities	Current Month (DEC)	Previous Month (NOV)	12 month Average
	Family Planning: <ul style="list-style-type: none"> Patient encounters: 	37	29	29.4
	Breast and Cervical Cancer Screening Program: <ul style="list-style-type: none"> Patient encounters: 	0	0	2.4
	Sexually Transmitted Infections: <ul style="list-style-type: none"> Patient encounters: Patients treated with medication: 	17 3	14 5	16.9 2.8
	Vaccinations: <ul style="list-style-type: none"> Total Vaccines administered: <ul style="list-style-type: none"> Childhood Vaccines: Flu Vaccines: COVID Vaccines: Other Vaccines: 	72 26 18 19 9	142 56 42 44 17	121.6 73.2 15.4 17.4 17.7
	TB: <ul style="list-style-type: none"> Skin tests: Other: 	7 2	7 2	9.5 3.8

Jefferson County Board of Health
Regular Meeting Minutes: February 14, 2025, at 9:00 AM
Virtual Meeting via Zoom



Board Members Present:

Karen Bailey-Chapman (Chair)
Brandon Blake (Vice Chair)
Ann Smith
Elliot Simon
Dan Caprio (Virtual)
Jack Hefestay (County Commissioner, Ex-Officio Member)

Board Members Absent: none

Also Present:

Terrence Reidy (Health Officer),
Amber Taylor (CoxHollidaYoung)
Alexis Davy (Environmental Health Manager)
Lincy Gregory (Nurse Director)
William Weikle (Sanitarian)

Call to Order:

The meeting was called to order by Karen Bailey-Chapman at 9:10 AM

Reviewed minutes from January 10, 2025 regular meeting. Brandon Blake made a motion to accept the January 10, 2025 meeting minutes, Elliot Simon seconded, motion passes (5-0).

Public Comment: None

Unfinished Business: None

New Business:

County Commissioner Jack Hefestay was welcomed to the Board of Health.

Financial Update CoxHollidaYoung – Amber Taylor provided an overview of the financial reports. December 2024 Final Financial Report- The unreconciled bank balance of \$409,398 was \$107,971 below the conservative reserve requirement. Total revenue for December was \$61,000, reduced by salaries and wages of \$94,000 and operating expenses of \$18,000. There was a deficit for the month of December of \$50,000. The fiscal year to date total revenue was \$598,000, reduced by salaries and wages of \$685,000 and operating expenses of \$192,000, which leads to a year-to-date deficit of \$279,525. Accounts receivable at \$170,000 with \$61,000 related to the West Virginia Treasury (36%).

January 2025 Preliminary Financial Report- The unreconciled bank balance of \$405,000 is \$48,000 below the conservative reserve requirement. Total revenue for January was \$205,000, reduced by salaries and wages of \$112,000 and operating expenses of \$21,000. This led to a surplus for the month of January of \$72,000. Fiscal year-to-date total revenue is \$830,000, reduced by salaries and wages of \$797,000 and operating expenses of \$214,000, which leads to a year-to-date deficit of \$207,000. Accounts receivable \$220,000 with 40% related to the West Virginia Treasury.

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Ann Smith made a motion to accept the December 2024 Final Financial Report, Elliot Simon seconded, motion passe (5-0).

Agency Activity Reports:


- Threat Preparedness Report- William Weikle presented that Mr. Wonder continues to work on the cybersecurity grant.
- Environmental Activity Report- Ms. Davy announced that both vacant sanitarian positions have been filled. One of them and Brandon Wonder are both in Charleston starting their training. The second new sanitarian will start in a few weeks. The activity report for the prior report had been provided to the Board. The Sanitarian staff completed a total of 20 food inspections and 3 well and septic evaluations in the month of January. Ms. Davy described the change to use of iPads at the inspection site, which has improved the efficiency and timeliness of reporting. The process of evaluating subdivision lots and current fees were discussed.
- Clinical Activity Report- Dr. Gregory provided the prior month's activity report to the Board. A slide of the types and numbers of vaccinations administered in January 2025 was presented.
- Health Officer Report- Dr. Reidy presented slides on the current and historic respiratory virus numbers nationally and regionally. Influenza cases are seasonal and are higher than in recent years. COVID-19 cases continue year-round but deaths due to COVID continue to decrease. Uncertainty regarding the effect of avian influenza or future viruses on humans was discussed.
- Health Administrator Report- The Jefferson County Board of Health organizational chart was presented. Progress on hiring a new Administrator for the Health Department was discussed. The West Virginia Code was changed 2 years ago to require the approval of the selected Administrator by the Board of Health. It is possible that a Special Meeting of the Board could be requested for this purpose before the next scheduled Board Meeting. A graph of the environmental health section permit fees was presented demonstrating that most of the fees are collected in the last few months of the fiscal year. A request will be presented to the Jefferson County Commission for supplemental funding for fiscal year 2026. There has been no word yet about the grants requested with Jefferson County Community Ministries for the opioid settlement funds from the County Commission or the West Virginia First Foundation.

Elliot Simon made a motion to adjourn the meeting, Ann Smith seconded, motion passed (5-0).

Meeting adjourned 10:13 AM

Next Meeting- Scheduled for March 14th, 2025, at 9:00 AM.

Respectfully submitted,


Terrence Reidy, MD, MPH
Health Officer



**Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
January 2025 Activities**

Threat Prep	Activities			
	<ul style="list-style-type: none"> ● Basic Threat Preparedness Tasks 			

Clinical Services	Activities	Current Month (JAN)	Previous Month (DEC)	12 month Average
	Family Planning: <ul style="list-style-type: none"> ● Patient encounters: 	35	37	29.4
	Breast and Cervical Cancer Screening Program: <ul style="list-style-type: none"> ● Patient encounters: 	5	0	2.4
	Sexually Transmitted Infections: <ul style="list-style-type: none"> ● Patient encounters: ● Patients treated with medication: 	12	17	16.9
	Vaccinations: <ul style="list-style-type: none"> ● Total Vaccines administered: <ul style="list-style-type: none"> ○ Childhood Vaccines: ○ Flu Vaccines: ○ COVID Vaccines: ○ Other Vaccines: 	71	72	121.6
	TB: <ul style="list-style-type: none"> ● Skin tests: ● Other: 	9	7	9.5
		3	2	3.8

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Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
January 2025 Activities

Services Unit/Program				
Environmental Health	Activities	Current Month (JAN)	Previous Month (DEC)	5 Month Average
	Food inspections: <ul style="list-style-type: none"> ● Inspection Total ● Complaint/Compliance ● Closures: 	20 8 0	31 5 3	40.8 6.3 1.1
	Food handler cards:	111	82	104.2
	General Sanitation and Pool inspections: <ul style="list-style-type: none"> ● Gen San Inspection Total ● Pool Inspection Total ● Complaints: 	24 4 0	10 0 1	7.0 0 1.5
	Well and Septic information requests:	29	29	44.1
	Well and Septic site evaluations:	37	25	18.5
	Well and Septic permits issued:	13	21	16.3
	Well and Septic permit applications:	27	20	20.4
	Septic finals:	3	12	13.4
	Septic permit denials:	0	1	3.7
	Well and/or Septic Complaints	3	0	1.5
	Subdivision minor plat changes:	4	5	9.2
	Home loan evaluations: <ul style="list-style-type: none"> ● Water evaluations: ● Septic evaluations: ● Letters: 	1 0 0	4 0 0	1.9 1.4 1.3
	Animal encounters (bites and scratches) reports: <ul style="list-style-type: none"> ● Tested positive: 	22 0	27 0	28.4 0.4

Jefferson County Board of Health
Regular Meeting Minutes: March 14, 2025, at 9:00 AM



Board Members Present:

Karen Bailey-Chapman (Chair)(Virtual)
Brandon Blake
Ann Smith (Virtual)
Elliot Simon
Dan Caprio (Virtual)

Board Members Absent:

Jack Hefestay (at County Commission meeting)

Also Present:

Terrence Reidy (Health Officer),
Alexis Davy (Environmental Health Manager)
Amber Taylor (CoxHollidaYoung)
Lincy Gregory (Nurse Director)
William Weikle (Sanitarian)
Krista Allison (Staff)
Brandon Rhodes
Madelynne King, MD Medical Resident

Call to Order:

The meeting was called to order by Karen Bailey-Chapman at 9:01 AM

Minutes of the regular meeting February 14, 2025 were reviewed. Brandon Blake made a motion to accept the February 14, 2025 meeting minutes, Ann Smith seconded, motion passes (3-0).

Public Comment: None

Unfinished Business None

New Business

- Financial Update CoxHollidaYoung -- Amber Taylor provided an overview of the financial reports.

January 2025 Final Financial Report- The unreconciled bank balance of \$439,000 was \$14,000 below the conservative reserve requirement. Total revenue for January was \$199,000, reduced by salaries and wages of \$128,000 and operating expenses of \$28,000. There was a surplus for the month of January of \$43,000. The fiscal year-to-date total revenue was \$797,000, reduced by salaries and wages of \$812,000 and operating expenses of \$220,000. Accounts receivable at \$177,000 with \$75,000 related to the West Virginia Treasury.

February 2025 Preliminary Financial Report- The unreconciled bank balance of \$405,000 is \$48,000 below the conservative reserve requirement. Total revenue for February was \$20,000, reduced by salaries and wages of \$90,000 and operating expenses of \$21,000. This led to a surplus for the month of February of \$91,000. Fiscal year-to-date total revenue is \$818,000, reduced by salaries and wages of \$902,000 and

operating expenses of \$241,000 for a deficit of \$325,000 fiscal year-to-date. Accounts receivable \$146,000 with \$45,000 (31%) related to the WV Treasury.

Elliot Simon made a motion to accept the January 2025 Final Financial Report, Ann Smith seconded, motion passe (5-0).

- **Personnel- Appointment of Local Health Administrator.** Approval of the Administrator by the Board of Health is required. Brandon Rhodes was introduced and interviewed by the Board. Ann Smith made a motion to accept Brandon Rhodes as Administrator and welcome him to join us, Dan Caprio seconded. Motion passed 5-0.
- **Budget** Dr. Reidy discussed that a basic budget plan has been prepared with expected salaries and expected increases in health insurance costs. The assumed federal grants that come through the state and the State aid. These numbers are uncertain with the planning every year but stay similar. No new personnel are anticipated. We will again request funding from the County Commission at 11:30 AM today.

Agency Activity Reports:

- Environmental Report- The activity report for the prior month was provided to the Board. Ms. Davy reported that there is uncertainty regarding the NEHA (National Environmental Health Association) grant which is funded by the FDA (Food and Drug Administration). This funding supports the training of the sanitarians. Two of the sanitarians-in-training will be certified by April 25. The third sanitarian-in-training will be certified in everything except food inspections with certification in food inspections when that class is next offered.
- Threat Preparedness Report- no report
- Clinical Activity Report- Dr. Gregory provided the prior month's activity report to the Board. We are considering hiring an additional Peer Recovery Support Specialist which is within the grant budget.
- Health Officer Report- Dr. Reidy presented influenza is decreasing across the country. We are receiving questions regarding avian influenza and measles. No human cases of bird flu or measles have been identified in Jefferson County.
- Health Administrator Report- Dental insurance will be offered though the employee will need to pay the cost. On Tuesday 3/11/2025 we had an on-site Local Health Department Capacity Assessment by the WV Bureau for Public Health. They went through the specific requirements of the WV Code and assessed whether we met the requirements for each. This is the first year this has been done, and all health departments are being surveyed. We will need to develop an improvement plan for any deficiencies they find. The next survey will be in 1 year and evaluate all activities after 3/11/2025. Future funding could be affected by our performance on the survey next year.
 - A periodic Community Health Needs Assessment is required we collaborate with the larger survey done by the 2 hospital systems. The link to the current survey is on our website.


- We have received no new information from the Jefferson County Commission or the West Virginia First Foundation regarding the opioid settlement grants requested in collaboration with the Jefferson Community Ministries.
- An EPA (US Environmental Protection Agency) grant through the West Virginia Rivers Coalition regarding PFAS contamination has been discontinued
- Bids from independent auditors for the Fiscal Year 2024 and Fiscal Year 2025 are being received and an auditor will be selected per the rules of West Virginia State Auditor's Office rules.

Elliot Simon made a motion to adjourn the meeting, Brandon Blake seconded, motion passed (5-0).

Meeting adjourned 10:12 AM

Next Meeting- Scheduled for April 11, 2025, at 9:00 AM.

Respectfully submitted,



Terrence Reidy, MD, MPH
Health Officer



**Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
February 2025 Activities**

Services Unit/Program				
Environmental Health	Activities	Current Month (FEB)	Previous Month (JAN)	7 Month Average
	Food inspections: <ul style="list-style-type: none"> • Inspection Total • Complaint/Compliance • Closures: 	25 3 0	20 8 0	36 4 1
	Food handler cards:	66	111	96
	General Sanitation and Pool inspections: <ul style="list-style-type: none"> • Gen San Inspection Total • Pool Inspection Total • Complaints: 	19 3 0	24 4 0	10 1 1
	Well and Septic information requests:	34	29	38
	Well and Septic site evaluations:	23	37	31
	Well and Septic permits issued:	22	13	22
	Well and Septic permit applications:	28	27	22
	Septic finals:	14	3	10
	Septic permit denials:	2	0	2
	Well and/or Septic Complaints	2	3	2
	Subdivision <ul style="list-style-type: none"> • Applications • Lots Evaluated 	5 11	7 14	6 13
	Home loan evaluations: <ul style="list-style-type: none"> • Water evaluations: • Septic evaluations: • Letters: 	1 1 2	1 0 0	2 1 1
	Animal encounters (bites and scratches) reports: <ul style="list-style-type: none"> • Tested positive: 	14 0	22 0	24 0

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**Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
February 2025 Activities**

Threat Prep	Activities			
	<ul style="list-style-type: none"> ● Basic Threat Preparedness Tasks 			

Clinical Services	Activities	Current Month (FEB)	Previous Month (JAN)	12 month Average
	Family Planning: <ul style="list-style-type: none"> ● Patient encounters: 	26	35	29.4
	Breast and Cervical Cancer Screening Program: <ul style="list-style-type: none"> ● Patient encounters: 	4	5	2.4
	Sexually Transmitted Infections: <ul style="list-style-type: none"> ● Patient encounters: ● Patients treated with medication: 	16 3	12 2	16.9 2.8
	Vaccinations: <ul style="list-style-type: none"> ● Total Vaccines administered: <ul style="list-style-type: none"> ○ Childhood Vaccines: ○ Flu Vaccines: ○ COVID Vaccines: ○ Other Vaccines: 	71 42 6 3 20	72 26 18 19 9	121.6 73.2 15.4 17.4 17.7
	TB: <ul style="list-style-type: none"> ● Skin tests: ● Other: 	9 3	7 2	9.5 3.8

Jefferson County Board of Health
Regular Meeting Minutes: April 11, 2025, at 9:00 AM



Board Members Present:

Karen Bailey-Chapman (Chair)(Virtual)
Brandon Blake (Vice Chair)
Ann Smith
Jack Hefestay
Dan Caprio (Virtual)

Board Members Absent:

Elliot Simon

Also Present:

Terrence Reidy (Health Officer),
Brandon Rhodes (Administrator)
Alexis Davy (Environmental Health Manager)
Amber Taylor (CoxHollidaYoung)
Brandon Wonder (Threat Preparedness)
Krista Allison (Staff)

Call to Order:

The meeting was called to order by Karen Bailey-Chapman at 9:01 AM

Minutes of the regular meeting March 14, 2025 were reviewed. Ann Smith made a motion to approve the March 14, 2025 meeting minutes, Brandon Blake seconded, motion passes (4-0).

Public Comment: None

Unfinished Business:

- Local Public Health Capacity Assessment Report
On March 14 we received our report of the March 11 survey done by the WV Bureau of Health Center for Local Health. Two deficiencies were identified.
 1. We did not have a Program Plan approved by the Board of Health for Fiscal Year 2025. To correct this deficiency a Fiscal Year 2026 Program plan will be prepared and presented to the Board for the May meeting.
 2. The surveyor selected 2 food establishments and found we had not done the required 6-month inspection. This was partly due to the departure of two sanitarians. To remedy this deficiency three replacement sanitarians have already been hired but they will be unable to provide services until they have completed training by the state. The current training program does not adequately meet the needs of the growing Eastern Panhandle counties. We will prioritize working with the Bureau of Public Health and the Board of Sanitarians in case we have future vacancies.
- Budget for Fiscal Year 2026 The basis for the budget will be the Fiscal Year 2025 actual services delivered in fiscal year and related to these. We expect the grants for next year to be similar though there could be decreases in funding. PEIA health insurance premiums for our

employees will be rising. No increase in the number of personnel is anticipated (unless they are completely supported by other funding).

New Business

- Financial Update CoxHollidaYoung – Amber Taylor provided an overview of the financial reports.

February 2025 Final Financial Report- The unreconciled bank balance of \$418,000 was \$7,000 below the conservative reserve requirement. Total revenue for February was \$20,000, reduced by salaries and wages \$90,000 and operating expenses of \$21,000. There was a deficit for the month of January of \$91,000. The fiscal year-to-date total revenue was \$818,000, reduced by salaries and wages of \$902,000 and operating expenses of \$241,000. Current year-to-date deficit of \$325,000 Accounts receivable at \$100,000 with no receivable over 10% of the total.

There was discussion regarding how to handle accounts receivable charges. About 50% of the accounts receivable are more than 350 days old.

March 2025 Preliminary Financial Report- The unreconciled bank balance of \$330,000 is \$47,000 below the conservative reserve requirement. Total revenue for March was \$34,000, reduced by salaries and wages of \$95,000 and operating expenses of \$16,000. This led to a deficit for the month of March of \$76,000. Fiscal year-to-date total revenue is \$852,000, reduced by salaries and wages of \$997,000 and operating expenses of \$257,000 for a deficit of \$402,000 fiscal year-to-date. Accounts receivable at \$101,000 with no receivable representing over 10% of the balance.

Ann Smith made a motion to accept the February 2025 Final Financial Report, Brandon Blake seconded, motion passe (4-0).

Agency Activity Reports:

- Environmental Report- The activity report for the prior month was provided to the Board. Ms. Davy reported the progress on the licensing of the three sanitarians-in-training. This involves completing the training, passing an examination and then by a State Sanitarian comes here to do on-site evaluations of the performance of each Sanitarian-in-training. She hopes this will be completed in June. The position of the District Sanitarian for the WV Office of Environmental Health remains vacant.
- Threat Preparedness Report- Brandon Wonder discussed the cybersecurity grant that will be mostly used to upgrade technology
- Clinical Activity-and Health Officer Reports Dr. Reidy presented the report. The prior month's activity report was provided to the Board. The Nurse Director and 2 other nurses are at the annual Nursing training. The WV Office of Healthcare Facility Licensing and Certification (OFHLAC) has given approval for us to start providing medication for substance use disorders. It is noted that the easternmost counties have not had the support of a Regional Epidemiologist for close to 3 years. Graphics of some activity and finances were presented.
- Health Administrator Report- Brandon Rhodes noted that some of the funds for an immunization grant were stopped by the federal government. Last month we requested some funding from the Jefferson County Commission but did not receive any. The County Administrator has engaged the regional grant writer to see if there is funding to help with a local public health needs assessment\with a different focus than the Hospital sponsored assessments. Mr. Rhodes met with Jefferson County community ministries, NAACP, and other partners members of the substance use

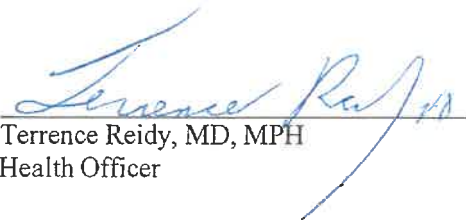
response and prevention coalition that was awarded \$82,000 from the West Virginia First Foundation.

Ann Smith made a motion to adjourn the meeting, Brandon Blake seconded, motion passed (4-0).

Meeting adjourned 10:59 AM

Next Meeting- Scheduled for May 9, 2025, at 9:00 AM.

Respectfully submitted,



Terrence Reidy, MD, MPH
Health Officer

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**Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
March 2025 Activities**

Services Unit/Program				
Environmental Health	Activities	Current Month (MAR)	Previous Month (FEB)	7 Month Average
	Food inspections:			
	• Inspection Total	24	25	35
	• Complaint/Compliance	1	3	4
	• Closures:	0	0	1
	Food handler cards:	107	66	98
	General Sanitation and Pool inspections:			
	• Gen San Inspection Total	11	19	10
	• Pool Inspection Total	0	3	1
	• Complaints:	1	0	1
	Well and Septic information requests:	48	34	40
	Well and Septic site evaluations:	27	23	31
	Well and Septic permits issued:	22	22	22
	Well and Septic permit applications:	48	28	26
	Septic finals:	22	14	12
	Septic permit denials:	1	2	2
	Well and/or Septic Complaints	0	2	2
	Subdivision			
	• Applications	7	5	6
	• Lots Evaluated	62	11	29
	Home loan evaluations:			
	• Water evaluations:	1	1	2
	• Septic evaluations:	1	1	1
	• Letters:	1	2	1
	Animal encounters (bites and scratches) reports:	28	14	25
	• Tested positive:	0	0	0

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Jefferson County Health Department, WV
 Monthly Activity Report for the Board of Health
 March 2025 Activities

Threat Prep	Activities			
	<ul style="list-style-type: none"> • Basic Threat Preparedness Tasks 			

Clinical Services	Activities	Current Month (MAR h)	Previous Month (FEB)	12 month Average
	Family Planning: <ul style="list-style-type: none"> • Patient encounters: 	16	26	25
	Breast and Cervical Cancer Screening Program: <ul style="list-style-type: none"> • Patient encounters: 	2	4	2
	Sexually Transmitted Infections: <ul style="list-style-type: none"> • Patient encounters: • Patients treated with medication: 	17 5	16 3	17 3
	Vaccinations: <ul style="list-style-type: none"> • Total Vaccines administered: <ul style="list-style-type: none"> ○ Childhood Vaccines: ○ Flu Vaccines: ○ COVID Vaccines: ○ Other Vaccines: 	86 47 1 1 37	63 36 2 2 23	122 82 13 13 17
	TB: <ul style="list-style-type: none"> • Skin tests: • Other: 	7 8	7 2	9 4



Jefferson County Board of Health
Minutes of May 14, 2025 Regular Meeting

Board Members Present:

Karen Bailey-Chapman (Chair)
Ann Smith
Elliot Simon
Dan Caprio (Virtual)
Jack Hefestay (County Commissioner, Ex-Officio Member)

Board Members Absent:

Brandon Blake (Vice Chair)

Also Present:

Terrence Reidy (Health Officer),
Brandon Rhodes (Administrator)
Alexis Davy (Sanitarian Supervisor)
Lincy Gregory (Nurse Director)
Amber Taylor (CoxHollidaYoung)

Call to Order:

The meeting was called to order by Karen Bailey-Chapman at 9:01 AM

Review of Agenda:

No items were added. The order was changed.

Approval of Minutes:

The April 11, 2025 regular meeting minutes were reviewed. Ann Smith made a motion to accept the April 11, 2025 minutes, Elliot Simon seconded, motion passes (3-0). (Mr. Caprio had not yet joined.)

Public Comment: None

New Business

Financial Update CoxHollidaYoung – Amber Taylor provided an overview of the financial reports.

March 2025 Final Financial Report- The unreconciled bank balance of \$330,000 was \$50,000 below the conservative reserve requirement. There was a deficit for the month of March of \$96,000. The fiscal year to date total revenue was \$854,000, reduced by salaries and wages of \$998,000 and operating expenses of \$278,000, which leads to a year-to-date deficit of \$421,000. Accounts receivable at \$101,000 with no receivables to the West Virginia Treasury. The large amount of accounts receivable is older than 90 days. This is being analyzed to see how much may be collectable and how much needs to be written off.

April 2025 Preliminary Financial Report- The unreconciled bank balance of \$501,000 is \$102,000 above the conservative reserve requirement. Total revenue for April was \$392,000, reduced by salaries and wages of \$88,000 and operating expenses of \$11,000. This led to a surplus for the month of April of \$292,000. Fiscal year-to-date total revenue is \$1,200,000, reduced by salaries and wages of \$1,000,000 and operating expenses of \$289,000, which leads to a year-to-date deficit of \$129,000. Accounts receivable \$216,000. The increased receivables are largely due to the annual environmental permits billed in the last 30 days.

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Ann Smith made a motion to accept the March 2025 Final Financial Report, Elliot Simon seconded, motion passed (3-0).

Agency Activity Reports:

- Environmental Activity Report- Ms. Davy announced that a sanitarian from the State was able to come and was able to certify one of the sanitarians-in-training to do food inspections. The number of food inspections was double the number of the preceding month. They have continued to be an increased number of well and septic applications attributed to the pending impact fee requirements.
- Threat Preparedness Report- Brandon Rhodes presented that we are preparing some drills. He will be attending a Threat Prep meeting in Washington, DC next week and one in Charleton, WV at the end of May. We have applied for the FY2026 Threat Preparedness Funding but do not know what will be allocated for next year.
- Health Administrator Report- Mr. Rhodes reported that a staff member resigned and the duties have been reassigned. He met with a representative from Valley Health about possible collaborations. He has met with the County Administrator regarding additional space in this building that may be available in mid-June. This would allow us to relocate some administrative functions and increase available space for clinical services.
- Clinical Activity Report- Dr. Gregory provided the prior month's activity report to the Board. Staff will be at the Ranson Health and Wellness event at the Ranson Civic Center. An additional Peer Recovery Support Specialist has been hired. Increased attention to the billing
- Health Officer Report- Dr. Reidy discussed increased billing of insurances for family planning services. On May 6th he attended regional Reportable Disease Outbreak training in Morgantown by the WV Office of Epidemiology and Prevention Service. AIDS cases may be increasing in the Eastern panhandle with many cases related to injection drug use. Syphilis cases have increased in West Virginia and across the country in the last few years. This is especially a problem since a syphilis infection in a pregnant woman can lead to infection in the fetus and birth defects. We continue to evaluate and treat people with Hepatitis C. Increased collaboration with Eastridge Health System with a contract for sharing resources is being considered.

Unfinished Business:

- (Board Member Dan Caprio joined meeting)
- Budget for Fiscal Year 2026
Mr. Rhodes presented the presently available information on Grant funds for FY 2026. The State Aid Revenue will increase to \$540,542. The Immunization Grant will decrease by about \$25,000 to the pre-COVID level. The amounts for the Threat Preparedness, CDC Infrastructure Grant, and Overdose Quick Response Team are kept the same in this budget, but the funding is not certain but. Additional details of the budget were presented.

Ann Smith made a motion to accept the Budget for Fiscal Year 2026, Dan Caprio seconded, motion passed (4-0).

- Program Plan Fiscal Year 2026
Dr. Reidy presented a draft Program Plan to the Board. The first part of the plan follows the format required by the Bureau for Public Health before FY2025 and provides basic information about the Health Department including the organization name, location, contact information, Board of Health membership and meetings, leadership information, staffing, organization chart, and projected clinical and environmental service volume for FY 2026. The second part describes the many current activities that are provided and planned improvement or expansion of services. Activities were

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grouped by administrative, clinical, environmental, and threat preparedness activities and the Plan describes whether activities are required by law or discretionary.

Elliot Simon made a motion to adjourn the meeting, Ann Smith seconded, motion passed (4-0).

Meeting adjourned 10:30 AM

Next Meeting- Scheduled for June 13, 2025, at 9:00 AM.

Respectfully submitted,



Terrence Reidy, MD, MPH
Health Officer

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Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
April 2025 Activities

Services Unit/Program				
Environmental Health	Activities	Current Month (APR)	Previous Month (MAR)	8 Month Average
	Food inspections: <ul style="list-style-type: none"> • Inspection Total • Complaint/Compliance • Closures: 	66 4 0	24 1 0	35 4 1
	Food handler cards:	71	107	98
	General Sanitation and Pool inspections: <ul style="list-style-type: none"> • Gen San Inspection Total • Pool Inspection Total • Complaints: 	4 0 0	11 0 1	10 1 1
	Well and Septic information requests:	35	48	40
	Well and Septic site evaluations:	49	27	31
	Well and Septic permits issued:	76	22	22
	Well and Septic permit applications:	51	48	26
	Septic finals:	11	22	12
	Septic permit denials:	0	1	2
	Well and/or Septic Complaints	1	0	2
	Subdivision <ul style="list-style-type: none"> • Applications • Lots Evaluated 	3 40	7 62	6 29
	Home loan evaluations: <ul style="list-style-type: none"> • Water evaluations: • Septic evaluations: • Letters: 	9 5 1	1 1 1	2 1 1
	Animal encounters (bites and scratches) reports: <ul style="list-style-type: none"> • Tested positive: 	32 0	28 0	25 0

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**Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
April 2025 Activities**

Threat Prep	Activities			
	<ul style="list-style-type: none"> ● Basic Threat Preparedness Tasks 			

Clinical Services	Activities	Current Month (April)	Previous Month (March)	12 month Average
	Family Planning: <ul style="list-style-type: none"> ● Patient encounters: 	15	16	25
	Breast and Cervical Cancer Screening Program: <ul style="list-style-type: none"> ● Patient encounters: 	1	2	3
	Sexually Transmitted Infections: <ul style="list-style-type: none"> ● Patient encounters: ● Patients treated with medication: 	23 6	17 5	18 4
	Vaccinations: <ul style="list-style-type: none"> ● Total Vaccines administered: <ul style="list-style-type: none"> ○ Childhood Vaccines: ○ Flu Vaccines: ○ COVID Vaccines: ○ Other Vaccines: 	42 23 0 1 19	86 47 1 1 37	119 73 13 12 23
	TB: <ul style="list-style-type: none"> ● Skin tests: ● Other: 	6 14	7 8	9 5

Jefferson County Board of Health
Minutes of June 13, 2025 Regular Meeting



Board Members Present:

Karen Bailey-Chapman (Chair)
Brandon Blake (Vice Chair)
Ann Smith
Dan Caprio (Virtual)
Jack Hefestay (County Commissioner, Ex-Officio Member)

Board Members Absent:

Elliot Simon

Also Present:

Terrence Reidy (Health Officer),
Alexis Davy (Sanitarian Supervisor)
Amber Taylor (CoxHollidaYoung)
Krista Allison (Office Assistant)

Call to Order:

The meeting was called to order by Karen Bailey-Chapman at 9:03 AM

Review of Agenda:

No items were added.

Approval of Minutes:

The regular meeting minutes from May 9, 2025 were reviewed. Ann Smith made a motion to accept the May 9, 2025 minutes, Brandon Blake seconded, motion passes (3-0). (Mr. Caprio had not yet joined.)

Public Comment: None

Unfinished Business:

Program Plan for Fiscal Year 2026 – The Program Plan for FY 2026 was reformatted and revised to add the participation in the Jefferson County Water Advisory Board to which Alexis Davy had been appointed by the County Commission last week. The Assessment of the Jefferson County Health Department by the Bureau of Public Health in March was reviewed. The purposed of the Annual Program Plan that was discussed. Some members of the Board have not fully reviewed the Program Plan and requested for approval to be delayed until next month.

New Business

Appointment of the Health Officer – The WV Code requires the Board to appoint a Health Officer each year. Karen Bailey-Chapman made a motion to appoint Terrence Reidy as Health Officer for another year, the motion was seconded by Ann Smith and approved (4-0).

Financial Update CoxHollidaYoung – Amber Taylor provided an overview of the financial reports.

April 2025 Final Financial Report- The unreconciled bank balance of \$499,626 was \$101,253 above the conservative reserve requirement. Total revenue for April was \$395.000, reduced by salaries and

wages of \$88,000 and operating expenses of \$36,000. There was a surplus for the month of April of \$270,984. The fiscal year to date total revenue was \$1,250,007, reduced by salaries and wages of \$1,085,716 and operating expenses of \$313,932, which leads to a year-to-date deficit of \$149,641. Accounts receivable at \$213,188 with no receivable accounting for more than 10%. The 0-30 days receivables had increased greatly to \$121,000 due to the annual billing for Environmental Health permits.

May 2025 Preliminary Financial Report- The unreconciled bank balance of \$382,998 is \$16,167 above the conservative reserve requirement. Total revenue for May was \$70,107, reduced by salaries and wages of \$162,124 and operating expenses of \$28,178. (There were 3 payrolls and 2 health insurance payments in May) This led to a deficit for the month of May of \$120,195. Fiscal year-to-date total revenue is \$1,320,114, reduced by salaries and wages of \$1,247,840 and operating expenses of \$342,110, which leads to a year-to-date deficit of \$260,836. Accounts receivable \$176,030. The increased receivables aged 31-60 days are largely due to the annual environmental permits billed in April. The greater than 90 days receivables were discussed. The anticipated deficit for the year, probably over \$100,000, was discussed. The Board requested a revised budget for Fiscal Year 2026 to be presented next month.

Brandon Blake made a motion to accept the April 2025 Final Financial Report, Ann Smith seconded, motion passed (4-0).

Agency Activity Reports:

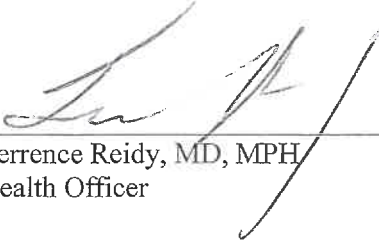
- Environmental Activity Report- Alexis Davy discussed the progress of the sanitarians-in-training and it is anticipated that by the end of June they will all be approved to do well and septic inspections. We are still below our goals in meeting the number of inspections.
- Threat Preparedness Report- Alexis Davy presented that the position will be split between several staff members. This will allow us to meet the State's preparedness expectations and increase the Staff for the Environmental Services section. Mr. Rhodes and Brandon Wonder attended a Threat Preparedness meeting in Charleston last month and Mr. Rhodes attended a Threat Preparedness meeting in Washington, D.C. Mr. Rhodes and Dr. Reidy attended as 9 county Regional Tabletop Exercise regarding a drought disaster scenario in Augusta, WV earlier this week.
- Health Administrator Report- Ms. Davy reported that Mr. Rhodes had an initial meeting with the architect for the proposed space for the health department in the future county services building. He and other staff met with a billing company to address the accounts receivable. All staff participated in a tabletop exercise involving a power failure scenario. There has been an upgrade of the internet contract and contactless technology for receiving credit card payments has been added. We anticipate that we will soon be able to use additional office space in this building.
- Clinical Activity Report- Ms. Davy presented the report from the Nursing Director. Vaccine administrations numbers are as expected this time of the year. Additional vaccine clinics are being scheduled prior to the start of the next school year. We have difficulties with specimens not being delivered by the commercial carrier in a timely manner to the Department of Health laboratory in Charleston, WV.
- Health Officer Report- Dr. Reidy discussed that there is still uncertainty regarding which grants will continue for the 2026 Fiscal Year. The Threat Preparedness grant is over \$100,000. It covers about half of the time a staff member spends doing surveillance and connecting people to care on diseases that are required to be reported to the health department. This includes animal bites, food borne illnesses, tuberculosis.

Ann Smith made a motion to adjourn the meeting, Brandon Blake seconded, motion passed (4-0).

Meeting adjourned 10:16 AM

Next Meeting- Scheduled for July 11, 2025, at 9:00 AM.

Respectfully submitted,


Terrence Reidy, MD, MPH
Health Officer



Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
May 2025 Activities

Services Unit/Program				
Environmental Health	Activities	Current Month (May)	Previous Month (APR)	12 Month Average
	Food inspections:			
	• Inspection Total	45	66	36
	• Complaint/Compliance	4	4	4
	• Closures:	0	0	1
	Food handler cards:		71	98
	General Sanitation and Pool inspections:			
	• Gen San Inspection Total	0	4	9
	• Pool Inspection Total	9	0	2
	• Complaints:	1	0	1
	Well and Septic information requests:	70	35	43
	Well and Septic site evaluations:	42	49	32
	Well and Septic permits issued:	44	76	25
	Well and Septic permit applications:	39	51	27
	Septic finals:	14	11	12
	Septic permit denials:	6	0	2
	Well and/or Septic Complaints	1	1	2
	Subdivision			
	• Applications	3	3	5
	• Lots Evaluated	9	40	24
	Home loan evaluations:			
	• Water evaluations:	10	9	3
	• Septic evaluations:	9	5	2
	• Letters:	0	1	1
	Animal encounters (bites and scratches) reports:	23	32	25
	• Tested positive:	0	0	0



**Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
May 2025 Activities**

Threat Prep	Activities			
	<ul style="list-style-type: none"> Basic Threat Preparedness Tasks 			

Clinical Services	Activities	Current Month (May)	Previous Month (APR)	12 month Average
	Family Planning: <ul style="list-style-type: none"> Patient encounters: 	23	15	26
	Breast and Cervical Cancer Screening Program: <ul style="list-style-type: none"> Patient encounters: 	1	1	2
	Sexually Transmitted Infections: <ul style="list-style-type: none"> Patient encounters: Patients treated with medication: 	12 6	23 6	18 4
	Vaccinations: <ul style="list-style-type: none"> Total Vaccines administered: <ul style="list-style-type: none"> Childhood Vaccines: Flu Vaccines: COVID Vaccines: Other Vaccines: 	54 39 1 2 12	42 23 0 1 19	116 72 13 12 21
	TB: <ul style="list-style-type: none"> Skin tests: Other: 	10 10	6 14	9 6



**Jefferson County Board of Health
Minutes of July 11, 2025 Regular Meeting**

Board Members Present:

Karen Bailey-Chapman (Chair) (Virtual)
Brandon Blake (Vice Chair)
Elliot Simon (Virtual)
Ann Smith (Virtual)
Dan Caprio (Virtual)
Jack Hefestay (County Commissioner, Ex-Officio Member)

Board Members Absent: None

Also Present:

Terrence Reidy (Health Officer),
Brandon Rhodes (Administrator)
Lincy Gregory (Nurse Director)
Alexis Davy (Sanitarian Supervisor)
Brandon Wonder (Threat preparedness)
Amber Taylor (CoxHollidaYoung)

Call to Order:

The meeting was called to order by Karen Bailey-Chapman at 9:01 AM

Review of Agenda:

No change in the agenda.

Approval of Minutes:

Elliot Simon made a motion to approve the June 13, 2025 minutes, Brandon Blake seconded, motion passes (5-0).

Public Comment: None

Unfinished Business:

Fiscal Year 2026 Budget:

Administrator Rhodes had sent a revised budget to Board members and this was reviewed. The Family Planning Grant and CD infrastructure Grant funds for Fiscal Year 2026 are uncertain and are not included in the revenue. In this budget the revenue from clinical services is decreased to be similar to that achieved in FY 2025. Environmental Services Revenue is projected to be similar to FY2025. This will be reviewed next month when the Fiscal Year 2025 is finalized.

Program Plan for Fiscal Year 2026:

This has been reviewed by the Board. Brandon Blake moved to approve the Fiscal Year 2026 Program Plan as written, motion seconded by Ann Smith. Motion passed 5-0.

New Business

Financial Update CoxHollidaYoung – Amber Taylor provided an overview of the financial reports.

May 2025 Final Financial Report- The unreconciled bank balance of \$387,620 was \$20,000 above the conservative reserve requirement. Total revenue for May was \$145,000, reduced by salaries and wages of \$162,000 and operating expenses of \$30,000. There was a surplus for the month of May of \$47,000. The fiscal year to date total revenue was \$1,400,000, reduced by salaries and wages of \$1,200,000 and operating expenses of \$344,000, which leads to a year-to-date deficit of \$197,000. Accounts receivable at \$226,894 with no receivable accounting for more than 10%. Discussion about writing off of some of the accounts receivable over 365 days and adding this amount to the operational expenses for the FY26 budget

June 2025 Preliminary Financial Report- The unreconciled bank balance of \$430,557 is \$16,610 above the conservative reserve requirement. Total revenue for June was \$22,739, reduced by salaries and wages of \$98,000 and operating expenses of \$9,000. This led to a deficit for the month of June of \$84,708. Fiscal year-to-date total revenue is \$1,400,000, reduced by salaries and wages of \$1,300,000 and operating expenses of \$354,000, which leads to a year-to-date deficit of \$282,000. Accounts receivable \$126,500. No single client was responsible for more than 10% of the accounts receivable.

Brandon Blake made a motion to accept the May 2025 Final Financial Report, Ann Smith seconded, motion passed (5-0).

Agency Activity Reports:

- Environmental Activity Report- Sanitarian Supervisor Alexis Davy noted that in June one sanitarian-in-training resigned and transferred to the Berkeley-Morgan County Health Department for the same role but with a salary increase. In June more than 100 inspections were completed. There have been fewer septic applications in the past month, but construction of the systems approved in the last few months is starting and final inspections will be upcoming. Animal Bites reporting is now managed by the Clinical Department.
- Threat Preparedness Report- Brandon Rhodes noted that the Threat Preparedness program is being revised with the Threat Preparedness Coordinator now doing sanitarian duties.
- Clinical Activity Report- Nursing Director Lincy Gregory noted no major change in activities. Increased vaccinations are expected during the summer. There is the possibility that the Family Planning Grant may be eliminated.
- Health Officer Report- Dr. Reidy discussed the plan to continue family planning (reproductive health, contraception) services even if the Title X Family Planning Program Grant does not continue. We now provide these services to insured individuals.
The way our financial reports are currently presented it is difficult to determine what services are provided in some of the line items. We plan to rearrange some of the categories and names to improve understanding of what we are reporting.
Threat Preparedness involves many areas which involve Health Department activities. Had a recent regional tabletop exercise regarding drought. We do not presently have a good warning system of when the water table is low.
- Administrator Report: Administrator Brandon Rhodes noted that Jefferson County Commission has closed the purchase of the new building. He and Dr. Gregory did tour the facility,



**Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
June 2025 Activities**

Services Unit/Program				
Environmental Health	Activities	Current Month (Jun)	Previous Month (May)	12 Month Average
	Food inspections: <ul style="list-style-type: none"> • Inspection Total • Complaint/Compliance • Closures: 	96 4 0	45 4 0	42 4 1
	Food handler cards:	83	107	96
	General Sanitation and Pool inspections: <ul style="list-style-type: none"> • Gen San Inspection Total • Pool Inspection Total • Complaints: 	9 3 2	0 9 1	9 2 1
	Well and Septic information requests:	37	70	32
	Well and Septic site evaluations:	38	42	32
	Well and Septic permits issued:	22	44	24
	Well and Septic permit applications:	35	39	28
	Septic finals:	21	14	13
	Septic permit denials:	6	6	3
	Well and/or Septic Complaints	0	1	1
	Subdivision <ul style="list-style-type: none"> • Applications • Lots Evaluated 	1 2	3 9	5 20
	Home loan evaluations: <ul style="list-style-type: none"> • Water evaluations: • Septic evaluations: • Letters: 	4 2 0	10 9 0	3 2 1
	Animal encounters (bites and scratches) reports: <ul style="list-style-type: none"> • Tested positive: 	22 0	23 0	24

25



**Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
June 2025 Activities**

Threat Prep	Activities			
	<ul style="list-style-type: none"> ● Basic Threat Preparedness Tasks 			

Clinical Services	Activities	Current Month (June)	Previous Month (May)	12 month Average
	Family Planning: <ul style="list-style-type: none"> ● Patient encounters: 	15	23	26
	Breast and Cervical Cancer Screening Program: <ul style="list-style-type: none"> ● Patient encounters: 	1	1	2
	Sexually Transmitted Infections: <ul style="list-style-type: none"> ● Patient encounters: ● Patients treated with medication: 	25 6	12 6	19 4
	Vaccinations: <ul style="list-style-type: none"> ● Total Vaccines administered: <ul style="list-style-type: none"> ○ Childhood Vaccines: ○ Flu Vaccines: ○ COVID Vaccines: ○ Other Vaccines: 	57 45 0 0 12	54 39 1 2 12	116 73 13 12 21
	TB: <ul style="list-style-type: none"> ● Skin tests: ● Other: 	8 6	6 14	9 6



Jefferson County Board of Health
Minutes of August 8, 2025 Regular Meeting

Board Members Present:

Karen Bailey-Chapman (Chair)
Brandon Blake (Vice Chair)
Ann Smith

Board Members Absent:

Dan Caprio
Elliot Simon (New member has not yet been appointed by the County Commission)
Jack Hefestay (County Commissioner, Ex-Officio Member)

Also Present:

Terrence Reidy (Health Officer),
Brandon Rhodes (Administrator)
Lincy Gregory (Nurse Director)
Alexis Davy (Sanitarian Supervisor)
Amber Taylor (CoxHollidaYoung)
Krista Allison, Office Assistant
Derek Hodges (WVU Family Medicine Resident)

Call to Order:

The meeting was called to order by Karen Bailey-Chapman at 9:02 AM

Review of Agenda:

No change in the agenda.

Approval of Minutes:

Ann Smith made a motion to approve the July 11, 2025 minutes, Brandon Blake seconded, and the motion passed (3-0).

Public Comment: None

Unfinished Business:

Fiscal Year 2026 Budget:

Administrator Rhodes had sent a revised budget to Board members and this was reviewed. We were awarded the CDC Infrastructure Grant for \$92,000 and this has been added back to the Budget. In this budget the revenue from clinical services is decreased to be similar to that achieved in FY 2025. Environmental Services Revenue is projected to be similar to FY2025.

We are looking at ways to reduce some expenses. These possible changes are not reflected in the budget.

Ann Smith made a motion to accept the revised budget for 2026, Brandon Blake seconded, and the motion and the motion passed (3-0).

New Business

Audit Fiscal Year 2024- The Audit was performed virtually. We have received the preliminary report with no abnormal findings. The final Audit Report is expected before the next Board meeting.

Discussion of Information Technology, Human Resources, and Health insurance Providers- Mr. Rhodes reviewed possible advantages of changing the vendors who provide some of our support services and employee benefits. We are evaluating other providers of employee health insurance (currently PEIA WV Public Employees Insurance Agency), information technology support (currently WV Office of Technology), and human resources support (currently WV Division of Personnel).

Financial Update CoxHollidaYoung – Amber Taylor provided an overview of the financial reports.

June 2025 Final Financial Report- The unreconciled bank balance of \$426,000 was \$24,655 below the conservative reserve requirement. Total revenue for June was \$54,000, reduced by salaries and wages of \$98,000 and operating expenses of \$22,000. There was a deficit for the month of June of \$66,000. The fiscal year-to-date total revenue was \$1,520,000, reduced by salaries and wages of \$1,345,000 and operating expenses of \$371,000, with a year-to-date deficit of \$196,000. Accounts receivable at \$269,000 with 55% (\$147,000) due to the West Virginia Treasury.

July 2025 Preliminary Financial Report- The unreconciled bank balance of \$517,000 is \$75,000 above the conservative reserve requirement. Total revenue for July was \$167,000, reduced by salaries and wages of \$101,000 and operating expenses of \$8,000. This led to a surplus for the month of July of \$58,000. Accounts receivable at \$180,000 with 32% (\$58,000) due to West Virginia Treasury.

The accounts receivable was discussed. A medical billing company will be working with us to address the old accounts receivable.

Ann Smith made a motion to accept the Final Financial Report for June 2025 and Fiscal Year 2025. Brandon Blake seconded, and the motion passed (3-0).

Agency Activity Reports:


- Environmental Activity Report- Sanitarian Supervisor Alexis Davy reported on the progress of the two new sanitarians. Six months since starting their training they are almost licensed. Inspection numbers were reviewed. New subdivision requests have continued.
- Threat Preparedness Report- Brandon Rhodes reviewed the incident of storm damage to Charles Towers that required sudden evacuation (about 90 residents). The Jefferson County Health Department participated in the shelter response with the Red Cross, WVU Medicine, Jefferson County Community Ministries, and many other agencies.
- Clinical Activity Report- Nursing Director Lincy Gregory noted increased vaccinations as expected during the summer. They had a vaccine clinic in Charles Town the preceding week. She has started seeing substance use disorder patients for medication-assisted treatment.
- Health Officer Report- Dr. Reidy noted we did receive \$20,000 from the Jefferson County Board of Education. The Health Officer attended a Reunification Training last week with other first responders. Alexis Davy attended the training in Morgantown several months ago. This is for addressing the scenario of evacuation of children and then reunification with families after a violent incident.
- Health Administrator Report: Administrator Brandon Rhodes noted that Alexis Davy had applied for and received a radon grant. This will support dissemination of information and radon test kits. The Health Department will have a booth at the County Fair next week.

Next Meeting- Scheduled for September 11, 2025, at 9:00 AM.

Ann Smith made a motion to adjourn the meeting, Brandon Blake seconded, and the motion passed (3-0).

Meeting adjourned 10:02 A.M.

Respectfully submitted,



Terrence Reidy, MD, MPH
Health Officer



**Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
July 2025 Activities**

Services Unit/Program				
Environmental Health	Activities	Current Month (Jun)	Previous Month (May)	12 Month Average
	Food inspections: <ul style="list-style-type: none"> • Inspection Total • Complaint/Compliance • Closures: 	53 3 1	96 4 0	43 4 1
	Food handler cards:	99	83	96
	General Sanitation and Pool inspections: <ul style="list-style-type: none"> • Gen San Inspection Total • Pool Inspection Total • Complaints: 	13 11 7	9 3 2	9 3 1
	Well and Septic information requests:	67	37	45
	Well and Septic site evaluations:	41	38	33
	Well and Septic permits issued:	31	22	25
	Well and Septic permit applications:	39	35	29
	Septic finals:	20	21	14
	Septic permit denials:	2	6	3
	Well and/or Septic Complaints	2	0	1
	Subdivision <ul style="list-style-type: none"> • Applications • Lots Evaluated 	4 65	1 2	5 27
	Home loan evaluations: <ul style="list-style-type: none"> • Water evaluations: • Septic evaluations: • Letters: 	4 1 0	4 2 0	3 2 1
	Animal encounters (bites and scratches) reports:	34	22	25



**Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
July 2025 Activities**

	<ul style="list-style-type: none"> • Tested positive: 	0	0	
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Threat Prep	Activities			
	<ul style="list-style-type: none"> • Basic Threat Preparedness Tasks 			

Clinical Services	Activities	Current Month (July)	Previous Month (June)	12 month Average
	Family Planning: <ul style="list-style-type: none"> • Patient encounters: 	15	15	23
	Breast and Cervical Cancer Screening Program: <ul style="list-style-type: none"> • Patient encounters: 	2	1	3
	Sexually Transmitted Infections: <ul style="list-style-type: none"> • Patient encounters: • Patients treated with medication: 	36 5	25 6	21 4
	Vaccinations: <ul style="list-style-type: none"> • Total Vaccines administered: <ul style="list-style-type: none"> ○ Childhood Vaccines: ○ Flu Vaccines: ○ COVID Vaccines: ○ Other Vaccines: 	78 67 0 0 11	57 45 0 0 12	115 74 13 12 18
	TB: <ul style="list-style-type: none"> • Skin tests: • Other: 	15 9	8 6	9 6

Jefferson County Board of Health
Minutes of September 12, 2025 Regular Meeting



Board Members Present:

Karen Bailey-Chapman (Chair)
Brandon Blake (Vice Chair)
Ann Smith
Jack Hefestay (County Commissioner, Ex-Officio Member)

Board Members Absent:

Dan Caprio
Elliot Simon (New member has not yet been appointed by the County Commission)

Also Present:

Terrence Reidy (Health Officer),
Brandon Rhodes (Administrator)
Lincy Gregory (Nurse Director)
Alexis Davy (Sanitarian Supervisor)
Amber Taylor (CoxHollidaYoung)
Brandon Wonder

Call to Order:

The meeting was called to order by Karen Bailey-Chapman at 9:01 AM

Review of Agenda:

The order of the New Business items was changed.

Approval of Minutes:

Ann Smith made a motion to accept the Audit for Fiscal Year 2024. Brandon Blake seconded, and the motion passed (3-0).

Public Comment: None

Unfinished Business:

Report of Audit for Fiscal Year 2024:

The report on the Audit for Fiscal Year 2024 has been provided for the Board. There were no issues identified by the accountant. We expect the audit of FY 2025 to occur before November.

Ann Smith made a motion to accept the revised budget for 2026, Brandon Blake seconded, and the motion passed (3-0).

New Business

- Financial Update CoxHollidaYoung – Amber Taylor provided an overview of the financial reports.

July 2025 Final Financial Report- The unreconciled bank balance of \$525,000 was \$83,000 above the conservative reserve requirement. Total revenue for July was \$158,000, reduced by salaries and wages of \$101,000 and operating expenses of \$9,000. There was a surplus for the

month of July of \$58,000. Accounts receivable at \$174,000 with 33% due to the West Virginia Treasury.

August 2025 Preliminary Financial Report- The unreconciled bank balance of \$439,000 is \$11,500 above the conservative reserve requirement. Total revenue for August was \$70,000, reduced by salaries and wages of \$83,000 and operating expenses of \$11,000. This led to a deficit for the month of August of \$24,800. Fiscal year-to-date revenue of 238,000, salaries 184,000, operating expenses 20,700 and Surplus of 33,000. Accounts receivable at \$209,000 with 37% (\$58,000) due to West Virginia Treasury.

The accounts receivable was discussed. A medical billing company will be working with us to address the old accounts receivable.

Ann Smith made a motion to accept the Final Financial Report for July 2025 Brandon Blake seconded, and the motion passed (3-0).

- Change to payroll software. Mr. Rhodes discussed the process of evaluation of payroll management software and comparison to present program. Potential changes in the carriers of health insurance and other employee benefits was also discussed.
- Sanitarian Training in West Virginia was briefly discussed.
- The current Board of Health Rule section 4.2 Food Protection Management. Section 4.2 Food Workers states “Effective August 30, 2019, whenever food is being prepared or in food establishments (including temporary food establishment), the “person-in-charge” on the premises shall be a currently certified Food Protection Manager...”

The current Code of State Rules Title 64 Series 17 Section 4.3.1 says “this does not apply to... temporary food establishments”.

Motion was made by Karen Bailey-Chapman to Amend Section 4.2 “Food Workers’ of the Jefferson County Board of Health Local Rules, Policies, and Procedures to read as stated:

“Food Protection Managers -Effective ~~December 1, 2025~~ ~~August 30, 2019~~, whenever food is being prepared or served in food establishments (~~except including~~ temporary food Establishments, per WV 64CSR17), the "person in charge" on the premises shall be a currently certified Food Protection Manager through one of the WV Approved ANSI/CFP-accredited Food Protection Manager certification programs. A waiver of this requirement may be made for temporary food vendors serving only prepackaged foods if they possess a current Jefferson County or West Virginia statewide food handler card.

Food Handlers - Effective January 1, 2019, every food handler in Jefferson County shall possess a current food handler card issued by the Jefferson County Health Department or a statewide food handler card issued by another West Virginia jurisdiction. A food handler card shall not be issued unless the person has completed either a food handler training course conducted by the Jefferson County Health Department or an online ANSI-accredited food handler training course within the previous 30 days.”

Note- Strike-throughs indicate language that would be stricken from the present rule and underscoring indicates new language that would be added.

Motion was seconded by Brandon Blake and the motion was approved (3-0)

Per a Special Board of Health meeting for Public Comment within 30 days. The County Commission will then need to review and their approval is needed.

Agency Activity Reports:

- Environmental Activity Report- Sanitarian Supervisor Alexis Davy reported it was a busy month. Here were 17 food vendors at the County Fair and the 12 temporary vendors at the Charles Town Classic. The Health Department also had a booth at booth at the Fair. The hiring process for a new sanitarian continues. New permit applications decreased last month.
- Threat Preparedness Report- Brandon Rhodes noted that an After-Action Review meeting was held with many of the agencies involved in the July emergency evacuation of Charles Towers.
- Clinical Activity Report- Nursing Director Lincy Gregory noted vaccinations increased as expected with return to school. The second special clinic is tomorrow. She has started seeing substance use disorder patients for medication-assisted treatment. The Save-A-Life Day event with naloxone awareness and distribution is scheduled September 25. October is Breast Cancer Awareness month. As part of this October 10 will be Wear Pink Day at the Jefferson County Health Department.
- Health Officer Report- Dr. Reidy noted the meeting regarding Charles Towers reinforced the need ideas to prepare for future events. The County Commission has not yet appointed a new Board Member. We do have influenza vaccine. The COVID vaccine is expected soon.
- Health Administrator Report: Administrator Brandon Rhodes noted that several staff will be going to the West Virginia Public Association meeting for 3 days next week. This morning the Notice of Funding Opportunity for the QRT Grant for the period Sept 1, 2025 through August 30, 2026 was received and we will submit this application. The QuickBooks accounting software has been changed to the online version.


A Special Meeting for Public Comment on the Amended Section 4.2 "Food Workers" of the Jefferson County Board of Health Local Rules, Policies, and Procedures will be scheduled for October 20 at 9:00 AM

Next Regular Meeting- Scheduled for October September 11, 2025, at 9:00 AM.

Brandon Blake made a motion to adjourn the meeting, Ann Smith seconded, and the motion passed (3-0).

Meeting adjourned 10:33 A.M.

Respectfully submitted,



Terrence Reidy, MD, MPH
Health Officer



**Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
August 2025 Activities**

Services Unit/Program				
Environmental Health	Activities	Current Month (Aug)	Previous Month (Jul)	12 Month Average
	Food inspections: <ul style="list-style-type: none"> ● Inspection Total ● Complaint/Compliance ● Closures: 	69 4 0	53 3 1	45 4 1
	Food handler cards:	142	99	101
	General Sanitation and Pool inspections: <ul style="list-style-type: none"> ● Gen San Inspection Total ● Pool Inspection Total ● Complaints: 	50 9 4	13 11 7	13 3 2
	Well and Septic information requests:	59	67	46
	Well and Septic site evaluations:	25	41	33
	Well and Septic permits issued:	22	31	24
	Well and Septic permit applications:	33	39	29
	Septic finals:	25	20	15
	Septic permit denials:	2	2	3
	Well and/or Septic Complaints	4	2	2
	Subdivision <ul style="list-style-type: none"> ● Applications ● Lots Evaluated 	2 7	4 65	4 2
	Home loan evaluations: <ul style="list-style-type: none"> ● Water evaluations: ● Septic evaluations: ● Letters: 	3 6 2	4 1 0	3 2 1
	Animal encounters (bites and scratches) reports: <ul style="list-style-type: none"> ● Tested positive: 	25 0	34 0	25 0

33



**Jefferson County Health Department, WV
 Monthly Activity Report for the Board of Health
 August 2025 Activities**

Threat Prep	Activities			
	<ul style="list-style-type: none"> Basic Threat Preparedness Tasks 			

Clinical Services	Activities	Current Month (Aug)	Previous Month (July)	12 month Average
	Family Planning: <ul style="list-style-type: none"> Patient encounters: 	22	21	23
	Breast and Cervical Cancer Screening Program: <ul style="list-style-type: none"> Patient encounters: 	1	0	3
	Sexually Transmitted Infections: <ul style="list-style-type: none"> Patient encounters: Patients treated with medication: 	28 5	31 6	21 4
	Vaccinations: <ul style="list-style-type: none"> Total Vaccines administered: <ul style="list-style-type: none"> Childhood Vaccines: Flu Vaccines: COVID Vaccines: Other Vaccines: 	299 279 0 0 20	78 67 0 0 1	115 74 13 12 18
	TB: <ul style="list-style-type: none"> Skin tests: Other: 		15 9	9 6



**Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
September 2025 Activities**

Services Unit/Program				
Environmental Health	Activities	Current Month (Sept)	Previous Month (Aug)	12 Month Average
	Food inspections: <ul style="list-style-type: none"> • Inspection Total • Complaint/Compliance • Closures: 	50 8 0	69 4 0	45 4 1
	Food handler cards:	97	142	100
	General Sanitation and Pool inspections: <ul style="list-style-type: none"> • Gen San Inspection Total • Pool Inspection Total • Complaints: 	11 0 4	50 9 4	13 3 2
	Well and Septic information requests:	53	59	46
	Well and Septic site evaluations:	50	25	34
	Well and Septic permits issued:	33	22	25
	Well and Septic permit applications:	39	33	30
	Septic finals:	15	25	15
	Septic permit denials:	3	2	3
	Well and/or Septic Complaints	2	4	2
	Subdivision <ul style="list-style-type: none"> • Applications • Lots Evaluated 	2 11	2 7	4 23
	Home loan evaluations: <ul style="list-style-type: none"> • Water evaluations: • Septic evaluations: • Letters: 	9 5 2	3 6 2	3 2 1



**Jefferson County Health Department, WV
Monthly Activity Report for the Board of Health
September 2025 Activities**

Clinical Services	Activities	Current Month (Sept)	Previous Month (Aug)	12 month Average
	Family Planning: <ul style="list-style-type: none"> ● Patient encounters: 	25	22	23
	Breast and Cervical Cancer Screening Program: <ul style="list-style-type: none"> ● Patient encounters: 	1	1	2
	Sexually Transmitted Infections: <ul style="list-style-type: none"> ● Patient encounters: ● Patients treated with medication: 	28 6	28 5	20 4
	Vaccinations: <ul style="list-style-type: none"> ● Total Vaccines administered: <ul style="list-style-type: none"> ○ Childhood Vaccines: ○ Flu Vaccines: ○ COVID Vaccines: ○ Other Vaccines: 	184 151 16 0 17	299 279 0 0 20	124 79 14 12 20
	TB: <ul style="list-style-type: none"> ● Skin tests: ● Other: 	07 08	02 17	8 6
	Animal Encounters <ul style="list-style-type: none"> ● Bites ● Positive 	31 0	25 0	25 0

JCCInfo

From: Matt Knott <matt@riverriders.com>
Sent: Monday, October 20, 2025 5:30 PM
To: JCCInfo
Subject: Public comment on roads

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Hi,

Please allow me to submit this comment in regards to the Townhall meeting related to road conditions in Jefferson County.

Living on Bakerton Rd and having a business (River Riders) that has property there as well, the Harpers Ferry Campground, any efforts that can be put into improving the Bakerton underpass are greatly needed.

The underpass really needs to be widened into two lanes and heightened. It is the location of regular incidents regarding delivery trucks being stuck and also a constant source of frustration for the residents having to alternate and blow their horns because you cannot see through the tunnel as it is a 90° angle approach.

As an interim measure, making the turn wider on the river side of the underpass so cars are at least facing each other as they approach the intersection would be a big improvement, but in the long run, the underpass needs to be enlarged. Thank you.

Matt

Matt Knott

Bound for Adventure Companies

Harpers Ferry WaterPark- New for 2025!

Snow Riders

River Riders, Inc

www.riverriders.com

Wilderness Voyageurs

www.wilderness-voyageurs.com

Nationwide bike tours

Harpers Ferry WaterPark

www.harpersferrywaterpark.com

304-671-7199

JCCInfo

From: wrsssatty@aol.com
Sent: Monday, October 20, 2025 12:44 PM
To: JCCInfo
Subject: Town Hall on Road Conditions

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

I know this is tantamount to asking that the barn door be closed after the horse gets out, but that new 4-way stop on Flowing Springs Road at the new housing development and the exit ramp from Route 9 south is a disaster. As much as I hate traffic circles, that should have been a traffic circle, and there is enough land around it that it could have been a traffic circle. And now that they have created turning lanes, too, it's that much more chaotic.

William R. Stanley
536 Deer Mountain Dr.
Harpers Ferry, WV 25425-5460

JCCInfo

From: Mark Muse <1xmmuse@gmail.com>
Sent: Monday, October 20, 2025 11:31 AM
To: JCCInfo
Subject: Road conditions in Jefferson County

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

I have two issues:

- 1) The standards for secondary roads in West Virginia are really poor. My biggest gripe is there are no berms, and often high brush and/or forest stops at the edge of the pavement. As a result if a deer steps out of the woods it is already on the pavement and an approaching driver has little time to react. In addition, sometimes there is a death dealing drop-off and/or trees at the edge of the pavement, should the driver happen to momentarily lose control due to snow, ice, swerving to miss a creature, or distraction.
- 2) Some people drive at crazy speeds on these secondary roads. There is a straight stretch on Knott Road near my house, where some people drive at 60-70 mph - often in very large pickup trucks. I have almost been clipped several times pulling out of my driveway. And this is at the end of River Road where traffic enters Knott Rd. There seems to be no enforcement, but I understand that. Maybe we need some speed bumps, or a few strategically placed pot holes.

Sincerely,
Mark Muse