



# JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

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

PRESIDENT

*Pasha Majdi*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Cara Keys*

COMMISSIONER

*Mike Mood*

COMMISSIONER

*Steve Stolipher*

## MEETING AGENDA

### JEFFERSON COUNTY COMMISSION

Thursday, January 8, 2026

Commission meeting: 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/88386890629?pwd=mJJfA7WBC2HbS0jUNonajswVnebL5A.1>

Meeting ID: 883 8689 0629

Passcode: 820221

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@jeffcowv.gov](mailto:info@jeffcowv.gov)

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#### **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. December 18, 2025 Regular Meeting Minutes DRAFT (pgs. 5-44)

2. **Approval of Accounts Payable:**

- a. December 18, 2025   \$ 585,360.92  
b. December 23, 2025   \$ 119,337.47

3. **Approval of Manual Checks:**

- a. December 18, 2025 \$ 756,454.11
  - b. December 23, 2025 \$ 119,253.50
4. Approval of Payroll:
- a. December 19, 2025 \$ 475,154.43
5. Approval of Requisitions: (pg. 45)
- a. January 8, 2026 \$ 344,095.07
6. Approval of Hires: (pgs. 46-48)
- a. Approval of Hires—911 Dispatchers—Jefferson County Department of Emergency Communications
  - b. Approval of Employee Change in Status- 70 hours to 80 hours—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 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. 9:40 am Angie Banks, Jefferson County Assessor (pgs. 49-50)
  - 1.1 Approval of Board of Review dates, time, and location
- 2. 9:45 am Years of Service Awards

3. 10:00 am Jessica James, chief human resources officer (pgs. 51-60)
    - 3.1 Approval of Telework Policy and Employee Telework Agreement
    - 3.2 Approval of Updated Inclement Weather Policy
    - 3.3 Approval of Deputy Position Upgrade- Office of Homeland Security and Emergency Management
    - 3.4 Appointment of Interim Director and Interim Deputy Director of Jefferson County Emergency Services Agency
  4. 10:30 am Tara Vann, director of Emergency Communications Center (pg. 61)
    - 4.1 Accreditation of Jefferson County Emergency Communications Center
  5. 10:50 am Roger Goodwin, director of Engineering, Planning, and Zoning (pgs. 62-67)
    - 5.1 Reduce Commercial Bonds for Business Attraction (Keys)
    - 5.2 Request approval to amend Board of Education Impact Fees- FY 2026 Capital Improvement Plan
  6. 11:00 am Public Hearing: 55+ Age Restricted Communities Text Amendment to the Impact Fees Procedures Ordinance (pgs. 68-98)
  7. 11:10 am Roger Goodwin, director of Engineering, Planning, and Zoning
    - 7.1 Action on 55+ Age Restricted Communities Text Amendment to the Impact Fees Procedures Ordinance
  8. 11:30 am David Bound, chief financial officer (pgs. 100-115)
    - 8.1 Commission Ambulance Fee exonerations
    - 8.2 Budget adjustments
    - 8.3 Allocations of the State All-County Fire Protection Fund
    - 8.4 Selection of firm to conduct the annual Commission audit
    - 8.5 FY27 Budget Charge
    - 8.6 Records Management and Preservation Board grant application and supporting documentation
    - 8.7 Artist Selection Committee for WV250 Mural
  9. 11:50 am Nathan Cochran, Jefferson County Prosecuting Attorney's Office
    - 9.1 Charles Town Utility Board Capacity Improvement Fee litigation
  10. 11:55 am Edwina Benites-LM, county administrator (pgs. 116-125)
    - 10.1 National Burn Awareness Week proclamation
    - 10.2 Agritourism Taskforce Bylaws
- \*\* Recess \*\***
- 11 2:00 pm Legislative priorities
  12. 3:00 pm Selection of committees and boards for Calendar Year 2026

**IX. Additional public comment.**

**CORRESPONDENCE (pgs. 126-171)**

LEPC Meeting Minutes  
Email from Sheriff's department  
Charlotte Fremaux, email  
Loudoun County Board of Supervisors letter  
Terry Thorson, email  
Mary Ann Walsh, email