



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, January 22, 2026

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/join/9876543210>

Meeting ID: 899 2596 2125

Passcode: 002518

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

Town Hall: 5:30 pm

Town Hall Topic: Jefferson County Commission Priorities for 2026

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**

- a. January 8, 2026 Regular Meeting DRAFT Minutes (pgs. 5-21)

2. Approval of Accounts Payable:
 - a. December 30, 2025 \$ 287,477.30
 - b. January 7, 2026 \$ 436,266.78
 - c. January 14, 2026 \$ 415,787.78

3. Approval of Manual Checks:
 - a. December 30, 2025 None
 - b. January 7, 2026 \$ 85,815.32
 - c. January 14, 2026 \$ 628,093.58

4. Approval of Payroll:
 - a. January 2, 2026 \$ 512,703.50
 - b. January 16, 2026 \$ 508,289.39

5. Approval of Requisitions: (pg. 22)
 - a. January 22, 2026 \$ 57,746.33

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. 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. 6:05 pm Nikki Painter, County Clerk's Office (pgs. 23-27)
 - 1.1 Monthly Review of New Estates, Accountings, Waivers of Final Settlement
 - 1.2 Approve splitting precinct 19, St. James Catholic Church into 19 A & B
2. 6:10 pm Tom Hansen, Jefferson County Sheriff and Treasurer (pg. 28)
 - 2.1 Bailiff changes
3. 6:20 pm Laura Kuhn, director Fleet & Facilities Management (pgs. 29-31)
 - 3.1 Approval of Floor Plan Design-Jefferson County Government Center – 393 North Lawrence Street
4. 6:30 pm Boards and Commissions (pg. 32)
 - 4.1 To set the annual public hearing on the Eastern Panhandle HOME Consortium Council
5. 6:35 pm David Bound, chief financial officer (pgs. 33-34)
 - 5.1 Commission Ambulance Fee Exonerations
6. 6:40 pm Nathan Cochran, assistant prosecuting attorney (pg. 35)
 - 6.1 Discussion of process and procedure to assist Bolivar with building inspections
7. 6:45 pm Edwina Benites-LM, county administrator (pgs. 36-40)
 - 7.1 Repeal of outdated policies
 - 7.1.1 Cable Channel Policy (903)
 - 7.1.2 Day Book Policy (911)
8. 6:50 pm Roger Goodwin, director of Engineering, Planning and Zoning (pgs. 41-168)
 - 8.1 Complete bond release for Irrevocable Letter of Credit 522022 with Jefferson Security Bank for RTD Properties, LLC-Burr Business Park Lot 29 file# 22-10-SP
 - 8.2 Bond reduction for Performance Bond 800203175 with Atlantic Specialty Insurance Company for Harvest Homes, LLC-Hallmark Glen Subdivision file# 25-4-SD
 - 8.3 Complete bond release for Irrevocable Letter of Credit SB5479200001 with M&T Bank for KE Colonial, LLC-Colonial Hills Phase 3 file #05-38 as it is being replaced by Performance Bond PS10007 with Palomar Specialty Insurance Company under new owners Compass Colonial Hills, LLC
 - 8.4 Complete bond release for Irrevocable Letter of Credit SB2570190001 with M&T Bank for KE Colonial, LLC-

Colonial Hills Phase 3A file # 17-06 as it is being replaced by Performance Bond PS10008 with Palomar Specialty Insurance Company under new owners Compass Colonial Hills, LLC

9. 7:00 pm Staff Report on the proposed Historic Resources text amendment to the Subdivision Regulations
 - 9.1 Public Hearing on the proposed Historic Resources text amendment to the Subdivision Regulations
 - 9.2 Commission action regarding the proposed Historic Resources text amendment to the Subdivision Regulations

10. 7:10 pm Staff report on the amendment of the Office Commercial Zoning District
 - 10.1 Public Hearing on the amendment of the Office Commercial Zoning District
 - 10.2 Commission action regarding the amendment of the Office Commercial Zoning District

11. 7:20 pm Staff Report on the proposed Residential Commercial Zoning District text amendment to the Zoning Ordinance and Subdivision Regulations
 - 11.1 Public Hearing on the proposed Residential Commercial Zoning District text amendment to the Zoning Ordinance and Subdivision Regulations
 - 11.2 Commission action regarding the amendment of the Office Commercial Zoning District

12. 7:30 pm Staff Report on the proposed Rural Residential Zoning District text amendment to the Zoning Ordinance and Subdivision Regulations
 - 12.1 Public Hearing on the proposed Rural Residential Zoning District text amendment to the Zoning Ordinance and Subdivision Regulations
 - 12.2 Commission action regarding the proposed Rural Residential Zoning District text amendment to the Zoning Ordinance and Subdivision Regulations

IX. Additional public comment.

CORRESPONDENCE (pg. 169)

Harpers Ferry-Bolivar PSD meeting minutes