



# JEFFERSON COUNTY COMMISSION

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Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT

*Pasha Majdi*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*Mike Mood*

COMMISSIONER

*Steve Stolipher*

## MEETING AGENDA

### JEFFERSON COUNTY COMMISSION

Thursday, December 18, 2025

Commission Town Hall: 5:30 pm

Commission meeting: 6:00 pm

County Commission Meeting Room

393 N. Lawrence Street, Charles Town, WV—please use East Entrance

### **Zoom Broadcast (live):**

<https://us06web.zoom.us/j/85889721834?pwd=tvF0gUSCbM17PRTV5N20jspxlM7Vu5.1>

Meeting ID: 858 8972 1834

Passcode: 534523

The Commission will accept public comments for fifteen minutes at the beginning of each meeting. Should public comment exceed the fifteen-minute threshold, the Commission will hear the remaining public comments after the final agenda item.

Public comments are accepted in person or via email- [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org)

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### **Town Hall: 5:30 pm**

**Town Hall Topic:** Ambulance Fee Collections and Efficiency of Operations

### **Jefferson County Commission Meeting Agenda: 6:00 pm**

#### **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 ([pgs. 5-20](#))
  - a. December 4, 2025 Regular Meeting Minutes DRAFT

2. Approval of Accounts Payable:

- |                      |               |
|----------------------|---------------|
| a. December 3, 2025  | \$ 292,130.96 |
| b. December 10, 2025 | \$ 710,377.42 |

3. Approval of Manual Checks:

- |                      |                 |
|----------------------|-----------------|
| a. December 3, 2025  | \$ 5,970.00     |
| b. December 10, 2025 | \$ 1,147,280.16 |

4. Approval of Payroll:

- |                     |               |
|---------------------|---------------|
| a. December 5, 2025 | \$ 514,532.98 |
|---------------------|---------------|

5. Approval of Requisitions: (pg. 21)

- |                      |              |
|----------------------|--------------|
| a. December 18, 2025 | \$ 89,012.00 |
|----------------------|--------------|

6. Approval of Hire: (pgs. 22-24)

- Approval of Hires- 911 Dispatchers – Jefferson County Department of Emergency Communications
- Approval of Hire- Deputy Director- Jefferson County Department of Emergency Communications
- Approval of Hire- IT Team Lead- Jefferson County Department of IT and GIS
- Recognition: Krista Hoffman

**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 entrance of the room. Please note the agenda item for which you are speaking and your home address.

Please feel free to submit comments via email to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org). Your name and any written comments submitted for the record will be included in the minutes.

**VIII. Regular Agenda- It is expected that all items will include discussion and possible action**

**New Business**

1. 6:10 pm Angie Banks, Jefferson County Assessor (pgs. 25-26)
  - 1.1 Exonerations
2. 6:15 pm WVU Extension Presentation on county-wide Programs (pgs. 27-42)
3. 6:30 pm Adam Ward, Jefferson County Prosecuting Attorney (pgs. 43-45)
  - 3.1 Approval of Hire- Assistant Prosecuting Attorney – Jefferson County Prosecuting Attorney Office
  - 3.2 VOCA Grant Contract Approval and Signature
4. 6:35 pm Tom Hansen, Jefferson County Sheriff and Treasurer (pgs. 46-47)
  - 4.1 Approval of Hire- School Safety Officer– Jefferson County Sheriff’s Office
5. 6:40 pm Krista Hoffman, Jefferson County Development Authority (pgs. 48-50)
  - 5.1 Local Economic Development Grant Resolution Approval
  - 5.2 Letter to the Governor regarding economic development
6. 6:50 pm Boards and Commissions (pgs. 51-77)
  - 6.1 Consider the appointments, membership, and makeup of the following boards
    - 6.1.1 Board of Zoning Appeals
    - 6.1.2 Hagerstown-Eastern Panhandle Metropolitan Planning Organization
    - 6.1.3 Agritourism Taskforce- bylaws
    - 6.1.4 Tasks and direction of the Jefferson County Water Advisory Committee (Mood)
7. 7:20 pm Public Hearing: Ambulance Fee Collections and Efficiency of Operations
8. 8:20 pm David Bound, chief financial officer (pgs. 78-83)
  - 8.1 Commission Ambulance Fee Exonerations
  - 8.2 Budget adjustments
9. 8:25 pm Nathan Cochran, Prosecuting Attorney’s Office (pg. 84)
  - 9.1 Review and discussion of Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff’s Department and the Corporation of Bolivar

for Public Safety Services and Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services

9.2 Review and develop legal strategy with counsel in the ongoing Opioid PBM litigation case.

10. 8:30 pm Edwina Benites-LM, county administrator (pgs. 85-86)
- 10.1 Election of Officers for Calendar Year 2026
    - 9.1.1 President
    - 9.1.2 Vice President
  - 10.2 JCDA executive director position

**IX. Additional public comment.**

**CORRESPONDENCE (pgs. 87-89)**

Jennifer Miller-email  
Kristin Stover-email