



# JEFFERSON COUNTY COMMISSION

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

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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, February 5, 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/89995896847?pwd=3Fqb5PqTmSLryYTLdrXMnGEXxvF2Bhd.](https://us06web.zoom.us/j/89995896847?pwd=3Fqb5PqTmSLryYTLdrXMnGEXxvF2Bhd.1)

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Meeting ID: 899 9589 6847

Passcode: 542259

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. January 22, 2026 Regular Meeting Minutes DRAFT (pgs. 5-18)
- b. January 29, 2026 BORE Meeting Minutes DRAFT (pg. 19)

#### 2. Approval of Accounts Payable:

- a. January 21, 2026 \$ 258,604.06
- b. January 28, 2026 \$ 949,617.24

3. Approval of Manual Checks:
  - a. January 21, 2026 \$ 221,436.20
  - b. January 28, 2026 \$ 207,562.48
4. Approval of Payroll:
  - a. January 30, 2026 \$ 513,715.49
5. Approval of Requisitions: (pg. 20)
  - a. February 5, 2026 \$ 91,892.51

## **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@jeffcowv.gov](mailto:info@jeffcowv.gov). 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 Years of Service Awards
2. 9:45 am Rural ambulance service fund (Majdi) (pg. 21)
3. 10:00 am Jessica James, chief human resource director (pgs. 22-29)
  - 3.1 Approval of hire- Director/ Chief- Jefferson County  
Emergency Services Agency

- 3.2 Approval to Appoint- Director Office of Homeland Security and Emergency Management
- 4. 10:15 am Nikki Painter, County Clerk's Office (pgs. 30-35)
  - 4.1 Monthly Review of New Estates, Accountings, Waiver of Final Settlement
  - 4.2 Reopen the Estate of James Laing
  - 4.3 Approval of Extended Emergency Absentee Voting Policy
- 5. 10:20 am Halltown Memorial Chapel Association (Keys) (pgs. 36-37)
- 6. 10:30 am Boards and Commissions (pgs. 38-54)
  - 6.1 Public Hearing – Eastern Panhandle HOME Consortium
  - 6.2 Request for approval of revised Jefferson County Water Advisory Committee bylaws
- 7. 10:45 am Roger Goodwin, director of Engineering, Planning, and Zoning (pgs. 55-57)
  - 7.1 Bond reduction for Performance Bond 82380136 with Federal Insurance Company for DR Horton, INC-Magnolia Springs Phase 3 file # 18-05
- 8. 11:00 am Todd Wilt, City Manager, City of Ranson (pgs. 58-101)
  - 8.1 Consideration of an Order Approving and Confirming the Annexation of Property Described as Brian Run Estates Phase 1, Phase 2, & Phase 3 into the Municipal boundary of the City of Ranson.
- 9. 11:20 am Gabriel Ariezaga, director IT/GIS (pg. 102)
  - 9.1 Constituent request for naming convention deviation in addressing
- 10. 11:30 am David Bound, chief financial officer (pgs. 103-117)
  - 10.1. Commission Ambulance Fee Exonerations
  - 10.2 Budget Adjustments
  - 10.3 County Fire Protection Funding
  - 10.4 Emergency Management Performance Grant (EMPG) reimbursement Grant
  - 10.5 Peoples Bank Grant
  - 10.6 America250 Mural Project Grant
- 11. 12:00 pm Eddie Benites-LM, county administrator (pgs. 118-119)
  - 11.1 Legislative update- West Virginia Legislature
  - 11.2 Legislative update- US Congress
  - 11.3 Update regarding Commission direction of the county administrator to organize a meeting between Charles Town Utility Board, Charles Town, Ranson, and the County on utility board issues

**IX. Additional public comment.**

**CORRESPONDENCE (pgs. 120-157)**

Heidi Parker, CTUB Meeting Minutes  
Mark Werner, email correspondence

**Minutes**  
**Jefferson County Commission**  
**Thursday, January 22, 2026**

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A town hall and meeting of the Jefferson County Commission was held on Thursday, January 22, 2026, during the second quarterly session at 393 N. Lawrence Street, Charles Town, WV at 5:30 pm. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Cara Keys, Commissioner Steve Stolipher, Commissioner Mike Mood, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; and Nathan Cochran, Assistant Prosecuting Attorney. The archived town hall and meeting of the Thursday, January 22, 2026, 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 items were approved without objection.

- January 8, 2026 Regular Meeting Minutes DRAFT

**2. APPROVAL OF ACCOUNTS PAYABLE**

The following items were approved without objection:

- Accounts payable for December 30, 2025           None
- Accounts payable for January 7, 2026           \$ 436,266.78

CHECK NUMBER		VENDOR NAME	UNCLEARED
93728		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,719.90

93729		AT&T BILL PAYMENT	1.33
93730		ATLANTIC OCCUPSYCH INC.	1,875.00
93731		BERKELEY CLUB BEVERAGES	1,095.01
93732		BEST BEST & KRIEGER LLP	437.50
93733		BOUND TREE MEDICAL LLC	3,695.35
93734		CAPITAL ELECTRIC	3,384.08
93735		COLONIAL LIFE	95.68
93736		COMCAST	271.89
93737		DAVID EVERETT BOOBER	917.90
93738		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
93739		GUTTMAN OIL CO	9,717.68
93740		HIGHMARK WV	254,387.97
93741		HIGHMARK WV	1,646.94
93742		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
93743		KENT PARSONS FORD INC	1,267.15
93744		LANGUAGE LINE SERVICES	116.81
93745		MARNEY TREESE	1,650.00
93746		MARYLAND FIRE EQUIPMENT CORPORATION	329.60
93747		MICROMAIN CORPORATION	1,108.00
93748		MIDDLEWAY VOLUNTEER FIRE DEPARTMENT	12,789.24
93749		MILLENIUUM INSURANCE GROUP	900.00
93750		NATIONAL VISION ADMIN.	1,702.50
93751		NATIONAL VISION ADMIN.	481.52
93752		ONESOURCE, INC	874.00
93753		POTOMAC EDISON	40,457.59
93754		PRIMO WATER/CRYSTAL SPRINGS	52.35
93755		R.E. MICHEL CO. LLC	206.32
93756		RESCUE ONE TRAINING FOR LINE INC.	12,420.00
93757		RICE TIRES CO	531.20
93758		ROBERTS OXYGEN COMPANY, INC	284.70
93759		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
93760		SOUTHERN AIR INC	537.50
93761		STRYKER MEDICAL	42,698.70
93762		SUN LIFE	15,746.13
93763		TEK ADVISORS LLC	14,634.68
93764		THOMPSON GAS	795.48
93765		TOLL PAYMENT PROCESSING CENTER	27.64
93766		UNIFIRST	421.64
93767	AM/053	AXIOM STAFFING GROUP	1,144.00
93768	AM/053	PAYMENTUS CORP	43.80
<b>TOTAL</b>			<b>436,266.78</b>

- Accounts payable for January 14, 2026 \$ 415,787.78

CHECK NUMBER		VENDOR NAME	UNCLEARED
93770		ADAM WARD	430.90
93771		AMERIFLEX	122.40

93772		ANGELA L BANKS	459.02
93773		AUTOZONE	95.37
93774		AXIOM STAFFING GROUP	2,516.80
93775		BEGIN COUNSELING PLLC	1,669.96
93776		BEST BEST & KRIEGER LLP	4,528.50
93777		BOLAND TRANE SERVICES INC	2,135.00
93778		BOUND TREE MEDICAL LLC	208.50
93779		BUREAU OF CHILD SUPPORT	563.67
93780		CAILEIGH OLIVER-MILLER	387.00
93781		CHRISTOPHER LYONS	240.00
93782		DATAVANT	76.90
93783		CITIZENS VOLUNTEER FIRE DEPARTMENT	3,400.00
93784		COMPTROLLER OF MARYLAND	1,959.16
93785		DIXIE STURM	4,723.96
93786		EFTPS IRS TAXES	181,321.00
93787		EMPOWER RETIREMENT	9,560.99
93788		EVELYN STEPHENSON	3,466.64
93789		FIRST CITIZENS BANK & TRUST CO	326.28
93790		FRONTIER	10,985.46
93791		GUTTMAN OIL CO	5,477.84
93792		HIRERIGHT	249.30
93793		JAMES LIVERETTE	14.59
93794		JAMES P HAYDEN	4,996.93
93795		JAMIN BRANCH	9,486.48
93796		JEFFERSON SECURITY BANK	3,448.00
93797		JESSICA EBERSOLE	425.78
93798		JOHN LYONS	431.71
93799		KONE BROOKLYN	1,809.75
93800		LEBANON COUNTY CLERK OF COURTS	15.00
93801		LYNN COSTELLO	3,272.99
93802		MALLORY SODERLUND	387.00
93803		MARCIA LYNN CHANDLER	365.75
93804		MARY ESPINOSA	4,649.19
93805		MCA, INC	2,971.69
93806		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	2,006.49
93807		MILLER'S SUPPLIES AT WORK	955.50
93808		MOBILE WIRELESS LLC	660.00
93809		MORGAN NICK	981.79
93810		MORRIS & DICKSON CO	717.51
93811		NAPA AUTO PARTS	1,390.37
93812		NATIONWIDE RETIREMENT SOLUTIONS	865.00
93813		PA SCDU	320.00
93814		RC TOWING LLC	350.75
93815		RENDELL FORD	387.00
93816		RETIREE HEALTH BENEFIT TRUST	8,983.00
93817		RICOH USA INC	383.17
93818		ROBERTS OXYGEN COMPANY, INC	509.64
93819		RONALD DANTZIC	13.69

93820		SANDRA L RUSH	681.45
93821		SHANNON BURLETT	2,290.46
93822		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
93823		SPIRIT OF JEFFERSON	312.18
93824		STAPLES	5,708.41
93825		STATE TAX DEPARTMENT	250.00
93826		T-MOBILE USA INC.	100.00
93827		THOMAS DUNCAN	8,738.38
93828		UNIFIRST	210.82
93829		WILLIAM WILHELM	6,750.00
93830		WV DEPUTY SHERIFF RETIREMENT SYSTEM	35,402.15
93831		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	49,595.90
93932	GS/004	GENERAL COUNTY FUND- J FEE	18,444.61
<b>TOTAL</b>			<b>415,787.78</b>

### 3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for December 30, 2025                      None
- Manual checks for January 7, 2026                      \$ 85,815.32

January 8, 2026			
OTHER FUNDS			
Check #	Fund	Vendor	Amount
1964	CO/246	SWEETWATER SOUND HOLDINGS LLC	\$ 21,747.32
194	PI/249	LANTZ CONSTRUCTION	\$ 64,068.00
<b>TOTAL</b>			<b>\$ 85,815.32</b>

- Manual checks for January 14, 2026                      \$ 628,093.58

January 15, 2026			
OTHER FUNDS			
Check #	Fund	Vendor	Amount
631	CS/002	BRENDA HINKLE	\$ 325.50
358	DG/003	SHERIFF OF JEFFERSON COUNTY	\$ 30.33
994	HD/008	SATELLITE TRACKING OF PEOPLE LLC	\$ 1,016.80

1287	AV/056	MONROE SYSTEMS FOR BUSINESS	\$	1,438.08
1288	AV/056	STAPLES	\$	1,763.20
14	TC/077	UNITED WAY EASTERAN APANHANDLE INC	\$	40.00
412	AR/207	MOTOROLA SOLUTIONS INC	\$	303.60
1557	IP/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT	\$	420,646.42
1558	IP/249	SHERIFF OF JEFFERSON COUNTY- LAW ENFORCEMENT IMPACT	\$	8,935.02
1559	IP/249	SHERIFF OF JEFFERSON COUNTY- PARK & REC IMPACT	\$	110,619.37
1560	IP/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT	\$	36,598.12
1561	IP/249	SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT	\$	45,582.14
1031	CW/05 9	WV STATE POLICE	\$	30.00
1032	CW/05 9	WV STATE AUDITOR	\$	715.00
1033	CW/059	GREGORY H WILLIAMS	\$	50.00
<b>TOTAL</b>			\$	<b>628,093.58</b>

#### **4. APPROVAL OF PAYROLL**

The following item was approved without objection:

- Approval of payroll for January 2, 2026 \$ 512,703.50
- Approval of payroll for January 16, 2026 \$ 508,289.39

#### **5. APPROVAL OF REQUISITIONS**

- Requisitions for January 22, 2026 \$ 57,746.33

**REQUISITIONS TO BE APPROVED**

**JANUARY 22, 2026**

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
IT	26112		\$ 42,650.00	TOWER DIRECT	CONCRETE SHELTER DELIVERY FINAL PAYMENT
MAINTENANCE	26113		\$ 8,000.00	RCS SECURITY	CONTROLLERS FOR 393
JCESA	26111		\$ 7,096.33	EMERGENCY VEHICLE SPECIALIST, INC.	REPAIRS TO AMB 1102
<b>GRAND TOTAL</b>			<b>\$ 57,746.33</b>		

**PUBLIC COMMENT:**

**Public comment was received by:**

Jennifer Myers  
 Jacki Milliron  
 John Henry-Dale  
 Christine Wimer

Amanda Stroud  
 David Tabb  
 Christine Marshall

**PRESENTATIONS**

1. Nikki Painter, County Clerk’s Office

Monthly Review of New Estates, Accountings, Waivers of Final Settlement

***Commissioner Stolipher motioned to convene as a Fiduciary Review Board. The motion was seconded by Commissioner Mood and approved unanimously.***

Commissioner Stolipher motioned to approve the list of estates opened since December 2025 and closure of the estates that have met all statutory requirements. The motion was seconded by Commissioner Hefestay and approved unanimously.

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

Approve splitting precinct 19, St. James Catholic Church into 19 A & B

Commissioner Stolipher motioned to approve splitting precinct 19, St. James Catholic Church alphabetically into precinct 19A and 19B. The motion was seconded by Commissioner Hefestay and approved unanimously.

2. Tom Hansen, Jefferson County Sheriff and Treasurer

Bailiff changes

Commissioner Hefestay motioned to approve the increase in hourly rate for Douglas Pittinger to \$22.52 per hour beginning January 26, 2026 and to approve the promotion of Romelda Porter and increase in pay to \$20.50 per hour beginning January 26, 2026. The motion was seconded by Commissioner Mood and approved unanimously.

3. Laura Kuhn, director Fleet & Facilities Management

Approval of Floor Plan Design-Jefferson County Government Center-393 North Lawrence Street

Commissioner Keys motioned to approve the final floor plan design for the Jefferson County Government Center at 393 North Lawrence Street. The motion was seconded by Commissioner Hefestay and approved unanimously.

4. Boards and Commissions

To set the annual public hearing on the Eastern Panhandle HOME Consortium council

Commissioner Keys motioned to set a public hearing on the HOME Consortium of the Eastern Panhandle for February 5, 2026 at 11:00 am. The motion was seconded by Commissioner Hefestay and approved unanimously.

5. David Bound, chief financial officer

Commission Ambulance Fee Exonerations

Commissioner Mood motioned to approve the Commission Ambulance fee adjustments and exonerations as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

6. Nathan Cochran, assistant prosecuting attorney

Discussion of process and procedure to assist Bolivar with building inspections

***Commissioner Mood motioned to enter into executive session to receive legal advice. The motion was seconded by Commissioner Stolipher and approved unanimously.***

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

Commissioner Stolipher motioned to direct Roger Goodwin and Nathan Cochran to work with the town of Bolivar to develop a plan regarding building inspections. The motion was seconded by Commissioner Mood and approved unanimously.

7. Edwina Benites-LM, county administrator

Repeal of outdated policies

Commissioner Majdi motioned to repeal Jefferson County Policies 903-Cable Channel Policy and 911-Day Book Policy as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

8. Roger Goodwin, director of Engineering, Planning and Zoning

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

Commissioner Stolipher motioned to:

- Authorize the complete release of the above referenced Letter of Credit 522022 issued in the amount of \$100,000.

Bond reduction for Performance Bond 800203175 with Atlantic Specialty Insurance Company for Harvest Homes, LLC-Hallmark Glen Subdivision file # 25-4-SD

- Authorize the partial release of \$583,520.00 of the above referenced Performance Bond 800203175 making the new amount \$629,331.00.

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

- Authorize the complete release of the above referenced Irrevocable Letter of Credit SB5479200001 issued in the amount of \$2,207,652.88.

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 PS100008 with Palomar Specialty Insurance Company under new owners Compass Colonial Hills, LLC

- Authorize the complete release of the above referenced Irrevocable Letter of Credit SB2570190001 issued in the amount of \$1,858,825.00.

The motion was seconded by Commissioner Keys and approved unanimously.

9. Staff Report on the amendment of the Office Commercial Zoning District

**PUBLIC HEARING**

**Public comment was given by:**

There was no public comment received for this agenda item.

Commissioner Hefestay motioned to consult with the Planning Commission and the Historical Landmarks Commission regarding the text amendment and to jointly provide recommended text language. The motion was seconded by Commissioner Majdi and approved unanimously.

10. Staff Report on the proposed Historic Resources text amendment to the Subdivision Regulations

**PUBLIC HEARING**

**Public comment was given by:**

Addison Reese                      Amanda Stroud

Christine Marshall                  David Carroll

Leila Russo                          Jessie Norris

Meredith Wait                      Christine Wimer

Kristine Blunch                    John Henry Dale

Chris Krumm

Commissioner Keys motioned to host a town hall at an upcoming commission meeting to discuss the rural residential text amendment. The motion was seconded by Commissioner Hefestay and approved unanimously.

11. Staff Report on the proposed Residential Commercial Zoning District text amendment to the Zoning Ordinance and Subdivision Regulations

**PUBLIC HEARING**

**Public comment was given by:**

There was no public comment received on this agenda item.

Commissioner Stolipher motioned to adopt the text amendment to the Zoning Ordinance Section 5.17 and Appendix C regarding the Office Commercial Zoning District. File ZTA25-05. The motion was seconded by Commissioner Mood and approved unanimously.

12. Staff Report on the proposed Rural Residential Zoning district text amendment to the Zoning Ordinance and Subdivision Regulations

Jefferson County Commission

REGULAR COMMISSION MEETING

SIGN-IN SHEET TO SPEAK DURING PUBLIC COMMENT

Thursday, January 22, 2026

	NAME (please print)	AGENDA ITEM # FOR COMMENT	HOME ADDRESS	CHOOSE ONE: 1-Bolivar 2-Charles Town 3-Harpers Ferry 4-Ranson 5-Shepherdstown
2	Jennifer Myers	4		
1	Jacquelyn Mullison	7	Harpers Ferry	5
3	John Henry Dale	9	Harpers Ferry	3
1	<del>Arnando Strow</del>	4-1	101 Samuel St.	4
3	David To-B/B	V-111 Public Admin	Harpers Ferry	4
	David Cottrell			
1	Christine Muehler	910 1112	Jeff Co	5
3	Christie Wimer		Jeff Co Fork	Jeff Co Wike

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

# Jefferson County Commission

## (1) Historic Resources text amendment

### SIGN-IN SHEET TO SPEAK DURING PUBLIC HEARING

Thursday, January 22, 2026

NAME	NAME OF GROUP REPRESENTED
Addison Reese	JCHLC
Amanda Stoud	WHA
Christine Marshall	Self
David Carroll	Self, JCHLC
Leah Pucci	self
Jessie Norris	self
Meredith Wait	self
Christie Wimer	JC Foundation
KRISTEN SACHNE BLUNK	Self,
<del>DEBRA RAY</del>	
<del>Jillane Ford</del>	

John Henry Dale

JCHLC

**\*THE COMMISSION IS ALLOWING THREE (3) MINUTES FOR EACH PERSON WISHING TO MAKE PUBLIC COMMENT\***

CHRIS KRUMHOLTZ

self

Jefferson County Commission

**(2) Rural Residential text amendment**

**SIGN-IN SHEET TO SPEAK DURING PUBLIC HEARING**

Thursday, January 22, 2026

NAME	NAME OF GROUP REPRESENTED
Jacquelyn Milliron	self
Christine Marshall	self
Charlotte Baker-Sheak	self
Christine Winer	JC Foyale

**\*THE COMMISSION IS ALLOWING THREE (3) MINUTES FOR EACH PERSON WISHING TO MAKE PUBLIC COMMENT\***

## **Public Comment for Jefferson County Commission for January 22, 2026**

Now come **David Tabb**, a lifelong resident/taxpayer make comments on the following Agenda(s) Item(s): The January 8, 2026, minutes as a whole, (Item# V. Consent Agenda), Item# VII. Public Comment (not consistent with WV Code), and Public Announcement.

### **Draft Minutes:**

**Item 8.3** – Approval without the announcement of the release of funds

When will “...*the seven volunteer fire departments...*”, receive the \$13,786.78?

**Draft Minutes:** Agri-tourism Task Force By-laws.

**Item 10.2** - The draft minutes indicates that no action was taken, only informational.

It's too late to promote Agri-tourism with all the solar array, Rockwool and now, Data Centers to include a Gas Power Plant. Another concern is the extreme allowance of residential development that has put a detrimental strain on our natural resource – WATER! The Jefferson County residents are still deeply concerned that Sidewinder/Mountain Pure will be allowed to move forward. Without water, there is no Agri-business or service of the water needs that this county has already approved.

### **Item# VII -Public Comment:**

The Jefferson County Commission continues within their attempt to eliminate the public comment portion of the agenda. The so-called rules of public comment have changed on a monthly basis to include only allowing a total of 15 minutes, regardless of how many individuals sign up to speak. Then allow the rest of public comment to be heard at the end of the agenda. Public comment is a WV Code provision to ensure the public has a constitutional right to voice their concerns before any action is taken within the agenda.

The Agenda Pack, under these provisions, does not include the so-called requirements to only speak on agenda topics nor the 15-minute restriction that continues to be suggested.

The County Commission, on the public comment portion, needs to restrain themselves from their attempt to participate, where the public comments rules clearly state no interaction is allowed.

### **Public Announcement –**

I would like to state for the record that the Blue Ridge Mountain Volunteer Fire Dept has lost two (2) of its volunteers (Lenny Lehman and Terry Ott) in the last few weeks. I would hope that the County Commission, to include the JCESA, recognize these two (2) volunteers fire fighters' service as others have been honored in the past.

**Mr. Tabb encourages everyone to read the italicized statement below:**

*"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 to the Jefferson County Commission of January 22, 2026, and made affidavit upon affirmation of belief that the facts set forth are true and correct to the best of his knowledge.*

DATED this 22nd day of January, 2026

  
David C. Tabb

Sworn and subscribed before me this 22nd day of January, 2026

  
Notary

My commission expires: 2/7/2030



## Minutes

### Board of Review and Equalization

#### Jefferson County Commission

Thursday, January 29, 2026

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A hearing of the Jefferson County Commission seated as a Board of Review and Equalization was held on Thursday, January 29, 2026, during the second quarterly session at 1:30 p.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Cara Keys, Commissioner Steve Stolipher, Commissioner Mike Mood, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; and Angie Banks, Assessor. The archived meeting of the Thursday, January 29, 2026 meeting is available on the Jefferson County Commission website.

#### Call to Order as a Board of Review and Equalization

The hearing was called to order at 1:37 p.m. by Commission President Pasha Majdi.

As there were no citizens present to petition the board and hearing no objections, the meeting was recessed until the next meeting on Tuesday, February 3, 2026 at 1:30p.m.

There being no further business, Commissioner Majdi recessed the hearing at 1:38 p.m. until the next BORE hearing scheduled for February 3, 2026 at 1:30 p.m.

#### **Recessed**

The commission recessed at 1:38 p.m.

---

Pasha Majdi, PRESIDENT

## REQUISITIONS TO BE APPROVED

**FEBRUARY 5, 2026**

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
COMMISSION	26114		\$ 35,087.64	WV STATE TAX DEPARTMENT	INVOICE # Q1FY26 JEFFERSON
COMMISSION	26116		\$ 22,836.02	DIV OF JUSTICE & COMMUNITY	UNEXPENDED FUNDS FOR FY25
IT	26115		\$ 33,968.85	TEK ADVISORS LLC	CORE SWITCHES FOR IDF'S
<b>GRAND TOTAL</b>			<b>\$ 91,892.51</b>		

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Pasha Majdi

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 15

Date Requested – 1<sup>st</sup> Choice: **February 5, 2026**

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

Date Requested – 2<sup>nd</sup> Choice:

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

 **Rural ambulance services fund**

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:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



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

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes – Regular Agenda

Date Requested – 1<sup>st</sup> Choice: **February 5, 2026**

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

Date Requested – 2<sup>nd</sup> Choice:

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

-  **Approval of Position Upgrade - Office of Homeland Security and Emergency Management**
-  **Approval of Hire – Director/Chief – Emergency Services Agency**

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

1. At its January 8, 2026 Regular Meeting, the Jefferson County Commission approved a leadership reclassification following the retirement of the former Office of Homeland Security and Emergency Management director (HSEM), Steve Allen. At that time, the Deputy Director position was upgraded from Grade V to Grade VI, with the understanding that the department would remain staffed at two positions. Subsequent guidance from counsel confirmed that West Virginia State Code requires the department to maintain a Director position reporting to the County Administrator.

This item corrects the position classification to reflect a Director role at Grade 7, with an accompanying salary adjustment of \$1,910.05, for a total salary of \$71,340.05 effective Sunday, January \_\_, 2026. This action does not increase staffing levels or alter departmental operations and is being presented to ensure statutory compliance

2. Staff has identified a candidate for the position of Director/Chief of the Jefferson County Emergency Services Agency and is requesting approval to hire for the Grade 9, full-time, 80-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):

**HSEM Request**

- I move to approve the reclassification of the the Office of Homeland Security and Emergency Management leadership position from Deputy Director (Grade 6) to Director (Grade VII), with an associated salary adjustment for Dick Myers, in the amount of 1.910.05, for a total salary of \$71,340.05, effective \_\_\_\_\_ 2026.

**Hiring Approval Request**

- I move to approve the hire of \_\_\_\_\_ for the Grade 9, full-time, 80-hour positon of Director/Chief of the Emergency Services Agency, at a salary of \$ \_\_\_\_\_, effective \_\_\_\_\_.

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:        Jessica.d.james@jeffcowv.gov

Phone Number:        304-728-3282

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

**Jefferson County  
Draft Job Description**

<b>Position Title:</b>	Homeland Security and Emergency Management Director	<b>Grade Level:</b>	VII
<b>Department</b>	Homeland Security and Emergency Management	<b>Date:</b>	01/2026
<b>Reports to:</b>	Country Administrator	<b>FLSA Status</b>	Exempt

**Statement of Duties:** The director of the County’s Office of Homeland Security and Emergency Management is responsible for overseeing the organization, administration, and operations of the Office. The director has the authority to fully or partially activate the Emergency Operations Center in accordance with Section 15, Article 5 of the West Virginia State Code. Responsibilities include all budgetary functions, along with the supervision of staff and volunteers. The Director is required to perform all similar or related duties as assigned.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Develops and administers budget for the Homeland Security and Emergency Management function, including forecasting and spending justifications and adjustments, as necessary.
2. Directs staff and volunteers, as necessary.
3. In conjunction with the Jefferson County Local Emergency Planning Committee, develops and maintains the County’s Emergency Operation Plan.
4. Establishes and maintains the County Emergency Operations Center. In time of emergency, activates Emergency Operations Center and coordinates local operations based upon guidance and direction from executive authority.
5. Addresses community groups, public officials, public agencies, industry, media and others on topics of Homeland Security and Emergency Management to advance the goals of the Department and the County.
6. In conjunction with the Risk Assessment and Mitigation Planning Committee, develops mitigation strategies to identify and reduce risks and eliminate hazards.
7. Notifies emergency management officials in other counties and the WV Office of Homeland Security and Emergency Management when a local emergency requires State Assistance or when the situation requires the attention of the Governor, major news organizations, etc.
8. Maintains a Resource Manual containing a description of all supplies, equipment and manpower, as required by NIMS.

Score: 570

Homeland Security and Emergency Management  
Homeland Security and Emergency Management Director  
01/2026

**Jefferson County  
Draft Job Description**

9. Develops mutual aid agreements with other jurisdictions, agencies or organizations for reciprocal aid when an emergency event exceeds the capabilities of the signatory parties, per the authority of Jefferson County Commission.
10. Makes provisions for and/or coordinates appropriate training for emergency management personnel in NIMS and other training opportunities.
11. Participates in exercises to test, evaluate and update emergency plans for the county.
12. Develops a working relationship with volunteer agencies capable of supporting emergency management (e.g. American Red Cross, Amateur Radio, etc.).
13. Reviews all known information about an emergency or disaster situation to determine an appropriate evacuation response.
14. Attends training courses, continuing education courses, and meetings on Homeland Security and Emergency Management related issues to meet requirements and ensure compliance, and to remain current on issues related to Homeland Security and Emergency Management.
15. As emergency or disaster events may dictate, notifies all tasked organizations of the situation and directs them to take the appropriate actions in accord with each organization's operating procedure.
16. Coordinates efforts of county, state, federal and private organizations, acting on behalf of the county, in response to the incident.
17. Develops an alternate Emergency Operations Center Site(s) (either fixed or mobile) to serve as a backup if the primary Emergency Operations Center or agency/department site is not able to function.
18. Authorizes activation of the warning procedures such as press releases and the activation of the Emergency Alert System (EAS).
19. Requests capability for door-to-door warning as necessary.
20. Develops, in conjunction with the LEPC, as Hazard Vulnerability Analysis and Commodity Flow Study for the jurisdiction pertaining to hazardous materials transportation, storage and/or production.
21. Member of the Jefferson County Local Emergency Planning Committee as required by SARA Title III (federal regulations).

Score: 570

Homeland Security and Emergency Management  
Homeland Security and Emergency Management Director  
01/2026

## Jefferson County Draft Job Description

**Education:** Duties involve application of semi-complex procedures requiring special knowledge or ability, e.g., advanced booking or billing procedures, transcription and stenography; ability to operate specialized heavy motor equipment such as a snowplow, grader, backhoe, etc. and include water or wastewater operation licensing. *Equivalent to high school plus additional training equal to one to two years of college, attainment of Associates level of post-secondary education Journeyman level of ability in trades or crafts. (2<sup>nd</sup> Degree)*

**Experience:** More than one year, up to and including three years. (2<sup>nd</sup> Degree)

**Accountability:** Duties involve primary responsibility for *entire operation of the County*. Consequences of errors, missed deadlines or poor Judgment could have far reaching effects on the County's ability to deliver services and the public's confidence. (7<sup>th</sup> Degree)

**Judgement:** Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive Judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices. (4<sup>th</sup> Degree)

**Complexity:** The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements. (4<sup>th</sup> Degree)

**Supervision Required:** Under *general direction*, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced Judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail. (3<sup>rd</sup> Degree)

**Nature and Purpose of Public Contact:** Duties involve *constant contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the County's overall interest*. Employees must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the County effectively in critical and important situations which may influence the well-being of the County. (5<sup>th</sup> Degree)

## Jefferson County Draft Job Description

**Work Environment:** Working conditions involve *occasional exposure* to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Includes work under typical shop conditions or outdoor work which is suspended when weather conditions are poor. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time. (2<sup>nd</sup> Degree)

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Work requires *some agility and physical strength*, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 60 lbs.). There may be need to stretch and reach to retrieve materials. Driving in adverse weather and troublesome road conditions may be required. (2<sup>nd</sup> Degree)

**Motor Skills:** Essential functions involve *close hand and eye coordination and physical dexterity*. Manipulation and motor control under conditions which may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in making repairs to delicate electronic instruments or complex equipment, conducting laboratory tests, performing microscopic experiments, administering injections, firing a gun, operating marine vessels, or operating *Class B vehicles or safety vehicles at high speeds*. (3<sup>rd</sup> Degree)

### **Operational Risks:**

Duties generally do not present occupational risk with only *occasional exposure* to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying equipment or work materials. (2<sup>nd</sup> Degree)

**Confidentiality:** Regular access at the *departmental level* to a wide variety of confidential information, including personnel records, client records, criminal investigations, court records, financial records. (2<sup>nd</sup> Degree)

**Supervisory Responsibility:** Employee, as a regular and continuing part of the job, *is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner*. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work

Score: 570

Homeland Security and Emergency Management  
Homeland Security and Emergency Management Director  
01/2026

**Jefferson County  
Draft Job Description**

meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work. (*2<sup>nd</sup> Degree*)

**Supervision required:** More than one, up to and including five employees or up to 15 on call, part-time employees. (*1<sup>st</sup> Degree*)

**Complexity of subordinate operation:** Provides direct management or supervision of a department, including service delivery, training, evaluating and disciplining of subordinates, and budget development and control. May provide functional supervision over a large and/or highly technical section of a major department. (*3<sup>rd</sup> Degree*)

**Stability of Subordinate Operations:** Work operations are subject to substantial changes in work procedures, activities, volume and products. While the timing of these fluctuations *can not be anticipated*, the procedures to be used including added staffing through emergency hiring or contracting that *can be planned in advance*, e.g., handling storm emergencies. (*3<sup>rd</sup> Degree*)

**Workforce Dispersion:** Employees work at the *same location* and the same work shift, a few may be dispersed. (*1<sup>st</sup> Degree*)



# 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

*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: Feb 5, 2026

Re: Fiscal Note: HR Matters requests to hire

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The Jefferson County Emergency Services Authority is requesting to hire a Director.

Starting salary is is with-in the FY26 budget

\$123,747

FY 26 JCESA Budget

\$126,755

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Nikki Painter**  
Department or Organization: **County Clerk's Office**  
Estimation of amount of time needed for appointment: **5 minutes**  
Date Requested – 1<sup>st</sup> Choice: **February 5, 2026**  
*If a specific date is needed, please provide reason for specific date:*  
Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Monthly Review of New Estates, Accountings and Waivers of Final Settlements**  
**Reopen the Estate of James Laing**  
**Approval of the Extended Emergency Absentee Voting Policy**

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 January 2026.**
- 2. Karin Laing, Administratrix, has asked to reopen the estate of James Laing to process the sale of a vehicle that was part of the original estate.**
- 3. WV Code §3-3-5 allows the County Commission to extend emergency absentee voting to hospitals or duly registered medical facilities in an adjacent county or within 35 miles of the county seat. This policy must be approved prior to each election.**

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 January 2026 and closure of the estates that have met all statutory requirements.**
- 2. To reopen the estate of James Laing to process the sale of a vehicle that was part of the original estate.**
- 3. To approve the Extended Emergency Absentee Voting Policy 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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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 12/30/2025 thru 1/28/2026 in the Jefferson County Clerk's Office at PO Box 208, Charles Town, WV 25414-0208.

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ESTATE NUMBER: **5489**  
APPOINT DATE: 12/30/2025  
ESTATE NAME: **CHARLOTTE ANNE BAILEY**  
EXECUTOR DONALD WILLIAM SMITH

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ESTATE NUMBER: **5486**  
APPOINT DATE: 12/30/2025  
ESTATE NAME: **MARTHA ELLEN BURNS**  
ADMINISTRATOR JASON R BURNS  
ATTORNEY JOHN K DORSEY  
104 WEST CONGRESS STREET  
CHARLES TOWN, WV 25414-1622

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ESTATE NUMBER: **5493**  
APPOINT DATE: 01/06/2026  
ESTATE NAME: **CHARLES WILLIAM D'ANGELO JR**  
EXECUTOR ANTONIO D'ANGELO

---

ESTATE NUMBER: **5496**  
APPOINT DATE: 01/06/2026  
ESTATE NAME: **KENNETH WAYNE KING**  
EXECUTOR ALTHEA M KING

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ESTATE NUMBER: **5492**  
APPOINT DATE: 01/06/2026  
ESTATE NAME: **JEAN NEELY**  
EXECUTOR MICHAEL WAYNE GOODRICH  
FIDUCIARY COMMISSIONER MICHAEL A BUSH  
224 W KING STREET  
MARTINSBURG, WV 25401-3212

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ESTATE NUMBER: **5499**  
APPOINT DATE: 01/07/2026  
ESTATE NAME: **DOUGLAS MICHAEL HILLGREN**  
ADMINISTRATOR JOSEPH ALLEN HILLGREN

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ESTATE NUMBER: **5502**  
APPOINT DATE: 01/08/2026  
ESTATE NAME: **MARTHA ANN BRADLEY**  
EXECUTOR EDWARD OTIS BRADLEY

---

ESTATE NUMBER: **5507**  
APPOINT DATE: 01/14/2026  
ESTATE NAME: **ERNEST WILFORD MARSHALL**  
ADMINISTRATRIX CRYSTAL MARIE MARSHALL

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ESTATE NUMBER: **5510**  
APPOINT DATE: 01/16/2026  
ESTATE NAME: **VICKI M'LISS REEVES**  
ADMINISTRATRIX RHIANNON MARIE CRAWFORD

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ESTATE NUMBER: **5511**  
APPOINT DATE: 01/20/2026  
ESTATE NAME: **VELDA ADETT JONES**  
ADMINISTRATOR BRIAN BARDETT JONES

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ESTATE NUMBER: **5516**  
APPOINT DATE: 01/22/2026  
ESTATE NAME: **PAMELA REID**  
CO EXECUTOR SCOTT LYNN ROGERS  
CO EXECUTOR CHARLES STANLEY ROGERS

---

ESTATE NUMBER: **5515**  
APPOINT DATE: 01/23/2026  
ESTATE NAME: **KATHRYN ELIZABETH BUTLER**  
ADMINISTRATRIX ELIZABETH ANN REAP

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ESTATE NUMBER: **5518**  
APPOINT DATE: 01/23/2026  
ESTATE NAME: **GALINA V GENIS**  
ADMINISTRATOR PETER GENIS  
ATTORNEY ALISON COX  
BOWLES RICE  
101 S QUEEN STREET  
MARTINSBURG, WV 25401-3315

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ESTATE NUMBER: **5519**  
APPOINT DATE: 01/23/2026  
ESTATE NAME: **KIMBER LEE HOGG**  
EXECUTRIX KELLY SUE DUNLOP

---

ESTATE NUMBER: **5524**  
APPOINT DATE: 01/28/2026  
ESTATE NAME: **BETSY MALONE BARKER**  
EXECUTOR HARRY G BARKER III

---

ESTATE NUMBER: **5523**  
APPOINT DATE: 01/28/2026  
ESTATE NAME: **DEBRA JEAN DEHAAS**  
EXECUTRIX KARIS FAITH BAKER

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ESTATE NUMBER: **5522**  
APPOINT DATE: 01/28/2026  
ESTATE NAME: **STEPHEN MICHAEL SMITH**  
EXECUTOR SHAWN MICHAEL SMITH

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TOTAL ESTATES: **17**

Subscribed and sworn to before me on 1/28/2026

\_\_\_\_\_  
President of the County Commission



Jacqueline C Shadle  
Clerk of Jefferson County

By \_\_\_\_\_

GIORDANA BAKER  
ASSISTANT CLERK

Regular Term

February 2026

**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, February 5, 2026 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 George Joy Caprio Jr, deceased, Miriam Diane Caprio, Executrix

Estate of Elizabeth Dorothy Dickey, deceased, Steven A. Dickey, Executor

Estate of James Garland Heflebower, deceased, Gregory Heflebower, Executor

Estate of Peggy J. Littleton, deceased, Wanda Suzanne Jacobs & John Trevor Littleton Co-Executors

Estate of Joseph J. Snyder Jr, deceased, Sally W. Snyder, Executrix

Estate of Mary Jo Wike, deceased, Floyd Edwin Wike, Executor

**Accountings**

Estate of Joseph P. Christian Jr, deceased, Fourteen, Fifteen and Sixteenth Interim Accountings, F. Samuel Byrer, Executor

Estate of George Michael Kalathas, deceased, First and Final Accounting, Michael G. Kalathas, Executor

Estate of Kathleen Mary Rich, deceased, First and Final Accounting, Jennifer S. Peshoff, Administratrix

---

President of the County Commission

**Extended Emergency Absentee Voting Policy**  
**Primary Election – May 12, 2026**

**Policy**

The Jefferson County Commission will extend emergency absentee voting to voters who have been admitted to an approved hospital or duly licensed health care facility no earlier than three (3) days preceding the election and no later than noon on Election Day.

**Provisions**

The emergency absentee policy is extended to the following:

- Jefferson Medical Center
- Berkeley Medical Center
- Martinsburg VA Medical Center
- Winchester Medical Center
- Hospice of the Panhandle Inpatient Facility

**Procedures**

The voter or immediate family member requests an emergency absentee ballot from the County Clerk's Office no later than noon on Election Day.

The clerk's office will provide two (2) employees of opposite political party the *Application for Voting an Emergency Absentee Voter's Ballot, Declaration of Emergency Absentee Ballot Commissioners*, ballot and all absentee materials needed to vote.

The team of two (2) will deliver the materials to the voter and will await the completion of the application and ballot. If the voter is assisted in voting, the clerk employees or a person of the voter's choice must sign the *Absent Voter's Ballot Envelope No. 2* on the line provided for the "Name of Person Giving Assistance".

The voter must be able to sign the application. Power-of-attorney is not valid for voting.

The application and voted ballot will be returned to the courthouse and the clerks must sign an oath that no person other than the voter voted the ballot.

The Jefferson County Commission approved the policy on the 5th day of February 2026.

---

Commission President

---

County Clerk

**AGENDA REQUEST FORM**  
[www.iefersoncounty.wv.org](http://www.iefersoncounty.wv.org)



Name: Cara Keys

Department or Organization: Halltown Memorial Chapel Association

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **February 5, 2026**

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

Date Requested – 2<sup>nd</sup> Choice:

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

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

The Halltown Memorial Chapel Association is hosting a Black History Month Celebration on Saturday, February 21, 2026 at 2:00 pm in the Halltown Memorial Chapel at 390 Halltown Road Harpers Ferry, WV 25425. The Association also will dedicate the restored Chapel. The program will include distinguished speakers from the Jefferson County WV Chapter of the NAACP, the Storer College National Alumni Association, the National Trust for Historic Preservation’s “Preserving Black Churches” program, the Jefferson County Historic Landmarks Commission, and the Jefferson County Commission. Hymn selections will be performed by student musicians from Wind Gap Music, Shepherdstown, WV. Please join us for a very special afternoon to celebrate Black History Month and the restored Halltown Memorial Chapel.

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*):

No motion needed- Informational.

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

If not attached, explain:

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

Contact information: Cameron Colwell

Vice President

Halltown Memorial Chapel Association

Email address: [Ccolwell578@gmail.com](mailto:Ccolwell578@gmail.com)

Phone Number: (571)-244-8360

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

not applicable



**RESTORED HALLTOWN MEMORIAL  
CHAPEL DEDICATION**

**BLACK HISTORY MONTH CELEBRATION  
JEFFERSON COUNTY, WEST VIRGINIA**

Presented by



*Halltown Memorial  
Chapel Association  
Est. 2001*

**SATURDAY FEBRUARY 21, 2026  
2:00 PM**

390 Halltown Road Harpers Ferry, West Virginia 25425

RESTORATION OF THE HALLTOWN MEMORIAL CHAPEL WAS MADE POSSIBLE BY A GENEROUS GRANT FROM THE NATIONAL TRUST FOR HISTORIC PRESERVATION "PRESERVING BLACK CHURCHES" PROGRAM AND SKILLED ARTISANS AND CONTRACTORS

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Edwina Benites-LM

Department or Organization: County Commission Administration

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1<sup>st</sup> Choice: **February 5, 2026**

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

Date Requested – 2<sup>nd</sup> Choice: February 19, 2026

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

- **Public Hearing: Eastern Panhandle HOME Consortium**
- **Request for approval of revised Jefferson County Water Advisory Committee bylaws**

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

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.

Attached are revised Bylaws approved by the Jefferson County Water Advisory Committee and a redline of the bylaws previously approved by the Jefferson County Commission.

If not attached, explain:

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

Contact information: Mary T. Sell, President, Jefferson County Water Advisory Committee

Email address: [mary.t.sell@jeffcowv.gov](mailto:mary.t.sell@jeffcowv.gov)

Phone Number: 202-302-2789

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

not applicable

# BYLAWS

## JEFFERSON COUNTY WATER ADVISORY COMMITTEE

### ARTICLE I NAME AND PLACE OF BUSINESS

**Section 1. Name:** Jefferson County Water Advisory Committee, hereinafter referred to as the “WAC.”

### ARTICLE II PURPOSE AND COMPLIANCE WITH APPLICABLE LAWS

**Section 1. General:** The WAC is organized under the Jefferson County resolution approved April 17, 2025.

**Section 2. Purpose:** The purpose of, and goals for the WAC are to provide recommendations and to be responsive to the Jefferson County Commission regarding Jefferson County’s water availability, quality, and sustainability; the protection of water resources through education concerning good stewardship and best management practices, the promotion of recreational access, and the participation in planning and regional coordination in furtherance these goals.

### ARTICLE III MANAGEMENT AND MEMBERSHIP OF THE WAC

**Section 1. Membership.** The WAC consists of twelve (12) voting members:

1. One (1) staff member of the Jefferson County Health Department;
2. One (1) staff member of the Jefferson County Department of Engineering, Planning and Zoning;
3. One (1) staff member of the Charles Town Utility Board;
4. One (1) staff member of the Shepherdstown Water Department;
5. One (1) staff member of Harpers Ferry Water Works;
6. One (1) staff member of Harpers Ferry- Bolivar Public Service District;
7. One (1) staff member of the West Virginia State Department of Environmental Protection;
8. Four (4) members of the residents of Jefferson County (ideal qualifications for appointment to include professional experience in the areas of natural resources, hydrogeology and/or grant writing); and
9. One (1) county commissioner who will have full voting privileges.

**Section 2. Appointment and Terms of Members.** The Jefferson County Commission shall appoint members of the WAC for a period of three (3) years with terms expiring on January 15<sup>th</sup>. In 2025, the first appointees will be appointed with staggered terms.

A member may be reappointed for such additional terms as the County Commission may deem proper. Successors to vacant positions will serve out the positions' unexpired term before qualifying for a full, three-year term. Members in office at the expiration of their term shall continue to serve until a successor has been appointed and qualified.

The County Commission representative's term will expire on January 1 annually. All members must be approved by the County Commission and sworn in by the County Clerk before they can make motions or vote in any WAC meeting or attend executive sessions.

**Section 4. Resignation or Removal of Members.** If a member of the WAC resigns, the President or Vice President of WAC shall immediately notify the County Commission and request the appointment of a qualified person to fill the vacancy left by the resigning member. The County Commission may remove any member of the WAC by an order duly entered of record and may appoint a successor member for any member so removed.

**Section 5. Vacancies.** If requested to do so by the County Commission, the members shall recommend to the County Commission the names of qualified persons for appointment to fill either pending or existing vacancies in the membership.

#### **ARTICLE IV MEETINGS OF THE WAC MEMBERS**

**Section 1. Time and Place.** The WAC members shall meet on the third Tuesday of each month at 3:00 pm at the office of the Jefferson County Commission meeting room and virtually or at a place and time otherwise designated for the meeting. If the meeting day falls on a legal holiday, the meeting shall be held the following day or another day designated.

**Section 2. Quorum.** A majority of appointed board seats plus one WAC members will constitute a quorum and no action of the WAC shall be official unless authorized by a quorum at a regular or special meeting.

**Section 3. Voting.** Each member of the WAC present, in-person or virtually, shall have one vote on each matter under consideration by the WAC. The Commission representative will only have the ability to vote in the event of a tie.

**Section 4. Special Meetings.** Special meetings of the WAC may be called by the President of the WAC.

**Section 6. Meeting Notice.** Notice shall be provided at least three (3) business days before a regularly scheduled meeting date, and at least seven (7) calendar days before a special meeting.

The meeting notice will also be provided to the Jefferson County Commission at the same time members are notified and should be published by Commission staff in a practice consistent with Jefferson County Commission public meetings.

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All meetings shall be conducted according to Robert’s Rules of Order and in accordance with the West Virginia Open Governmental Proceedings Act.

## **ARTICLE V CONFIDENTIALITY OF EXECUTIVE SESSION**

**Section 1. Executive Session.** An executive session may be called by a majority vote of the members present for purposes of discussing such matters as are authorized in executive session by public agencies pursuant to West Virginia Code § 6-9A-4, *Exceptions*.

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**Section 3. Secretary.** The Secretary of the WAC shall be its recording officer and shall, when practicable, be present at all meetings of the members, and shall keep or cause to be kept a regular record of the proceedings of such meetings. The Secretary shall sign the minutes of the meetings. The Secretary shall have charge of the minutes, be the custodian of deeds and other important writings and papers of the Authority, and shall also perform such other duties as the office may have under law or as may be conferred from time to time by the membership. Minutes of the meetings of the Authority may be taken by a person other than a member of the Authority at the discretion of the Secretary.

Funds shall be expended following Jefferson County Commission Finance Policies and guidance of the West Virginia State Auditor.

## **ARTICLE VIII AMENDMENTS**

**Section 1. Amendments.** These bylaws may be amended at any regular or special meeting of the WAC by a two-thirds vote of the entire membership; provided, however, that written notice, shall be sent in accordance with Article IV Section 8 of these bylaws. The written notice shall provide the proposed amendment and be given to each member at least 10 days prior to the regular or special meeting at which the proposed amendment will be considered.

**Section 2. Approval by the County Commission.** Bylaws changes shall be submitted to members of the Jefferson County Commission for their approval after the adoption by the WAC. Bylaw amendments shall become effective by final approval of the Jefferson County Commission.

Approved: July 8, 2025

---

Pasha Madji  
President, Jefferson County Commission

# BYLAWS

## JEFFERSON COUNTY WATER ADVISORY COMMITTEE

### ARTICLE I

#### NAME AND PLACE OF BUSINESS

**Section 1. Name:** Jefferson County Water Advisory Committee, hereinafter referred to as the “WAC.”

### ARTICLE II

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Approved: \_\_\_\_\_ [Date]

\_\_\_\_\_  
Pasha Madji  
President, Jefferson County Commission

# Compare Results

Old File:

**0708 2025 Final bylaws- Water Advisory Committee.pdf**

**5 pages (578 KB)**

1/29/2026 11:19:40 AM

versus

New File:

**2.5.26 Revised bylaws - Water Advisory Committee.pdf**

**5 pages (155 KB)**

1/29/2026 10:47:57 AM

## Total Changes

**20**

Text only comparison

## Content

- 8** Replacements
- 8** Insertions
- 4** Deletions

## Styling and Annotations

- 0** Styling
- 0** Annotations

[Go to First Change \(page 1\)](#)

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Approved: \_\_\_\_\_ [Date]



\_\_\_\_\_  
Pasha Madji  
President, Jefferson County Commission

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Roger Goodwin**

Department or Organization: **Engineering**

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

Date Requested – 1<sup>st</sup> Choice: **February 5th , 2026**

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

Date Requested – 2<sup>nd</sup> Choice:

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

**1. DR Horton, INC – Magnolia Springs Phase 3 file # 18-05 request for bond reduction**

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

**1. Bond Reduction for Performance Bond 82380136 with Federal Insurance Company for DR Horton, INC – Magnolia Springs Phase 3 file # 18-05**

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 a partial release of \$1,849,016.00 of the above referenced Performance Bond 82380136 making the new amount \$1,075,724.00**



# 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*

February 5th, 2026

VICE PRESIDENT  
*Mike Mood*

Mr. Joshua Sanford, Attorney-in-Fact  
Federal Insurance Company

COMMISSIONER  
*Cara Keys*

202B Hall's Mill Rd  
Whitehouse Station,

COMMISSIONER  
*Steve Stolipher*

NJ 08889

COMMISSIONER  
*Jack Hefestay*

RE: Performance Bond No. 82380136 with Federal Insurance Company  
dated October 16th, 2020 for Magnolia Springs Phase 3 JCPC file no. 18-05

Dear Mr. Sanford

The Jefferson County Commission authorizes a partial release of \$1,849,016.00 from the construction bond for DR Horton, INC — Magnolia Springs Phase 3 (File #18-05). This project is located on the west side of Route 340, near its intersection with Route 9. Work remaining to be completed but is not limited to the following:

1. Erosion & Sediment Control
2. Paved Surface Construction
3. Landscaping
4. Storm water Management & Storm Drainage
5. Miscellaneous Site Improvements

In summary, you are hereby authorized to reduce the amount of the above referenced Performance Bond No. 82380136 originally issued in the amount of \$2,924,740.00 to \$1,075,724.00. Please contact the Jefferson County Department of Engineering at (304)-728-3257 if you have any questions.

Pasha Majdi, President  
Jefferson County Commission

cc: Keegan Waters  
137 Mitchells Chance Rd  
Suite 300  
Edgewater, MD 21037

Department of Engineering, Planning & Zoning



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Todd Wilt**

Department or Organization: **City of Ranson**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1<sup>st</sup> Choice: **First Available**

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

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Consideration of an Order Approving and Confirming the Annexation of Property Described as Briar Run Estates Phase 1, Phase 2, & Phase 3 into the Municipal Boundary of the City of Ranson.**

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

**Consideration of an Order Approving and Confirming Annexation of property described as “Briar Run Estates Phase 1, recorded in deed book 14 page 75, Phase 2 recorded in deed book 15 page 69 and Phase 3 recorded in deed book 18 page 4 into the Municipal boundary of the City of Ranson consistent with W Va. Code §§ 8-6-4 & 8-6-4a Annexation Without an Election.**

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 PROPOSED ORDER CONFIRMING THE ANNEXATION OF PARCELS OF REAL ESTATE TOTALING 55.786 +/- ACRES OF PROPERTY, FURTHER DESCRIBED AS BRIAR RUN ESTATES PHASE 1 RECORDED IN DEED BOOK 14, PAGE 75, IN JEFFERSON COUNTY, WEST VIRGINIA; BRIAR RUN ESTATES PHASE 2 RECORDED IN DEED BOOK 15, PAGE 69, IN JEFFERSON COUNTY, WEST VIRGINIA; BRIAR RUN ESTATES PHASE 3 RECORDED IN DEED BOOK 18, PAGE 4, IN JEFFERSON COUNTY, WEST VIRGINIA, INTO THE MUNICIPAL BOUNDARY OF THE CITY OF RANSON**

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: Todd Wilt

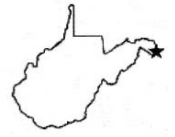
Email address: [twilt@ransonwv.us](mailto:twilt@ransonwv.us)

Phone Number: 304-725-1010

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

# City of Ranson



**RANSON**

AT THE CENTER OF OPPORTUNITY.

312 South Mildred Street  
Ranson, West Virginia 25438-1621  
Phone (304) 725-1010 | Fax (304) 728-8579

**Kenneth Suits - Mayor**

**Council Members:**

**Andy Colandrea**  
**Herbie McDaniel**  
**Stephanie Fagan**  
**Jaelyn Wratchford**  
**Jaden Bound**  
**Wesley Wildrick**

January 15, 2026

Jefferson County Commission  
Attn: County Administrator, Edwina Benites  
Post Office Box 250  
Charles Town, WV 25414

Re: Request for Inclusion on County Commission Agenda

Dear Mrs. Benites,

Enclosed please find a completed Agenda Request Form along with a Certificate from the City of Ranson, West Virginia to annex real estate without an election. Also enclosed is a proposed Order Approving and Confirming the Annexation to the City of Ranson.

I request that this issue be included on the first available agenda of the County Commission.

Thank you for reviewing and considering this request. If you have any questions, please do not hesitate to reach out to Todd Wilt by email at [twilt@ransonwv.us](mailto:twilt@ransonwv.us) or by phone at 304-725-1010.

Sincerely,

/s/ Todd Wilt

Todd Wilt  
City Manager

Enclosures

## IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

ORDER APPROVING AND CONFIRMING THE ANNEXATION OF PARCELS OF REAL ESTATE TOTALING 55.786 +/- ACRES OF PROPERTY, FURTHER DESCRIBED AS BRIAR RUN ESTATES PHASE 1 RECORDED IN DEED BOOK 14, PAGE 75, IN JEFFERSON COUNTY, WEST VIRGINIA; BRIAR RUN ESTATES PHASE 2 RECORDED IN DEED BOOK 15, PAGE 69, IN JEFFERSON COUNTY, WEST VIRGINIA; BRIAR RUN ESTATES PHASE 3 RECORDED IN DEED BOOK 18, PAGE 4, IN JEFFERSON COUNTY, WEST VIRGINIA, INTO THE MUNICIPAL BOUNDARY OF THE CITY OF RANSON

This \_\_\_\_\_ day of January 2026, came the City of Ranson, a municipal corporation, appearing before the County Commission of Jefferson County, West Virginia, for approval and confirmation of the annexation by the City of Ranson of real estate consisting of 55.786 +/- acres and more particularly described as follows (hereinafter, the "Subject Property Descriptions"):

### **Property Descriptions:**

**BEING** A 55.786 +/- ACRE TRACT OF LAND SITUATED IN JEFFERSON COUNTY, WEST VIRGINIA BEING ALL OF THE DESCRIBED TRACTS AS FOLLOWS:

ALL OF CALLED BRIAR RUN ESTATES PHASE 1 RECORDED IN PLAT BOOK 14, PAGE 75, IN JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF CALLED BRIAR RUN ESTATES PHASE 2 RECORDED IN PLAT BOOK 15, PAGE 69, IN JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF CALLED BRIAR RUN ESTATES PHASE 3 RECORDED IN PLAT BOOK 18, PAGE 4, IN JEFFERSON COUNTY, WEST VIRGINIA, AND BEING PARTICULARLY DESCRIBED AS FOLLOWS;

**BEGINNING** AT A POINT IN THE WEST ROW LINE OF FLOWING SPRINGS ROAD, FOR THE SOUTHEAST CORNER OF BRIAR RUN ESTATES PHASE 3, AND THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 73°01'57" WEST WITH THE SOUTH LINE OF BRIAR RUN ESTATES PHASE 3 AND THE SOUTH LINE OF THE DESCRIBED TRACT, A DISTANCE OF 833.16 FEET TO A POINT FOR THE SOUTHWEST CORNER OF THE DESCRIBED TRACT;

**THENCE**, ALONG THE WEST LINE OF BRIAR RUN ESTATES PHASE 2 AND PHASE 3, THE FOLLOWING NINE (9) COURSES AND DISTANCES;

1. NORTH 05°39'43" EAST, A DISTANCE OF 1153.67 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 05°40'48" EAST, A DISTANCE OF 213.60 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

3. NORTH 73°55'16" WEST, A DISTANCE OF 396.28 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. NORTH 19°39'01" EAST, A DISTANCE OF 187.10 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. NORTH 66°18'19" WEST, A DISTANCE OF 42.05 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. NORTH 24°53'57" EAST, A DISTANCE OF 70.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. NORTH 19°39'01" EAST, A DISTANCE OF 128.10 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. SOUTH 70°20'59" EAST, A DISTANCE OF 208.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
9. NORTH 15°56'19" EAST, A DISTANCE OF 965.71 FEET TO A POINT IN THE SOUTH LINE OF SAID 82.00 ACRE TRACT DESCRIBED IN A DEED OF DISTRIBUTION TO MARY ANN MCDONALD RECORDED IN DEED BOOK 1321, PAGE 736, IN, JEFFERSON COUNTY, WEST VIRGINIA FOR THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, SOUTH 74°03'21" EAST ALONG THE SOUTH LINE OF SAID MCDONALD 82.00 ACRES, AND THE NORTH LINE OF THE HEREIN DESCRIBED TRACT A DISTANCE OF 1040.00 FEET TO A POINT IN THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD FOR THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, SOUTH 15°56'19" WEST ALONG THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD A DISTANCE OF 627.97 FEET TO AN ANGLE POINT OF BRIAR RUN ESTATES PHASE 1, AND THE HEREIN DESCRIBED TRACT;

**THENCE**, CONTINUING ALONG BRIAR RUN ESTATES PHASE 1 THE FOLLOWING FIVE (5) COURSES AND DISTANCES:

1. NORTH 71°44'09" WEST, A DISTANCE OF 308.74 FEET TO A POINT FOR AN INTERIOR CORNER;
2. SOUTH 16°41'50" WEST, A DISTANCE OF 246.04 FEET TO A POINT FOR AN INTERIOR CORNER;
3. SOUTH 71°44'09" EAST, A DISTANCE OF 77.92 FEET TO A POINT FOR AN INTERIOR CORNER;
4. SOUTH 60°21'34" EAST, A DISTANCE OF 100.28 FEET TO A POINT FOR AN INTERIOR CORNER;
5. SOUTH 71°44'09" EAST, A DISTANCE OF 136.57 FEET TO A POINT IN THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD, FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, SOUTH 15°56'19" WEST ALONG THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD, THE EAST LINE OF BRIAR RUN ESTATES, A DISTANCE OF 178.91 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, DEPARTING THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD AND ALONG A 2.28 ACRE TRACT DESCRIBED IN A DEED TO TADEUSZ AND VIVIAN H. LEWIS RECORDED IN DEED BOOK 1271, PAGE 52, IN JEFFERSON COUNTY, WEST VIRGINIA THE FOLLOWING THREE (3) COURSES AND DISTANCES:

1. NORTH 73°59'53" WEST, A DISTANCE OF 367.91 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 05°34'29" WEST, A DISTANCE OF 295.06 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 70°40'57" EAST, A DISTANCE OF 318.65 FEET TO A POINT IN THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD, FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, ALONG THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD, AND THE EAST LINE OF BRIAR RUN ESTATES THE FOLLOWING SIX (6) COURSES AND DISTANCES:

1. SOUTH 16°22'33" WEST, A DISTANCE OF 279.12 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 05°28'21" WEST, A DISTANCE OF 589.68 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 07°34'54" WEST, A DISTANCE OF 298.88 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. SOUTH 05°28'21" WEST, A DISTANCE OF 182.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. SOUTH 05°40'57" WEST, A DISTANCE OF 70.69 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. SOUTH 05°28'21" WEST, A DISTANCE OF 230.57 FEET TO THE POINT OF BEGINNING AND CONTAINING 55.786 +/- ACRES OR 2,430,050 SQUARE FEET OF LAND IN JEFFERSON COUNTY, WEST VIRGINIA.

THE BASIS OF THIS DESCRIPTION IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD'83).

It is appearing by the Certificate of the City of Ranson ("Certificate") filed this date with the Jefferson County Commission and by a Petition for Annexation of the Subject Parcels by the petitioners of Briar Run Estates dated March 18, 2025 and attached to said Certificate, that a majority of the owners and freeholders of the Subject Parcels have requested that the hereinabove referred to property be annexed to and become a part of the City of Ranson.

Further appearing that the Certificate of the governing body of the City of Ranson was this day filed showing that the annexation has been made in the manner required by law, to the corporate limits thereof, and that by such annexation the said corporate limits should be increased to include the Subject Parcels more particularly described above.

It further appears from the said Certificate that the Subject Parcels are adjacent to and contiguous with the existing corporate boundary of Ranson.

It further appears that the Subject Parcels are entirely within the City of Ranson's Urban Growth Boundary, and, according to the governing body of the municipality, the annexation is consistent with the City of Ranson's Comprehensive Plan.

It is therefore ORDERED that such an annexation to said corporate limits be and the same is hereby APPROVED and CONFIRMED, and the Clerk of Jefferson County is directed to deliver to the governing body of the City of Ranson a certified copy of this Order as soon as practicable.

This Order shall take effect this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

JEFFERSON COUNTY COMMISSION

By: \_\_\_\_\_  
Pasha Majdi, President

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

ATTEST:

\_\_\_\_\_  
Clerk of Jefferson County, West Virginia

**AN ORDINANCE AUTHORIZING AND APPROVING THE ANNEXATION BY PETITION OF CERTAIN PROPERTY, COMMONLY KNOWN AS BRIAR RUN ESTATES, PHASES ONE, TWO, AND THREE, INTO THE CITY OF RANSON PURSUANT TO WEST VIRGINIA CODE §8-6-4a**

**WHEREAS**, the City of Ranson, located in Jefferson County, West Virginia, is authorized under the provisions of West Virginia Code §8-6-4a to annex territory by petition without an election when the county has adopted a comprehensive zoning ordinance that includes urban growth boundaries; and

**WHEREAS**, Jefferson County has adopted such a zoning ordinance and urban growth boundary, and the territory proposed for annexation lies within the designated Urban Growth Boundary as established in coordination with the County; and

**WHEREAS**, a petition has been received from more than fifty percent of the freeholders of the area proposed for annexation, requesting that the property be annexed into the corporate limits of the City of Ranson pursuant to the authority of §8-6-4a; and

**WHEREAS**, the property to be annexed consists of approximately 55.786 acres, the Briar Run Estates subdivision, of which are contiguous to the current boundaries of the City of Ranson; and

**WHEREAS**, the City Council of the City of Ranson finds that the proposed annexation promotes sound municipal growth, is consistent with the City's adopted plans and development policies, and serves the interests of both the City and the property owners within the annexation area;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RANSON, WEST VIRGINIA**, that the territory described in the annexation petition and more particularly described by the following metes and bounds:

*BEING A 55.786 ACRE TRACT OF LAND SITUATED IN JEFFERSON COUNTY, WEST VIRGINIA BEING ALL OF THE DESCRIBED TRACTS AS FOLLOWS:*

*ALL OF CALLED BRIAR RUN ESTATES PHASE ONE RECORDED IN PLAT BOOK 14, PAGE 75, PLAT BOOK, JEFFERSON COUNTY, WEST VIRGINIA;*

*ALL OF CALLED BRIAR RUN ESTATES PHASE 2 RECORDED IN PLAT BOOK 15, PAGE 69, PLAT BOOK, JEFFERSON COUNTY, WEST VIRGINIA;*

*ALL OF CALLED BRIAR RUN ESTATES PHASE 3 RECORDED IN PLAT BOOK 18, PAGE 4, PLAT BOOK, JEFFERSON COUN, WEST VIRGINIA, AND BEING PARTICULARLY DESCRIBED AS FOLLOWS:*

*BEGINNING AT A POINT IN THE WEST ROW LINE OF FLOWING SPRINGS ROAD, FOR THE SOUTHEAST CORNER OF SAID BRIAR RUN ESTATES PHASE THREE, AND THE HEREIN DESCRIBED TRACT;*

THENCE, NORTH 73°01'57" WEST WITH THE SOUTH LINE OF SAID BRIAR RUN ESTATES PHASE THREE AND THE SOUTH LINE OF THE HEREIN DESCRIBED TRACT, A DISTANCE OF 833.16 FEET

TO A POINT FOR THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, ALONG THE WEST LINE OF SAID BRIAR RUN ESTATES PHASE TWO AND PHASE THREE, THE FOLLOWING NINE (9) COURSES AND DISTANCES:

1. NORTH 05°39'43" EAST, A DISTANCE OF 1153.67 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 05°40'48" EAST, A DISTANCE OF 213.60 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. NORTH 73°55'16" WEST, A DISTANCE OF 396.28 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
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THENCE, SOUTH 74°03'21" EAST ALONG THE SOUTH LINE OF SAID MCDONALD 82.00 ACRES, AND THE NORTH LINE OF THE HEREIN DESCRIBED TRACT A DISTANCE OF 1040.00 FEET TO A POINT IN THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD FOR THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

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THE BASIS OF THIS DESCRIPTION IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD'83).

Together with the annexation plat attached hereto and incorporated herein by reference, is hereby annexed into the corporate limits of the City of Ranson pursuant to the provisions of West Virginia Code §8-6-4a.

The City Manager is hereby directed to forward this ordinance to the Jefferson County Commission for entry of a confirming order as required by West Virginia Code §8-6-4a(h). This ordinance shall take effect immediately upon its adoption and filing in accordance with applicable law.

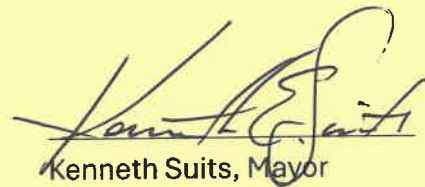
First Reading: November 4, 2025

Public Hearing: December 16, 2025

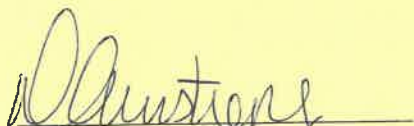
Second Reading: December 16, 2025

Enacted this 16th day of December 2025

Adopted by the City Council of the City of Ranson after a 1<sup>st</sup> reading on November 4, 2025 and a 2<sup>nd</sup> reading on December 16, 2025, by a vote of 6 in the affirmative, 0 in the negative with 0 abstaining.

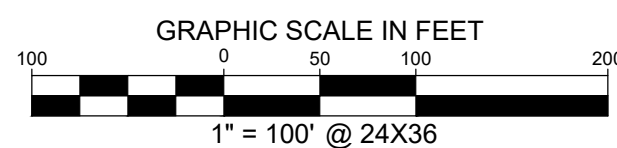
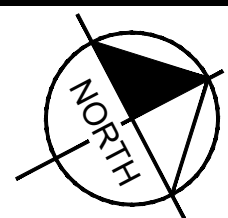
  
Kenneth Suits, Mayor

ATTEST:

  
Darla Armstrong, City Clerk

AFFIX CITY SEAL:





- GENERAL NOTES:
1. THIS EXHIBIT IS PREPARED FOR ANNEXATION PURPOSES ONLY. THIS IS NOT A LAND TITLE SURVEY.
  2. THIS DRAWING IS BASED ON RECORD INFORMATION ONLY.
  3. THIS IS AN OSTENSIBLE BOUNDARY SHOWN FOR VISUAL AID ONLY. NOT A RESOLVED BOUNDARY.
  4. THE BASIS OF THIS DRAWING IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD83)



**ANNEXATION EXHIBIT OF**  
**55.786 ACRES**  
 CITY OF RANSON, JEFFERSON COUNTY,  
 WEST VIRGINIA

**Kimley»Horn**

10101 Reunion Place, Suite 400  
 San Antonio, Texas 78216 FIRM # 10193973 Tel. No. (210) 541-9166  
 www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
1" = 100'	ARP	JLJ	10/21/2025	110894001	1 OF 2

**PROPERTY DESCRIPTION**

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6. SOUTH 05°28'21" WEST, A DISTANCE OF 230.57 FEET TO THE **POINT OF BEGINNING**, AND CONTAINING 55.786 ACRES OR 2,430,050 SQUARE FEET OF LAND IN JEFFERSON COUNTY, WEST VIRGINIA.

THE BASIS OF THIS DESCRIPTION IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD83).

PARCEL COUNT	
PARCEL #	OWNER INFORMATION
1	BRIAR RUN ESTATES PHASE 1 (14/75)
2	BRIAR RUN ESTATES PHASE 2 (15/69)
3	BRIAR RUN ESTATES PHASE 3 (18/4)

PARCEL COUNT	
PARCEL #	BRIAR RUN ESTATES PH 1 OWNER INFORMATION
1	ROBERT A. & JOYCE A. MATZ (910/125)
2	BRANDON D. POFF & BRENNAN M. GASH (1276/501)
3	BARBARA C. DIBOL (1164/77)
4	JEFFERY L. SULLOW JR. (1260/155)
5	WENDY R. & JEFFERY L. DILLOW SR. (1038/3)
6	CARIE B. CHANEY (1097/127)
7	CHAD E. & MEGAN M. MOSSBURG (1095/587)
8	THOMAS JOSEPH STEPHENS (1196/641)
9	JOHN M. & HANNA R. SEAY (1320/388)
10	BRIAN E. & JENNIFER GADOUA (1273/130)
11	HERMIN A. & ANA L. HERNANDEZ DE REQUENO (1215/190)
12	TABITHA L. EAGLE & ERIC S. MESKE (1255/199)
13	KIMBERLEY A. FAGAN (886/120)
14	STEWART L. FURCHES (1177/367)
15	LYNN N. FOX (1239/120)
16	JAMES G. CRAWFORD (881/525)
17	JOHN MICHAEL BUFFONE (1173/254)
18	LEX REGIA LLC. (1320/204)
19	BRITTANY BATES (1288/376)
20	ROBERT J. & KIMBERLEY DORNBERGER (1186/684)
21	MATTHEW ASH (1322/107)
22	LUKE W. ARMSTRONG (1262/226)
23	JERRY LEE BENNETT JR. (884/116)
24	JUDY W. & JULIE D. OTT (1074/101)
25	BRIAN R. & JAMIE D. KORDYAK (1033/18)
26	STACEY M. GETTS & ANNA M. FRAVEL (1242/327)
27	REBA R. REEVES & RHIANNON M. WEITZMAN (1216/533)
28	MATTHEW R. BALL (879/569)
29	AMANDA B. BUCKLAND (1282/635)
30	DAVID A. & CORRINA A. RICKETTS (902/456)
31	BRUCILLA A. WALKER, ET AL (1051/420)
32	BENJAMIN D. PAUL (1324/167)
33	BRIAN J. & JENNIFER G. KEARNEY (932/253)
34	MANDIE L. & DAVID R. QUELA JR. (1208/284)
35	RICHARD DAVIS (1052/611)
36	VALERIE E. & GBAYOGA A. OGUINDARE (1263/448)
37	CAROL A. & WAYNE A. HOLMES (1211/562)
OSSF	BRIAR RUN ESTATES OWNERS ASSOCIATION INC. (1060/442)
RECR	BRIAR RUN ESTATES OWNERS ASSOCIATION INC. (1060/622)

PARCEL COUNT	
PARCEL #	BRIAR RUN ESTATES PH 2 OWNER INFORMATION
38	JOANNE S. MURRAY (1291/419)
39	TERESA A. FORSYTH (1134/221)
40	JOSEPH AMEDIO & JORDAN TIBERIA (1221/84)
41	BENNIE F. ALLISON JR. (948/124)
42	LESLIE & TERESA SMITH (1006/131)
43	EDYTA M. & JAMES SIMMON (1284/650)
44	CAMELA D. HARMAN (1231/441)
45	DENISE LISBORG (930/467)
46	ERIC S. & BRITTNEY M. WRIGHT (1216/286)
47	PATOWMACK PROPERTIES LLC. (1101/432)
48	PIPER RAINES (1241/71)
49	TAMI L. PARIS (1082/15)
50	GRACIELA CANCEINO & JEAN K. CHIPOCO (1158/630)
51	RALEH A. FORMAN (1264/204)
52	DETURA McCANICK (996/52)
53	DIANE L. KEENER (1317/616)
54	TRACY L. PIVIROTTO (996/701)
55	MELISSA NICHOLS (1127/312)
56	WILLIAM D. & ANN R. HENRY (1207/161)
57	BETTYE JEAN HAYES (933/112)
58	ALAN R. & ANGELA LABODA (1193/588)
59	CHRISTOPHER J. CARLSON (1009/241)
60	ANNE Y. HERNANDEZ CERRITOS (1313/11)
61	LISA BOCCHETTI (1125/713)
62	SUSAN M. WEBER & LINDA A. PARRISH (WB31/20)
63	KEITH McDONALD (976/72)
64	BRIAN JEEVES (1036/184)
65	BRADLEY J. BARNHART ET AL (1237/590)
66	JANE E. ROURKE (1047/357)
67	LARRY S. DEMORY ESTATE (923/283)
68	REBECCA A. DINGUS (924/219)
69	DANIEL WILSON III (1008/376)
70	CHRISTINE & GERALD J. MAGNONE JR. (1028/493)
71	VICKI M. REEVES (1157/452)
72	INGRID V. ANDRADE RODRIGUEZ (1266/228)
73	ROXANNE P. & DAVID E. HODGE SR. (934/58)
74	SHERRI L. & WINFORD W. AGE E JR. (1111/474)
75	TODD & MARY SMITH (1006/354)
76	MICHAEL W. KAETZEL & KIMBERLY BROOKING (1150/443)
RECR	BRIAR RUN ESTATES OWNERS ASSOCIATION (1060/622)
OSWM	BRIAR RUN ESTATES OWNERS ASSOCIATION (1060/442)

PARCEL COUNT	
PARCEL #	BRIAR RUN ESTATES PH 3 OWNER INFORMATION
78	WILLIAM T. & TRACY D. UTTERBACK (945/577)
79	ALFREDO ENRIQUE JIMENEZ URIBE ET AL (1306/505)
80	ROBERT J. & NATHANIEL T. HARDING (1303/601)
81	PAUL A. MORGAN (1300/338)
82	JACK PATIENCE (1302/530)
83	IAN V. & AMANDA K. MORRIS (1126/599)
84	TEYA B. & LAMONT J. WILLIAMS (1123/391)
85	KRISTINA M. SANCHEZ & JIMMY C. ROMERO (1286/471)
86	WILLIAM E. LEMLEY (1160/278)
87	ROBERT H. & BRENDA C. ANDREWS (954/316)
88	LANDON W. HODGES & LOGAN P. MATIESZYN (1301/70)
89	KELLY R. & LEONARD E. HOUSDEN JR. (959/427)
90	CHERYL L. ROBINSON (1172/725)
91	KENDRA M. PECK (945/401)
92	LAUREL A. BREYER (1225/8)
93	ANNIE L. UTTERBACK (955/512)
94	WILLIAM H. DEATLEY JR. & RACHEL L. SUGGS (1321/344)
95	TARA N. ANDERSON (1112/699)
96	MICHAEL R. & LORETTA S. DION (970/278)
97	NANA L. SNOW (1116/636)
98	ALEXANDER M. & CRYSTAL CUNNINGHAM (1301/570)
99	EDWARD W. & AMBER L. BURGER (1067/438)
100	SEAN P. & ALICE M. HANIGAN (944/35)
101	LISA BREEDEN (1249/82)
102	ROBERT T. & NANCY ANN MILLER (976/20)
103	PATOWMACK PROPERTIES LLC. (1112/343)
104	JOICE & JOHN HUETT (1266/180)
105	MATTHEW A. OSTERBERG & GLENDA M. MERRETT (1029/467)
106	DONALD R. BELLEFEUILLE (1266/418)
107	KAREN CONLEY & GREGORY A. DAVIS (1101/239)
108	JOSEPH S. BOSCO ET AL (1221/449)
109	MICHAEL STONE (1236/582)
110	JOSEPH W. BARTON & MIRIAN A. H. HERNANDEZ (1300/608)
111	KEVIN C. LYLE (988/310)
112	CHARLES S. & ELISA R. FOX (1012/435)
113	SHAWN CLOUD (1198/581)
114	BARRY L. & PEGGY S. ANDERSON (1001/720)
115	DAVID R. KEILING & BRYAN CLARK-BRAVERMAN (1267/192)
116	CATHLEEN M. & ANNE CATHERINE-PANOVA HOEFLER (1249/543)
117	BRIAN T. & KATHY J. MOLER (946/348)
118	SHELBY C. & MATTHEW YUHAS (1278/246)
119	JOHN & MIRAI S. LUCAS (1256/34)
120	JONATHAN A. ROSS (1144/239)
121	ABRAHAM YBARRA & LETICIA LEYVA (1196/8)
122	TYLER CHASE (1126/449)
123	LINDA M. DILLOW (1270/164)
124	BARBARANN F. ELLIS (966/56)
125	JASON T. HILLS (1199/627)
126	KIMBERLEY M. POE (1193/193)
127	MANUEL A. CABIYA (1168/418)
128	ROBERT G. KALTENBAUGH JR. (1300/164)
129	ELIZABETH A. KURSEY (951/242)
130	JOSEPH G. & CAROL G. SAUNDERS (1201/515)
131	RONALD J. & MARJORIE A. GRAVES (1040/468)
132	MICHAEL T. McDONALD (954/631)
133	VICTOR & RACHEL KOLBAY (1317/237)
1A	RICHARD C. PARADIS
OSWM	BRIAR RUN ESTATES OWNERS ASSOCIATION INC (1060/442)
RECR	BRIAR RUN ESTATES OWNERS ASSOCIATION INC (1060/622)

**GENERAL NOTES:**

1. THIS EXHIBIT IS PREPARED FOR ANNEXATION PURPOSES ONLY. THIS IS NOT A LAND TITLE SURVEY.
2. THIS DRAWING IS BASED ON RECORD INFORMATION ONLY.
3. THIS IS AN OSTENSIBLE BOUNDARY SHOWN FOR VISUAL AID ONLY. NOT A RESOLVED BOUNDARY.
4. THE BASIS OF THIS DRAWING IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD83)

TOTAL PARCEL COUNT	
PARCELS	138

**ANNEXATION EXHIBIT OF  
55.786 ACRES  
CITY OF RANSON, JEFFERSON COUNTY,  
WEST VIRGINIA**

**Kimley»Horn**

10101 Reunion Place, Suite 400  
San Antonio, Texas 78216  
FIRM # 10193973  
Tel. No. (210) 541-9166  
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
	ARP	JLJ	10/21/2025	110894001	2 OF 2

**CERTIFICATE OF THE CITY OF RANSON, WEST VIRGINIA TO ANNEX WITHOUT AN ELECTION UNDER THE PROVISIONS OF WEST VIRGINIA CODE 55 8-6-4 & 8-6-4a A PARCEL OF REAL ESTATE TOTALING 55.786 +/- ACRES OF PROPERTY, FURTHER DESCRIBED AS BRIAR RUN ESTATES LOCATED IN JEFFERSON COUNTY, TO BE ANNEXED INTO THE MUNICIPAL BOUNDARY OF THE CITY OF RANSON**

Whereas, on March 18, 2025 Briar Run Estates Submitted a Freeholder Petition for Annexation of 55.786 +/- acres of property, further described as BRIAR RUN ESTATES PHASE 1 RECORDED IN PLAT BOOK 14, PAGE 75, IN JEFFERSON COUNTY, WEST VIRGINIA; BRIAR RUN ESTATES PHASE 2 RECORDED IN PLAT BOOK 15, PAGE 69, IN JEFFERSON COUNTY, WEST VIRGINIA; BRIAR RUN ESTATES PHASE 3 RECORDED IN PLAT BOOK 18, PAGE 4, IN JEFFERSON COUNTY, WEST VIRGINIA, to be annexed into the municipal boundary of the City of Ranson.

**Property Description:**

**BEING** A 55.786 +/- ACRES OF LAND SITUATED IN JEFFERSON COUNTY, WEST VIRGINIA BEING ALL OF THE DESCRIBED TRACTS AS FOLLOWS:

ALL OF CALLED BRIAR RUN ESTATES PHASE 1 RECORDED IN PLAT BOOK 14, PAGE 75, IN JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF CALLED BRIAR RUN ESTATES PHASE 2 RECORDED IN PLAT BOOK 15, PAGE 69, IN JEFFERSON COUNTY, WEST VIRGINIA;

ALL OF CALLED BRIAR RUN ESTATES PHASE 3 RECORDED IN PLAT BOOK 18, PAGE 4, IN JEFFERSON COUNTY, WEST VIRGINIA:

AND BEING FURTHER DESCRIBED AS FOLLOWS:

**BEGINNING** AT A POINT IN THE WEST ROW LINE OF FLOWING SPRINGS ROAD, FOR THE SOUTHEAST CORNER OF BRIAR RUN ESTATES PHASE 3, AND THE HEREIN DESCRIBED TRACT;

**THENCE**, NORTH 73°01'57" WEST WITH THE SOUTH LINE OF BRIAR RUN ESTATES PHASE 3 AND THE SOUTH LINE OF THE DESCRIBED TRACT, A DISTANCE OF 833.16 FEET TO A POINT FOR THE SOUTHWEST CORNER OF THE HEREIN TRACT;

**THENCE**, ALONG THE WEST LINE OF BRIAR RUN ESTATES PHASE 2 AND PHASE 3, THE FOLLOWING NINE (9) COURSES AND DISTANCES:

1. NORTH 05°39'43" EAST, A DISTANCE OF 1153.67 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. NORTH 05°40'48" EAST, A DISTANCE OF 213.60 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. NORTH 73°55'16" WEST, A DISTANCE OF 396.28 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. NORTH 19°39'01" EAST, A DISTANCE OF 187.10 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. NORTH 66°18'19" WEST, A DISTANCE OF 42.05 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

6. NORTH 24°53'57" EAST, A DISTANCE OF 70.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
7. NORTH 19°39'01" EAST, A DISTANCE OF 128.10 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
8. SOUTH 70°20'59" EAST, A DISTANCE OF 208.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
9. NORTH 15°56'19" EAST, A DISTANCE OF 965.71 FEET TO A POINT IN THE SOUTH LINE OF SAID 82.00 ACRE TRACT DESCRIBED IN A DEED OF DISTRIBUTION TO MARY ANN MCDONALD RECORDED IN DEED BOOK 1321, PAGE 736, IN, JEFFERSON COUNTY, WEST VIRGINIA FOR THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, SOUTH 74°03'21" EAST ALONG THE SOUTH LINE OF SAID MCDONALD 82.00 ACRES, AND THE NORTH LINE OF THE HEREIN DESCRIBED TRACT A DISTANCE OF 1040.00 FEET TO A POINT IN THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD FOR THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

**THENCE**, SOUTH 15°56'19" WEST ALONG THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD A DISTANCE OF 627.97 FEET TO AN ANGLE POINT OF BRIAR RUN ESTATES PHASE 1, AND THE HEREIN DESCRIBED TRACT;

**THENCE**, CONTINUING ALONG BRIAR RUN ESTATES PHASE 1 THE FOLLOWING FIVE (5) COURSES AND DISTANCES:

1. NORTH 71°44'09" WEST, A DISTANCE OF 308.74 FEET TO A POINT FOR AN INTERIOR CORNER;
2. SOUTH 16°41'50" WEST, A DISTANCE OF 246.04 FEET TO A POINT FOR AN INTERIOR CORNER;
3. SOUTH 71°44'09" EAST, A DISTANCE OF 77.92 FEET TO A POINT FOR AN INTERIOR CORNER;
4. SOUTH 60°21'34" EAST, A DISTANCE OF 100.28 FEET TO A POINT FOR AN INTERIOR CORNER;
5. SOUTH 71°44'09" EAST, A DISTANCE OF 136.57 FEET TO A POINT IN THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD, FOR AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, SOUTH 15°56'19" WEST ALONG THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD, THE EAST LINE OF BRIAR RUN ESTATES, A DISTANCE OF 178.91 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;

**THENCE**, DEPARTING THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD AND ALONG A 2.28 ACRE TRACT DESCRIBED IN A DEED TO TADEUSZ AND VIVIAN H. LEWIS RECORDED IN DEED BOOK 1271, PAGE 52, IN JEFFERSON COUNTY, WEST VIRGINIA THE FOLLOWING THREE (3) COURSES AND DISTANCES:

1. NORTH 73°59'53" WEST, A DISTANCE OF 367.91 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 05°34'29" WEST, A DISTANCE OF 295.06 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 70°40'57" EAST, A DISTANCE OF 318.65 FEET TO A POINT IN THE WEST R.O.W. LINE OF SAID FLOWING SPRINGS ROAD, FOR AN ANGLE POINT OF THE HEREIN

DESCRIBED TRACT;

**THENCE**, ALONG THE WEST R.O.W. LINE OF FLOWING SPRINGS ROAD, AND THE EAST LINE OF BRIAR RUN ESTATES THE FOLLOWING SIX (6) COURSES AND DISTANCES:

1. SOUTH 16°22'33" WEST, A DISTANCE OF 279.12 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
2. SOUTH 05°28'21" WEST, A DISTANCE OF 589.68 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
3. SOUTH 07°34'54" WEST, A DISTANCE OF 298.88 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
4. SOUTH 05°28'21" WEST, A DISTANCE OF 182.00 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
5. SOUTH 05°40'57" WEST, A DISTANCE OF 70.69 FEET TO AN ANGLE POINT OF THE HEREIN DESCRIBED TRACT;
6. SOUTH 05°28'21" WEST, A DISTANCE OF 230.57 FEET TO THE POINT OF BEGINNING AND CONTAINING 55.786 +/- ACRES OR 2,430,050 SQUARE FEET OF LAND IN JEFFERSON COUNTY, WEST VIRGINIA.

THE BASIS OF THIS DESCRIPTION IS THE WEST VIRGINIA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (FIPS 4701) (NAD'83).

**Whereas**, West Virginia Code §8-6-4a authorizes municipalities that have adopted countywide zoning with urban growth boundaries, to annex property using the following procedure: (c) Procedure for a municipality to annex property within an urban growth boundary. (1) If the proposed property is to be annexed by a municipality is entirely within the municipality's designated urban growth boundary, then the municipality may annex without an election the proposed property pursuant to the provisions of §8-6-4 of this code. Agreement with the county commission is not required;

**Whereas**, §8-6-4 authorizes the governing body of a municipality to, by ordinance, provide for the annexation of additional territory without ordering a vote on the question if: (1) a majority of the qualified voters of the additional territory file with the governing body a petition to be annexed; and (2) a majority of freeholders of the additional territory, whether they reside or have a place of business within or not, file with the governing body a petition to be annexed;

**Whereas**, for purposes of this section of law, the term "qualified voter of the additional territory" includes firms and corporations in the additional territory regardless of whether the firm or corporation is a freeholder, and the petition may be signed by any officer duly designated by the firm;

**Whereas**, it is the responsibility of the governing body to enumerate and verify the total number of eligible petitioners and, when satisfied that the petition is sufficient in every respect, shall enter that fact upon its journal and forward a certificate to that effect to the Jefferson County Commission;

**Whereas**, the Jefferson County Commission shall subsequently enter an order, and the corporate limits of the municipality shall be as set forth therein;

**Whereas**, the land proposed for annexation is located wholly within the City of Ranson's currently designated and approved Urban Growth Zone;

**Whereas**, a majority of the Qualified voters and freeholders of the property proposed for annexation and have submitted a written and signed petition to the City of Ranson attesting to the same;

**Whereas**, the proposed annexation and zoning have been determined to be consistent with the city's comprehensive plan by the Ranson Planning Commission on November 12, 2024;

**NOW, THEREFORE**, this Certificate certifies that: (i) the representations set forth herein are true and accurate to the best knowledge, information, and belief of the City; (ii) all of the applicable requirements of Code Sections 8-6-3, 8-6-4, and 8-6-4a have been met with regard to the Petition; (iii) the Petition filed by a majority of Property Owners and freeholders of the Subject Parcels, is sufficient in every respect in regard to the annexation into the City of Ranson; (iv) that the Council of the City of Ranson has by Ordinance provided for annexation of the Subject Parcels; and (v) a copy of this Certificate, together with a copy of said Ordinance, has been filed with the records of the City of Ranson; and

**AND FURTHER**, as required by Code Sections 8-6-3 and 8-6-4, this Certificate is hereby filed with the Jefferson County Commission for entry of an Order as required pursuant to West Virginia Code Sections 8-6-4(g) and 8-6-4a(h);

**WHEREFORE**, the City of Ranson prays that the County Commission of Jefferson County, West Virginia, enters an Order, as described in Code Section 8-6-3 and as required by Code Sections 8-6-4(g) and 8-6-4a(h), reflecting the annexation and modification to the corporate limits of the City of Ranson by addition thereto of the Subject Parcels and ordering that such annexation by the City of Ranson be approved and confirmed.

Dated this 14th day of January 2026

CITY OF RANSON, WEST VIRGINIA MUNICIPAL CORPORATION

  
Kenneth Suits, Mayor

ATTEST:

  
Darla Armstrong, City Clerk

March 18, 2025

**FREEHOLDERS' PETITION FOR ANNEXATION**

**EXHIBIT A**

List of Freeholders (Page 9 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

**02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY**

**Briar Run Estates Subdivision**

**Lots 01 through 134, 4 SWM parcels, rights-of-way**

<u>DATE</u>	<u>SIGNATURE</u>	<u>PRINT NAME</u>	<u>PROPERTY ADDRESS &amp; LOT NO</u>
1/16/25	[Signature]	SWAN HANIGAN	17 HARE CT Lot 100
1/18/25	[Signature]	Robert Miller	16 Hare CT Lot 102
1/18/25	[Signature]	Lisa Brooke Bredon	19 Hare Ct. Lot 101
1/18/25	[Signature]	Laurel A. Breyer	922 Oak Lee Lot 92
1/18/25	[Signature]	MICHAEL McDONALD	1111 McGREGOR DR. Lot 132
1/21/25	[Signature]	Barbarann Ellis	919 Oak Lee Dr. Lot 124
1/28/25	[Signature]	Nana L Frye	93 Briar Run Dr Lot 97
1/22/25	[Signature]	Michael R. Dion	107 Briar Run Drive Lot 96
1/26/25	[Signature]	Joseph S. Bosco	140 McGregor Dr Lot 108
1/30/25	[Signature]	JASON HILLS	80 BRIAR RUN DR Lot 125
2/10/25	[Signature]	Kim Poe	66 Briar Run Dr Lot 126

Area G

March 18, 2025

**FREEHOLDERS' PETITION FOR ANNEXATION**

**EXHIBIT A**

List of Freeholders (Page 8 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

**02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY**

**Briar Run Estates Subdivision**

**Lots 01 through 134, 4 SWM parcels, rights-of-way**

<u>DATE</u>	<u>SIGNATURE</u>	<u>PRINT NAME</u>	<u>PROPERTY ADDRESS &amp; LOT NO</u>
1/12/25	<i>[Signature]</i>	Kristina Sanchez	28 Roger Ct. Lot 85
1/12/25	<i>[Signature]</i>	Anna Newton	500 Oak Lee Dr Lot 122
1/12/25	<i>[Signature]</i>	Kendra Peck	904 Oak Lee Dr Lot 91
1-13-25	<i>[Signature]</i>	Abracham Y. Garcia	868 Oak Lee Dr Lot 121
1-13-25	<i>[Signature]</i>	LINDA DILLON	901 OAK LEE DRIVE Lot 123
1-12-25	<i>[Signature]</i>	Mirais Lucas	833 Oak Lee Drive Lot 119
1/12/25	<i>[Signature]</i>	Tracy Utterback	88 Rex Drive Lot 78
1/12/25	<i>[Signature]</i>	JACK PATIENCE	91 REX DRIVE Lot 82
1/12/25	<i>[Signature]</i>	Nathaniel Harding	104 Rex Dr Lot 80
1/12/2025	<i>[Signature]</i>	TERESA Forsyth	28 Mopsy Ct. Lot 39
1/18/2025	<i>[Signature]</i>	Mathew Yunas	47 Rex Drive Lot 118
1/18/2025	<i>[Signature]</i>	PAUL MORGAN	99 Rex Lot 81
1/18/25	<i>[Signature]</i>	Logan Matthews	79 Roger Lot 88
1/18/25	<i>[Signature]</i>	Leonard E. Harder	868 OAK LEE DR Lot 89

Area F

March 18, 2025

**FREEHOLDERS' PETITION FOR ANNEXATION**

**EXHIBIT A**

List of Freeholders (Page 7 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

**02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY**

**Briar Run Estates Subdivision**

**Lots 01 through 134, 4 SWM parcels, rights-of-way**

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
1/13/25	<i>Cathleen M. Hoeltz</i>	Cathleen M. Hoeltz	15 Rex Dr #116
1/21/25	<i>Elisa R. Fox</i>	Elisa R. Fox	191 McGregor Drive #112
1-21-25	<i>Shawn Cloud</i>	Shawn Cloud	189 McGregor Dr. #113
1/22/25	<i>Barry Anderson</i>	Barry Anderson	14 Rex Dr. #114
1-25-25	<i>Michael Stone</i>	Michael Stone	156 McGregor Dr. #109
1/25/25	<i>Donald B. Benfante</i>	Donald Benfante	101 McGregor Dr. #106
1/25/25	<i>Robert Kattenbach</i>	Robert Kattenbach	35 McGregor Dr. #128
2/1/25	<i>Karen C. Davis</i>	Karen C. Davis	124 McGregor Dr. #107
2/2/25	<i>David Keilng</i>	David Keilng	28 Rex drive #115
2/2/25	<i>Victor Kolbay</i>	Victor Kolbay	133 McGregor Dr. #133
2-19/25	<i>Joseph Barton</i>	Joseph Barton	178 McGregor Dr #170
2/09/25	<i>Miriam Barton</i>	Miriam Barton	178 McGregor Dr. #110

Area E

March 18, 2025

**FREEHOLDERS' PETITION FOR ANNEXATION**

**EXHIBIT A**

List of Freeholders (Page 6 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

**02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY**

**Briar Run Estates Subdivision**

**Lots 01 through 134, 4 SWM parcels, rights-of-way**

DATE	SIGNATURE	PRINT NAME	PROPERTY ADDRESS & LOT NO
1/11/2021		Vicki Reeves	#71 571 Oak Lee
1/11/25		Dan Wilse	602 LOT 69
1/11/25		David Kestel	607 OAK LEE #73
1/11/25		Michael Kastel	663 OAK LEE #70
1/11/25		Brian Reeves	748 OAK LEE #64
1/11/25		Keith A. McDaniel	770 OAK LEE #68
1/11/25		Brandon Webster	636 OAK LEE #67
1/11/25		Mary Smith	645 OAK LEE #75
1-12-25		Rebelia Dinges	619 OAK LEE #68
1/12/25		JEREMY WALKER	751 OAK LEE DR #61
1/12/25		Christina Mayore	582 OAK LEE DR #70
1/14/25		Ingrid Andrade	591 OAK LEE DR #72

Area D

March 18, 2025

**FREEHOLDERS' PETITION FOR ANNEXATION**

**EXHIBIT A**


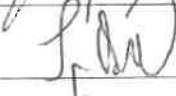
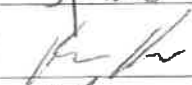
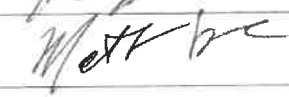

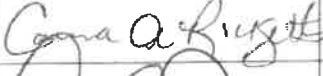

List of Freeholders (Page 5 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

**02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY**

**Briar Run Estates Subdivision**

**Lots 01 through 134, 4 SWM parcels, rights-of-way**

<u>DATE</u>	<u>SIGNATURE</u>	<u>PRINT NAME</u>	<u>PROPERTY ADDRESS &amp; LOT NO</u>
1/11/25		Jennifer Kearney	104 Cottontail Drive Lot #33
1/11/25		Tyson Dodd	21 Cottontail Drive 77
1/11/25		Ben Paul	76 Cottontail Drive 32
2/3/25		Matt Ash	125 Thumper Drive 21 Matt. Ash 196@gmail.com
2/3/25		Stacey Wilson	57 Cottontail Drive 26 Staceyjact51996@gmail
2/3/25		Corina A. Ricketts	48 Cottontail Drive 30 Ranson, WV 25438
2/3/25		Amanda Buckner	34 Cottontail Dr 29 Ranson WV 25438

Area C



March 18, 2025

**FREEHOLDERS' PETITION FOR ANNEXATION**

**EXHIBIT A**

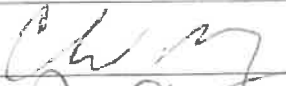


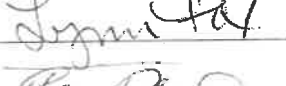
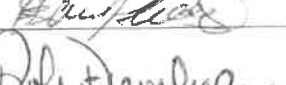
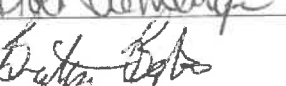
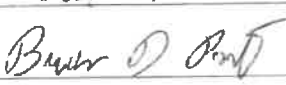


List of Freeholders (Page 3 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

**02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY**

**Briar Run Estates Subdivision**

**Lots 01 through 134, 4 SWM parcels, rights-of-way**

<u>DATE</u>	<u>SIGNATURE</u>	<u>PRINT NAME</u>	<u>PROPERTY ADDRESS &amp; LOT NO</u>
12-12-2025		Chad Massburg	53 Bugs Ct. 07
12-12-25		Jeff Dillow	57 Bugs Ct. 06
1-18-25		JEFF DILLOW JR	52 Bugs Ct. 04
1-18-25		Lynn Fay	58 Cottontail Ct 05
0/1825		A/Ermin Reouno	12 Cottontail Ct 01
1/22/25		Rob DORNBERGER	108 THUMPER DR 20
1/26/25		Brittany Bates	25 Cottontail Ct 19
1/27/25		Brandon D Poff	26 Bugs Ct 02
2/2		Tabitha Eagle	26 Cottontail Ct. 12

Area B 1



March 18, 2025

**FREEHOLDERS' PETITION FOR ANNEXATION**

**EXHIBIT A**

List of Freeholders (Page 1 of 9)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

**02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY**

**Briar Run Estates Subdivision**

**Lots 01 through 134, 4 SWM parcels, rights-of-way**

<u>DATE</u>	<u>SIGNATURE</u>	<u>PRINT NAME</u>	<u>PROPERTY ADDRESS &amp; LOT NO</u>	<u>LOT NO</u>
1-12-25	<i>Tami L. Paris</i>	Tami L. Paris	46 Flopsy Court + LOT 49	49
1-12-25	<i>James Crawford</i>	James Crawford	57 Cottontail Ct Lot 16	16
1-12-25	<i>Melissa Johnson</i>	Melissa Johnson	49 Flopsy Ct Ranson Lot 55	55
1/12/25	<i>William Henry</i>	WILLIAM HENRY	29 FLOPSY CT Ranson Lot #56	56
1/12/25	<i>Denise Hoborg</i>	Denise Hoborg	31 Mopsy Lot 45 Ranson, WVA 25438	45
1/12/25	<i>Joseph Amadio</i>	Joseph Amadio	48 Mopsy Lot 40 Ranson, WV 25438	40
1-13-25	<i>Tracy Pivrotto</i>	Tracy Pivrotto	603 Flopsy Ct Ranson, WV 25438	54
1-13-25	<i>ETRYA SIMMONS</i>	ETRYA SIMMONS	55 Mopsy Ct. Lot 43	43
1-13-25	<i>Eric Wright</i>	Eric Wright	188 Thumper Drive	46
1/14/25	<i>Piper Schellenberg</i>	Piper Schellenberg	36 Flopsy Ct.	48
1/14/25	<i>Joanne S. Murray</i>	Joanne S. Murray	156 Thumper Drive	38
1/26/25	<i>Jane Rourke</i>	Jane Rourke	698 Oak Lee Drive	66
1/26/25	<i>Robert Andrews</i>	Robert Andrews	40 Roger Ct.	87
1/24/25	<i>William Comley</i>	William Comley	36 Roger Ct.	86

Area A 1

March 18, 2025

**FREEHOLDERS' PETITION FOR ANNEXATION**

**EXHIBIT B**

**Areas to be annexed**

(See attached plats of Lots 01 – 133 + Lot 1A, 4 SWM parcels, rights of way)

- Briar Run Estates Lots 01 thru 37 Sheet 1 of 2
- Briar Run Estates Lots 01 thru 37 Sheet 2 of 2
- Briar Run Estates Lots 38 thru 77 Sheet 1 of 3
- Briar Run Estates Lots 38 thru 77 Sheet 2 of 3
- Briar Run Estates Lots 38 thru 77 Sheet 3 of 3
- Briar Run Estates Lots 78 thru 133 Sheet 1 of 2
- Briar Run Estates Lots 78 thru 133 Sheet 2 of 2
- Briar Run Estates Lot 1A Sheet 1 of 2
- Briar Run Estates Lot 1A Sheet 2 of 2

March 18, 2025

## **FREEHOLDERS' PETITION FOR ANNEXATION**

We, the undersigned, being freeholders of property situated within the area of proposed annexation, hereby petition the City Council of the City of Ranson, Jefferson County, West Virginia, asking said Council to annex additional territory to the City of Ranson pursuant to the provisions of Chapter 8, Article 6, Section 4 of the Code of West Virginia, as amended. The precise additional territory sought to be annexed to the City of Ranson is the territory shown on the attached map or plat and further described by courses and distances, as shown upon said plat as required by law.

We petition the City Council of the City of Ranson to proceed to annex the said territory – known as Briar Run Estates (BRE) in Jefferson County, West Virginia, in which there are 134 property owners -- and to take all acts required by law to effect such annexation under the provisions of Chapter 8, Article 6, Section 4 of the Code of West Virginia.

To this end, we propose the following conditions and understandings:

1. The City of Ranson will take ownership of the following common areas, including:
  - a. all roads and rights-of-way, including through roads and cul-de-sacs, six (6) speed humps,
  - b. All traffic control signage at intersections and roadsides,
2. The City of Ranson will maintain the above common areas, including:
  - a. snow removal and ice treatment per City of Ranson standards of all through roads and cul-de-sacs,
  - b. timely paving repair and repaving of all through roads and cul-de-sacs,
  - c. preservation and restriping of stop lines at all intersections,
3. The City of Ranson will include the above roads and rights-of-way in the coverage of their liability insurance protection and hold the homeowners of Briar Run Estates harmless.
4. The City of Ranson will assume the lease agreement which Briar Run Estates has with Potomac Edison to provide light fixtures and illumination or provide equivalent street lighting at no additional charge to Briar Run Estates homeowners.
5. The City of Ranson will provide police protection, emergency response and traffic monitoring services. The City Council of the City of Ranson will formally resolve to patrol roads to enforce stop signs, a 25 mph speed limit and install a radar-equipped speed monitor on Cottontail Drive.
6. The City Council of the City of Ranson will formally resolve to request that the WVDOH include in land development north of Briar Run Estates a connecting roadway from the intersection of Flowing Springs Road and Old Country Club Road to the Potomac Marketplace; and that the roadway be designed for county-level traffic separate from residential curb cuts.

March 18, 2025

**FREEHOLDERS' PETITION FOR ANNEXATION**

**WE THEREFORE**, Submit the attached signed petition of 86 of the 134 homeowners (64%) who support this voluntary request for annexation.

Respectfully,

Briar Run Estates Owners Association, Inc., Board of Directors

Joseph Bosco, President  
Judy Ott, Vice President  
Barbara Sobol, Secretary

March 18, 2025

## **FREEHOLDERS' PETITION FOR ANNEXATION**

**WHEREAS**, No other subdivision roadways in Jefferson County are used as a short-cut road access to City of Ranson property, parks, and recreational field facilities.

**WHEREAS**, The external traffic has tended to exceed the 25 mph speed limit appropriate for residential roadways and consistently ignore stop signs at intersections. Briar Run Estates has had to fund the construction of 6 speed humps and signage in 2017 in order to lessen the speed of through vehicles, without the support of either the City of Ranson Police or Jefferson County Sheriff's Office to enforce speed limits and stop signs.

**WHEREAS**, Briar Run Estates private roads serve school buses which transport City of Ranson students to local schools.

**WHEREAS**, The City of Ranson has approved Presidents Pointe, which in its first two phases consists of over 350 residential units. Its roadway system is served by a single collector road, Presidents Pointe Avenue, which is intended to connect the traffic circle at Oak Lee Drive with Flowing Springs Road. The City of Ranson has allowed the developer to construct the roadway in phases, as it adds additional residential units. The result of this policy is to give the residents of Presidents Pointe' if they are traveling to destinations north and east in the county or Maryland, no alternative but to use the roadways of Briar Run Estates to connect to Flowing Springs Road. Currently, the schedule for the completion of Presidents Pointe Avenue is entirely up to the developer and the housing market. Neither the developer or the City know what year that will be.

**WHEREAS**, Additional residential development approved by Jefferson County at Aspen Green along Flowing Springs Road and Old Country Club Road will add hundreds of trips per day to traffic to and from Potomac Marketplace and through Briar Run Estates.

**WHEREAS**, Briar Run Estates has researched with Freedom of Information Act requests and with voluntary cooperation of City of Ranson staff and officials which suggest Briar Run Estates has literally been forgotten or overlooked.

**WHEREAS**, The City of Ranson in 2006 annexed the 66 units of Briar Run Phase 4, which has the same housing density and road structure as Briar Run Estates. In 2008, the City of Ranson developed one of the two storm water management areas of Briar Run Phase 4 into a city park and maintains both areas. In 2022, the City of Ranson repaved all of roadways of Briar Run Phase 4 including through roads and cul-de-sacs<sup>1</sup>.

**WHEREAS**, The West Virginia Department of Highways cannot provide maintenance of the Briar Run Estates road system due to the expiration of the, so called, "Orphan Roads" legislation in 1999.

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<sup>1</sup> Briar Run Phase 4 has 3,995 feet (.75 mi) of 25 feet wide roadway. Approximately two-thirds (65%) of that roadway connects to Briar Run Estates and serves through traffic similarly to Briar Run Estates. Briar Run Estates has approximately 7,714 feet (1.5 mi) of 25 feet wide roadway. More than half (55%) of that roadway serves through traffic.

March 18, 2025

## **FREEHOLDERS' PETITION FOR ANNEXATION**

Hon. Keith D. Pierson, Mayor  
Mr. Todd Wilt, City Manager  
City Council Members Anderson, Stroud, Suits, Custer, Colandrea, McDaniel  
312 S. Mildred Street  
Ranson WV, 25438

### **Introduction**

The homeowners of the Briar Run Estates Homeowner's Association formally seek Voluntary Annexation into the City of Ranson.

### **History/Background**

**WHEREAS**, Briar Run Estates, is the first three phases of the Briar Run housing development, constructed between 1997 and 2000, consisting of 134 homes on approximately 1/3 acre lots and is surrounded by other properties and roadways currently within the City of Ranson, all those having been annexed into City of Ranson within the last twenty years.

**WHEREAS**, Briar Run Estates is fully within the current City of Ranson Urban Growth Boundary, established in 2015.

**WHEREAS**, Briar Run Estates' road system consists of four main roads: Thumper Drive, Cottontail Drive, Briar Run Drive and Oak Lee Drive and nine cul-de-sacs. The main roads connect two entrances on Flowing Springs Road with the Potomac Marketplace, Route 9 and Fairfax Boulevard.

**WHEREAS**, Briar Run Estates' road system has, since 2006, been unfairly burdened by the traffic generated by the growth, commercial business and residential development choices made and approved by the City of Ranson through its Comprehensive Plan, Zoning Ordinance and Urban Growth Boundary.

**WHEREAS**, Briar Run Estates resident volunteers have conducted two traffic counts, exhibits attached, which demonstrate that on typical weekend and week days 2100 to 2200 vehicles pass through Briar Run Estates within a 10 hour period. This data conservatively extrapolates to well over 3,000 vehicles per day. Vehicle types include cars, vans, pickup trucks with trailers, box trucks, dump trucks, tractor-trailers and vehicles bearing the signage of the City of Ranson and the City of Charles Town. A subsequent City of Ranson traffic survey verified the Briar Run Estates data.

**WHEREAS**, External traffic has been imposed on Briar Run Estates' roads by land development decisions made by the City of Ranson in 2006 and following years without providing for an alternate roadway for county-level traffic.

May 15, 2025

**SUPPLEMENTAL SUBMISSION to**  
**FREEHOLDERS' PETITION FOR ANNEXATION**

Hon. Keith D. Pierson, Mayor  
Mr. Todd Wilt, City Manager  
City Council Members Anderson, Stroud, Suits, Custer, Colandrea, McDaniel  
312 S. Mildred Street  
Ranson WV, 25438

Gentlepersons,

Attached is our supplemental submission to our petition for annexation of March 18, 2025. It consists of our response to the 19 signature challenges communicated to us by the City Manager and 11 additional new signatures.

Of the 19 challenges we have provided explanation for all, which we are confident you will agree with. We agree that 3 of the 19 are invalid. The attached Errata table provides a detailed explanation for each challenge, as well as emails from 4 of the owners with name changes.

In addition to the response to challenges we attach 5 sheets with 11 additional new signatures to the petition.

Should you have any questions or need for additional clarification on this submission, please contact me.

We understand that the Council may want to postpone their review until after the upcoming elections. We will be prepared to be on the agenda for the July 1, 2025, Council meeting.

Respectfully,

Briar Run Estates Owners Association, Inc., Board of Directors

Joseph Bosco, President  
Cathleen Hoefler, Vice President  
Barbara Sobol, Secretary

Attachment: Errata and Additional Signatures

May 15, 2025

**FREEHOLDERS' PETITION FOR ANNEXATION**

**ADDENDUM TO EXHIBIT A**

Errata and Additions to List of Freeholders (Page 1 of 12 )

1.	49 Flopsy Court	Lot #55	Melissa Nichols changed to Melissa Johnson by marriage on 5/16/21. County records have not been notified. (See attached email.)
2.	30 Flopsy Court	Lot #48	Piper Raines changed to Piper Shellenberg by marriage on 9/20/24 in MD. County records have not been notified. (See attached email.)
3.	77 Flopsy Court	Lot #53	County Tax Map on April 03, 2025, shows owner as Diane Keener. Prior owner was Juan Saenz.
4.	57 Bugs Court	Lot #06	Chaney is the owner of Lot #06. Jeff Dillow (Sr.) is owner of Lot #05. Address: 56 Bugs Court (per Tax Map).
5.	58 Cottontail Ct.	Lot #15	Owner is Lynn Fox. Correct Lot # from 05 to 15.
6.	12 Cottontail Ct.	Lot #11	Owner is Hermin Requeno. Please correct Lot # from 01 to 11.
7.	53 Thumper Dr.	Lot #37	Owner is Carol Holmes. Please correct Lot # from 35 to 37.
8.	43 Cottontail Ct.	Lot #18	County Tax Map shows Lex Regia LLC as owner. Transferred from Mucher to Lex Regia LLC on April 1, 2024, and to David Enright on Aug. 7, 2024.
9.	76 Cottontail Dr.	Lot #32	County Tax Map on April 03, 2025, shows owner as Benjamin Paul. Prior owner was Cates.
10.	125 Thumper Dr.	Lot #21	County Tax Map on April 03, 2025, shows owner as Matthew Ash. Prior owners were his parents, James & Elizabeth Ash.
11.	57 Cottontail Dr.	Lot #26	Stacey Getts changed to Stacey Wilson by marriage. County records have been notified. (By verbal verification, email pending.)

May 15, 2025

**FREEHOLDERS' PETITION FOR ANNEXATION**

**ADDENDUM TO EXHIBIT A**

Errata and Additions to List of Freeholders (Page 2 of 12)

12.	636 Oak Lee Dr.	Lot #67	County Tax Map on April 03, 2025, shows Larry Demory Estate as owner. Webber signature, as renter, is invalid. ↙
13.	751 Oak Lee Dr.	Lot #61	County Tax Map on April 03, 2025, shows owner as Lisa Bocchetti. Lisa Bocchetti changed to Lisa Walker by marriage on 7/8/23. (See attached email.) County has not been notified. Replace signature of Jeremy Walker with Lisa Walker on supplemental signature sheet.
14.	133 McGregor Dr.	Lot #133	County Tax Map on April 03, 2025, shows owner as Victor Kolbay. Prior owner was Shankle.
15.	178 McGregor Dr.	Lot #110	County Tax Map on April 03, 2025, shows Joseph Barton and Mirian Hernandez as owners. Signature of Joseph Barton is valid. Signature of Mirian Barton is invalid, as only one signature allowed per lot. Please correct Lot # from 170 to 110. ↗
16.	885 Oak Lee Dr.	Lot #122	County Tax Map on April 03, 2025, shows Tyler Chase as owner. Mouton purchased property from Chase on Sept. 1, 2024. Change to county map is pending.
17.	104 Rex Drive	Lot #80	County Tax Map on April 03, 2025, shows owner as Nathaniel Harding. Prior owner was Martinez.
18.	93 Briar Run Dr.	Lot #97	Nana Snow changed to Nana Frye (maiden name) after divorce in 2012. Deed changed in 2012 to remove ex-husband. County not notified, but County personal property tax has her as Frye. (See attached email.)

May 15, 2025

page 3 of 12

Joe

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**From:** Melissa Nichols <melissa.nichols27@yahoo.com>  
**Sent:** Thursday, April 24, 2025 4:18 PM  
**To:** Joe  
**Subject:** Briar Run Annexation

Hi Joe I'm reaching out about my name change information. I'm at 49 Flopsy Ct and I got married 5/16/21. Apparently my name change wasn't completed not completed on my property. I'm not even sure how that happens but it's something to do with the deed. I can resign the petition if need be using my previous name. Just let me know what you need.

Thank you  
Melissa Johnson  
304-433-5151  
Sent from my iPhone

May 15, 2025

page 4 of 12

Joe

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**From:** Piper Raines <praines14@gmail.com>  
**Sent:** Thursday, April 24, 2025 4:22 PM  
**To:** joe.bosco.nd@gmail.com  
**Subject:** Briar Run Annexation

Good evening Mr. Bosco,

Tami reached out to me and advised that you needed some information on the annexation forms from me due to my legal name change (marriage). My date of marriage was 9/20/24 in MD, but I have not formally changed my last name with the tax office yet. Please let me know if you need anything else from me, thank you

-Piper (Raines) Schellenberg

May 15, 2025

page 5 of 12

Joe

**From:** nana frye <nlfrye@comcast.net>  
**Sent:** Friday, April 11, 2025 9:18 AM  
**To:** Joe  
**Subject:** Re: Question on Petition Signature

Joe, when I bought the house in 2001, I was married, and my last name was legally Snow. When I divorced in 2012, I legally changed my name to Frye (maiden name). I have a court order that I received so that I could take it to the Social Security office to change my name back to Frye which I did in August 2012. When a quick claim deed was completed to remove my ex-husband from the deed, I was still legally Snow. I did not notify the Court house at that time.

In 2018 when I completed other legal documents, I did ask if I should change my house deed from Snow to Frye and was told it was not necessary unless I wanted to spend the money to do so. I did not want to spend the money at that time.

I do have my car property tax in Frye, and they can easily confirm it. I can provide the court order, if necessary, but the courthouse should have that on file too.

Please let me know if you need any additional information. Thank you. Nana

On 04/10/2025 1:15 PM EDT Joe <joe.bosco.nd@gmail.com> wrote:

Nana,

Ranson gave us a list of signatures to our Petition for Annexation which they questioned because the signer's name did not agree with the County's tax map. They are asking us to give them an explanation for each one that they have questioned.

You signed as Nana Frye, but the current Jefferson County tax map has the owner listed as Nana Snow. Did you make a name change and why? Have you notified the County?

Thanks for helping us on this response,

Joe Bosco



May 15, 2025

page 7 of 12

I, Lisa Walker, am the deeded owner of 751 Oak Lee Dr, Ranson WV, Lot #61. My name changed from Lisa Bocchetti to Lisa Walker on 7/8/23 due to marriage

Lisa Walker

Date: 04/29/2025

:





May 15, 2025

**FREEHOLDERS' PETITION FOR ANNEXATION**

**EXHIBIT A**

List of Freeholders (Page 10 of 12)

WE, the undersigned Freeholders, hereby PETITION the Ranson City Council, pursuant to W.Va. Code §8-6-4, to annex into the City of Ranson the area comprising ± 54.98 acres, including the parcels listed below and as further described in Exhibit "B", attached.

**02 - CHARLES TOWN TAX DISTRICT, JEFFERSON COUNTY**

**Briar Run Estates Subdivision**

Lots 01 through 134, 4 SWM parcels, rights-of-way

<u>DATE</u>	<u>SIGNATURE</u>	<u>PRINT NAME</u>	<u>PROPERTY ADDRESS &amp; LOT NO</u>
4/5/25	<i>[Signature]</i>	Manuel Cabija	127 50 Briar Run Drive
4/5/25	<i>[Signature]</i>	Tara Anderson	125 125 Briar Run Drive
4/5/25	<i>[Signature]</i>	Lamont Williams	84 834 Oak Lee Drive
4/05/25	<i>[Signature]</i>	Margerie Graves	131 91 McGregor Drive
4/21/25	<i>[Signature]</i>	Glenda Osterberg	22 McGregor Dr. #105



May 15, 2025

Page 12 of 12

Joe

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**From:** sheryl.weitzel@verizon.net  
**Sent:** Tuesday, April 8, 2025 6:33 PM  
**To:** Joe  
**Subject:** Re: 938 Oak Lee Drive - Ownership?

Hi, Joe. I am the legal owner of the property. The tax records will not reflect the change until 2026 I have told because I settled at the end of July, and the records were already set for the year.

I thought that you had the 68% required to pass the resolution to be annexed. I do have a question, though. You say below that the annexation will eliminate the possibility of an HOA fee hike in the near future; but I thought I read in the documentation sent a few months ago that there would be a hike with the annexation. Can you explain the difference between no assessment for road repairs and a difference in the HOA fees? Thanks!

I have the documents for the board/proxy vote. I will send them later tonight.

Thanks for reaching out.

Sheryl Weitzel

Sent from the all new AOL app for IOS

On Tuesday, April 8, 2025, 11:38 AM, Joe <joe.bosco.nd@gmail.com> wrote:

Greetings from the Briar Run Estates HOA Board,

Your company, SJW Ventures, LLC, is listed with our management company as the owner of 938 Oak Lee Drive in the Briar Run Estates subdivision in Jefferson County, WV. The Jefferson County Tax Map indicates the owner is Annie L Utterback. Would you please clarify whether you are the current owner or not?

If you are not the owner, would you please tell us who is and, if possible, provide a contact?

If you are the owner, we have two requests:



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jessica Gormont, GIS Lead/CAD Administrator (approved by Gabriel Areizaga, IT/GIS Director)

Department or Organization: IT/GIS

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **February 5, 2026**

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

Date Requested – 2<sup>nd</sup> Choice:

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

**-Constituent request for naming convention deviation in addressing**

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

- ✚ Constituent lives on a road that requires naming. They would like to use the suffix “Trail” which was removed from the GIS/Addressing Street Name Suffix list as an option a few years ago. Office has denied the request and stated that they need to choose a suffix option that is on the approved list. Constituent would like the Commission to override that decision.

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*):

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: jessica.d.gormont@jeffcowv.gov

Phone Number: 304-724-8986

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

not applicable

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: David Bound

Department or Organization: Administration

Estimation of amount of time needed for appointment: 15 min

Date Requested – 1<sup>st</sup> Choice: **Feb. 5, 2026**

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

Date Requested – 2<sup>nd</sup> Choice:

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

- 1 Commission Ambulance Fee Exonerations**
- 2 Budget Adjustments**
- 3 Emergency Management Performance Grant (EMPG) reimbursement grant**
- 4 Peoples Bank Grant**
- 5 America250 Mural Project Grant**

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

- 1 Present commission ambulance fee exonerations late fees, sales, items billed to current owner.
- 2 budget adjustments as presented with one for one exchanges.
- 3 This is a grant reimbursement request for the County Commission to receive up to 50% of Jefferson County Homeland Security and Emergency Management’s staff salaries and benefits for the 2024 calendar year. For the grant application, the total 2024 staff salaries and benefits of \$203,974.86 are being submitted, with a reimbursement request of \$101,987.43. The state-approved amount is to be determined. The application also includes a Certification Regarding Lobbying form that requires a signature. The request is for approval and authorization to sign the required form for the Emergency Management Performance Grant.
- 4 Approve the Peoples Bank grant application as presented.
- 5 Approve the America250 mural application, approve the Mural Artist Committee recommendation, and West Virginia Department of Tourism Acceptance Letter.

Is this a funding request? Y/N Yes

If so, how much? \$112,987.43

Provide exact financial impact/request:

\$101,987.43 is a reimbursement request for up to 50% of the total \$203,974.86 in salaries and benefits for the 2024 calendar year.

\$6,000 is requested for the application to the Peoples Bank Grant. No matching funds are required.

\$5,000 is requested for the application to the America250 Mural Project Grant. No matching funds are required.

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.

Requested motion to approve the budget adjustments as presented.

Requested motion to approve the Emergency Management Performance Grant application as presented.

Requested motion to approve the Peoples Bank grant application as presented.

Requested motion to approve \_\_\_\_\_ as the artist for the America250 mural.

Requested motion to approve the America250 mural application as presented.

Requested motion to allow the County Administrator to sign the West Virginia Department of Tourism Acceptance Letter for the America250 Mural on behalf of the County Commission.

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: David.J.Bound@JeffCoWV.gov

Phone Number: 304.728.3284 Ext 1003

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

*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: February 5, 2026

Re: Fiscal Note: FY26 Budget Adjustments

---

Staff has presented the following departments for FY26 internal budget adjustments. The presented items are dollar for dollar account exchanges and are within FY26 budget.

Homeland Security training and materials and supplies.  
JC Emergency Services Agency various accounts to salaries and wages.

Staff has presented the following departments for FY26 external budget adjustments. The presented items are requested from other departments and or the contingency account to fund current FY26 expenditures.

County Commission allocate merit amounts to various commission departments  
Request contingency monies to fund insurances workers compensation and unemployment.  
Fleets and facilities funding from ESA, Homeland and contingency to fund leased vehicles, overtime and electricity.



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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: February 5, 2026

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

---

JC Commission staff has provided a list of adjustments and exonerations totaling \$1,419

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.

**2025/ 2026 Ambulance Fee Adjustments / Corrections / Exonerations Feb 5, 2026**

Date	Cust #	Amount	Reason
1/15/2026	60138	\$ 55.00	SOLD 9/5/24 PRIOR TO THE FY25 INVOICES BEING ISSUED ON 6/2025 FOR FY25 NO BALANCE DUE AT TIME OF SALE
1/15/2026	60138	\$ 55.00	SOLD 9/5/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 (NEW OWNER CUST #67365 TO BE BILLED FOR FY26)
1/15/2026	60138	\$ 55.00	SOLD 9/5/24 PRIOR TO THE FY25 INVOICES BEING ISSUED ON 6/2025 FOR FY25 NO BALANCE DUE AT TIME OF SALE
1/15/2026	60138	\$ 55.00	SOLD 9/5/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 (NEW OWNER CUST #67365 TO BE BILLED FOR FY26)
1/20/2026	63534	\$ 55.00	DUPLICATE BILL SOLD 12/10/24 CUSTOMER 67540 BILLED FOR FY26
1/20/2026	63534	\$ 55.00	DUPLICATE BILL SOLD 2/14/24 CUSTOMER 65565 BILLED FOR FY25
1/21/2026	63013	\$ 5.00	WAIVE LATE FEE
1/21/2026	63013	\$ 15.00	WAIVE LATE FEE
1/21/2026	49144	\$ 20.00	WAIVE LATE FEE (DUPLICATE)
1/21/2026	32487	\$ 10.00	WAIVE LATE FEE - SOLD 2/22/22
1/21/2026	64295	\$ 5.00	WAIVE LATE FEE - SOLD 3/24/25
1/21/2026	43735	\$ 5.00	WAIVE LATE FEE - SOLD 10/21/21
1/21/2026	53862	\$ 5.00	WAIVE LATE FEE - SOLD 5/16/25
1/21/2026	38959	\$ 5.00	WAIVE LATE FEE - PAYMENT RECEIVED SAME DAY
1/21/2026	38959	\$ 5.00	WAIVE LATE FEE - PAYMENT RECEIVED SAME DAY
1/21/2026	39367	\$ 10.00	WAIVE LATE FEE - SOLD 01/09/22
1/21/2026	40337	\$ 10.00	WAIVE LATE FEE - SOLD 5/16/22
1/21/2026	40535	\$ 10.00	WAIVE LATE FEE - SOLD 01/25/22
1/21/2026	40560	\$ 10.00	WAIVE LATE FEE - SOLD 6/9/22
1/21/2026	40586	\$ 10.00	WAIVE LATE FEE - SOLD 2/8/22
1/21/2026	40687	\$ 10.00	WAIVE LATE FEE - SOLD 02/27/22
1/21/2026	40598	\$ 10.00	WAIVE LATE FEE - SOLD 04/25/22
1/21/2026	41059	\$ 10.00	WAIVE LATE FEE - SOLD 12/31/21
1/21/2026	41180	\$ 10.00	WAIVE LATE FEE - SOLD 05/11/22
1/21/2026	41312	\$ 10.00	WAIVE LATE FEE - SOLD 1/1/22
1/21/2026	41488	\$ 10.00	WAIVE LATE FEE - SOLD 3/28/22
1/21/2026	41511	\$ 10.00	WAIVE LATE FEE - SOLD 3/8/22
1/21/2026	41541	\$ 10.00	WAIVE LATE FEE - SOLD 04/10/22
1/21/2026	41576	\$ 10.00	WAIVE LATE FEE - SOLD 4/21/22
1/21/2026	41668	\$ 10.00	WAIVE LATE FEE - SOLD 4/13/22
1/21/2026	41786	\$ 10.00	WAIVE LATE FEE - SOLD 3/22/21
1/21/2026	42230	\$ 10.00	WAIVE LATE FEE - SOLD 7/31/21
1/21/2026	42648	\$ 10.00	WAIVE LATE FEE - SOLD 3/14/22
1/21/2026	43137	\$ 10.00	WAIVE LATE FEE - SOLD 06/30/22
1/21/2026	49240	\$ 10.00	WAIVE LATE FEE - SOLD 02/27/22
1/21/2026	49475	\$ 10.00	WAIVE LATE FEE - SOLD 01/24/22
1/21/2026	51792	\$ 10.00	WAIVE LATE FEE - SOLD 04/07/22
1/21/2026	52168	\$ 10.00	WAIVE LATE FEE - SOLD 12/26/22
1/21/2026	53339	\$ 10.00	WAIVE LATE FEE - SOLD 01/26/22
1/21/2026	53718	\$ 10.00	WAIVE LATE FEE - SOLD 05/11/22
1/21/2026	53906	\$ 10.00	WAIVE LATE FEE - SOLD 11/16/20
1/21/2026	54416	\$ 10.00	WAIVE LATE FEE - SOLD 04/21/22
1/21/2026	54514	\$ 10.00	WAIVE LATE FEE - SOLD 03/02/22
1/21/2026	61571	\$ 10.00	WAIVE LATE FEE - SOLD 10/25/23
1/21/2026	61634	\$ 10.00	WAIVE LATE FEE - SOLD 11/04/25
1/21/2026	31120	\$ 15.00	WAIVE LATE FEE - SOLD 11/07/22
1/21/2026	32291	\$ 15.00	WAIVE LATE FEE - SOLD 09/21/22
1/21/2026	34614	\$ 15.00	WAIVE LATE FEE - SOLD 10/14/21
1/21/2026	37766	\$ 15.00	WAIVE LATE FEE - SOLD 10/06/22
1/21/2026	38475	\$ 15.00	WAIVE LATE FEE - SOLD 10/19/21
1/21/2026	41524	\$ 15.00	WAIVE LATE FEE - SOLD 02/12/23
1/21/2026	43246	\$ 15.00	WAIVE LATE FEE - SOLD 03/03/22
1/21/2026	43357	\$ 15.00	WAIVE LATE FEE - SOLD 10/04/22
1/21/2026	54884	\$ 15.00	WAIVE LATE FEE - SOLD 10/12/22
1/21/2026	60654	\$ 15.00	WAIVE LATE FEE - SOLD 11/20/22
1/21/2026	64431	\$ 15.00	WAIVE LATE FEE - SOLD 09/30/24
1/21/2026	42476	\$ 15.00	WAIVE LATE FEE
1/21/2026	63286	\$ 20.00	WAIVE LATE FEE - SOLD 03/21/24
1/21/2026	63362	\$ 65.00	NEVER OWNED THE PROPERTY
1/21/2026		\$ 65.00	NEVER OWNED THE PROPERTY
1/21/2026		\$ 55.00	NEVER OWNED THE PROPERTY
1/21/2026		\$ 55.00	NEVER OWNED THE PROPERTY
1/23/2026	68038	\$ 5.00	WRONG BILLING ADDRESS NEVER RECEIVED THE FY26 INVOICE
1/23/2026	54574	\$ 5.00	WAIVE LATE FEE - DID NOT RECEIVE FY26 INVOICE
1/26/2026	63278	\$ 5.00	WAIVE LATE FEE - DID NOT RECEIVE FY26 INVOICE
1/26/2026	63278	\$ 5.00	WAIVE LATE FEE - DID NOT RECEIVE FY26 INVOICE
1/26/2026	53058	\$ 55.00	SOLD 8/15/24 PRIOR TO THE FY26 INVOICES BEING ISSUED NO BALANCE DUE AT THE TIME OF SALE
1/26/2026	53058	\$ 55.00	DUPLICATE BILL SOLD 8/15/24 NEW OWNER ALSO BILLED FOR FY26 CUST #66098
1/27/2026	41175	\$ 44.00	SOLD 7/24/24 PRIOR TO THE FY25 INVOICES BEING ISSUED ON 6/2025 NO BALANCE DUE AT TIME OF SALE
1/27/2026	53358	\$ 5.00	WAIVE LATE FEE - DID NOT RECEIVE FY26 INVOICE
1/27/2026	40882	\$ 5.00	WAIVE LATE FEE - DID NOT RECEIVE FY26 INVOICE
1/27/2026	60412	\$ 5.00	PAYMENT MISAPPLIED AS A PRE-PAYMENT FOR FY27 CAUSING A LATE FEE TO BE ADDED IN ERROR
1/29/2026	66863	\$5.00	WAIVE LATE FEE - DID NOT RECEIVE FY26 INVOICE
1/29/2026	48623	\$5.00	WAIVE LATE FEE - DID NOT RECEIVE FY26 INVOICE
1/29/2026	35707	\$5.00	WAIVE LATE FEE - DID NOT RECEIVE FY26 INVOICE
1/29/2026	54633	\$5.00	WAIVE LATE FEE - DID NOT RECEIVE FY26 INVOICE
1/29/2026	60514	\$5.00	WAIVE LATE FEE - DID NOT RECEIVE FY26 INVOICE
1/29/2026	60514	\$5.00	WAIVE LATE FEE - DID NOT RECEIVE FY26 INVOICE
1/29/2026	41047	\$ 55.00	MOBILE HOME SOLD & REMOVED FROM PROPERTY PER ASSESSOR RECORDS

\$ 1,419.00

**RESOLUTION**

At a regular session of the Jefferson County Commission, held on the 5th Day of February 2026, the following Order was made and entered:

**SUBJECT:** To approve the state budget transfers for leased vehicles, overtime, electricity and added ESA insurances to the Commission amounting to \$824,266 to the county departments' FY26 budgets as presented.

**RESOLVED:** That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2026 External budget revision number #6 to the General Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

\_\_\_\_\_, and duly seconded by \_\_\_\_\_, the vote was as follows:

Pasha Majdi	<u>yes</u>
Mike Mood	<u>yes</u>
Stephen Stolipher	<u>yes</u>
Cara Keys	<u>yes</u>
Jack Hefestay	<u>yes</u>

Whereupon, Commissioner **Majdi** declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Pasha Majdi**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

\_\_\_\_\_  
**Pasha Majdi**, President  
Jefferson County Commission

Ora Ash, Deputy State Auditor  
 West Virginia State Auditor's Office  
**200 West Main Street**  
 Clarksburg, WV 26301  
 Phone: 627-2415 ext. 5101 or ext. 5118  
 Fax: 304-340-5090  
**Email: [igs@wvsao.gov](mailto:igs@wvsao.gov)**

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
 FY: 2026  
 Fund: 001  
 Rev. No. 6  
 Pages: 1

Jefferson County Commission  
 \_\_\_\_\_  
 GOVERNMENT ENTITY

Person To Contact Regarding Request:  
 Name: **David Bound**  
 Phone: **304.728.3284**  
 Fax: \_\_\_\_\_  
 Email: [dbound@jeffersoncountywv.org](mailto:dbound@jeffersoncountywv.org)

PO Box 250  
 \_\_\_\_\_  
 STREET OR PO BOX  
 Charles Town 25414  
 \_\_\_\_\_  
 CITY ZIP CODE

**COUNTY**  
 Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)**

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	2,145,064	555,196		2,700,260
424	Courthouse	2,239,955	235,270		2,475,225
428	Data Processing	1,457,670		19,770	1,437,900
699	Contingencies	3,029,026		764,196	2,264,830
711	Emergency Services/OES	286,736		10,000	276,736
715	Ambulance Authority	6,702,825		30,300	6,672,525
717	Central Garage	673,155	33,800		706,955
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Expenditures**

**APPROVED BY THE STATE AUDITOR**  
 \_\_\_\_\_  
 BY: Deputy State Auditor, Local Government Services Div. Date

David Bound 2/5/2026  
 \_\_\_\_\_  
 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

Jefferson County, West Virginia  
 Department of Financial Management  
 Budget Revision for Fiscal Year Ending June 30, 2026  
 Internal Budget Revision  
 IBR # FY26-005

Narrative:

Transfer funds within in Dept 715 (Emergency Services) to reduce the budget shortfall on employee salary and wages.

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001715-410300	EMPLOYEES SALARY AND WAGES	3,879,888	185,000		4,064,888
001715-410802	PART TIME / EXTRA HELP	65,100		25,000	40,100
001715-421402	TRAVEL-TRAINING RELATED	15,000		5,000	10,000
001715-421500	MAINT/REP BLDG AND GRNDS	24,000		20,800	3,200
001715-421916	RENT - MIDDLEWAY VFD	19,200		19,200	-
001715-422100	TRAINING AND EDUCATION	32,000		10,000	22,000
001715-423000	CONTRACTED SERVICES	370,000		30,000	340,000
001715-434103	MEDICAL SUPPLIES - AMBULANCE	300,000		50,000	250,000
001715-434500	UNIFORMS	80,000		25,000	55,000
					-
					-
					-

Requested by: Bessie Nelson / Finance & Administration Manager

Approved by:(department head/elected): \_\_\_\_\_

Date: 1/28/2026

Reviewed by: *David Bound*

Date

1/28/2026

David Bound / Chief Financial Officer

Date Submitted to County Commission: \_\_\_\_\_

2/5/2026

Date Approved: \_\_\_\_\_

2/5/2026

Authorizing Signature: \_\_\_\_\_

Jefferson County, West Virginia  
 Department of Financial Management  
 Budget Revision for Fiscal Year Ending June 30, 2026  
 Internal Budget Revision  
 IBR # FY26-004

Narrative:

DEPT. 711 ADJUST FY26 BUDGET WITH TRANSFERS

Budget Line No.	Account Name	Approved Budget	Requested Additions	Requested Reduction	Revised Budget
001711.434100	MATERIALS AND SUPPLIES	-	100		100
001711.422100	TRAINING	1,000.00		100	900
					-
					-
					-
					-
					-
					-
					-
					-

Requested by: DICKI MYERS

Approved by:(department head/elected): DICKI MYERS

Date: 1/27/2026

Reviewed by: *David Bound* Date: 1/27/26

David Bound / Chief Financial Officer

Date Submitted to County Commission: 2/5/2026

Date Approved: 2/5/2026

Authorizing Signature: \_\_\_\_\_



# JEFFERSON COUNTY COMMISSION

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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  
Kayla Whetstone

Date: February 5, 2026

Re: Fiscal Note: Emergency Performance Grant

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Jefferson County Homeland Security and Emergency Management is requesting grant funding reimbursement from the Emergency Management Performance Grant. The 2024 calendar year salary and benefit expenses totaled \$203,974.86. The grant may reimburse up to 50% of this amount, or \$101,987.43. For the grant application, the total 2024 staff salaries and benefits of \$203,974.86 are being submitted, with a reimbursement request of \$101,987.43. The state-approved amount is to be determined.

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND  
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0001). **NOTE: Do not send your completed form to this address.**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Standard Form-LLL "Disclosure of Lobbying Activities" attached  
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE  
(GRANTEE OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.815 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by;

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about-

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

- (1) Abide by the term of the statement; and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring on the workplace no later than five calendar days after such convictions;





# JEFFERSON COUNTY COMMISSION

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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  
Kayla Whetstone

Date: February 5, 2026

Re: Fiscal Note: Peoples Bank Grant

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Parks & Recreation is requesting grant funding from the Peoples Bank Grant for a family-friendly concert series at the AMP at Sam Michaels Park.

Peoples Bank Grant

\$6,000



# 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  
*Steve Stolipher*

COMMISSIONER  
*Mike Mood*

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

From: David Bound  
Kayla Whetstone

Date: February 5, 2026

Re: Fiscal Note: America250 Mural Project Grant

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The America250 Mural Project grant through the West Virginia Department of Tourism is available to County Commissions to help cover the cost of a mural.

Total cost of the mural	\$5,000
America250 Mural Project Grant	\$5,000



**STATE ARTS OFFICE**  
 1900 Kanawha Blvd. East | Building 9  
 Charleston, West Virginia 25305  
 (304) 558-0220 | WVculture.org

To Be Completed by Tourism:  
 GRTAWD: \_\_\_\_\_  
 Vendor: \_\_\_\_\_  
 Grant-Invoice No: \_\_\_\_\_

## FY26 - ART GRANTS AWARD ACCEPTANCE LETTER

Grant Amount: \$ 5,000 Name: Jefferson County Commission  
 Contact Name: Kayla Whetstone Contact Email: Kayla.N.Whetstone@jeffcowv.gov  
 Address: 393 N Lawrence Street  
 City: Charles Town State: West Virginia Zip: 25414

I accept the Fiscal Year 2026 grant award and understand and agree to the term limits outlined on the enclosed **Instruction Sheet** and **State Agency Grant Awards Accountability Requirement (SAGA) Sheet**. I understand that all expenditures from the grant must be in support of programs occurring **between July 1, 2025 and June 30, 2026** (Fiscal Year 2026) and that all project activities comply with the National Endowment for the Art's [terms and conditions](#).

\_\_\_\_\_  
*Signature* *Date*

\_\_\_\_\_  
*Name* *Title* *Phone Number*

State of West Virginia, County of: \_\_\_\_\_

I, \_\_\_\_\_, a notary public in and for said state do hereby certify that  
 \_\_\_\_\_, whose name is signed to the writing above, has this day  
 acknowledged the same before me.

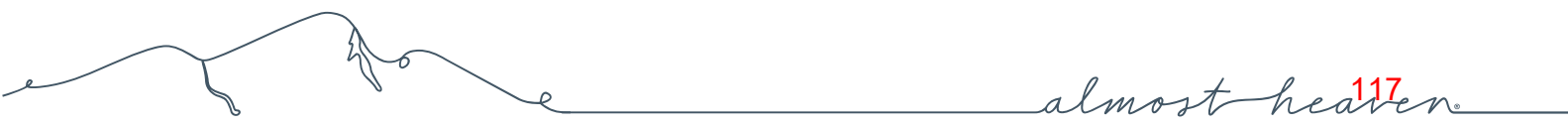
Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
*Notary Public*

I certify that payment should be issued in accordance with the FY 2026 Department of Tourism grant awards.

\_\_\_\_\_  
*Department of Tourism* *Date*



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Edwina Benites-LM

Department or Organization: County Administration

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: January 8, 2026

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

Date Requested – 2<sup>nd</sup> Choice:

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

1. Legislative update- West Virginia Legislature
2. Legislative update- US Congress
3. Update regarding Commission direction of the county administrator to organize a meeting between Charles Town Utility Board, Charles Town, Ranson, and the County on utility board issues.

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

See attached

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*):

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

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

not applicable



# JEFFERSON COUNTY COMMISSION

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

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PRESIDENT

*Pasha Majdi*

VICE PRESIDENT

*Cara Keys*

COMMISSIONER

*Jack Hefestay*

COMMISSIONER

*Mike Mood*

COMMISSIONER

*Steve Stolipher*

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

From: Edwina Benites-LM, county administrator

Re: County Administrator Report, January 22, 2026

---

Summary:

1. Legislative update- West Virginia Legislature
2. Legislative update- US Congress
3. Update regarding Commission direction of the county administrator to organize a meeting between Charles Town Utility Board, Charles Town, Ranson, and the County on utility board issues.

1. Legislative update- West Virginia Legislature

Review of legislative priorities including legislative provisions regarding FDID regulation and regulations regarding the sale of Commission property.

2. Legislative update- US Congress

Update of FY 26 federal appropriations and funding for Commission priorities.

3. Update regarding Commission direction of the county administrator to organize a meeting between Charles Town Utility Board, Charles Town, Ranson, and the County on utility board issues.

I reached out to the City of Charles Town, the Charles Town Utility Board, and the City of Ranson regarding possible meeting dates. The City of Charles Town is not interested in participating. Charles Town Utility Board may get back to me. Ranson is interested in participating.

*Recommended motion:* Motion to host the joint meeting on water and sewer issues and history in Jefferson County:

- 6-8 pm on February 9th
- 6-8 pm on February 12<sup>th</sup>

Inviting the City of Charles Town, the Charles Town Utility Board, and the City of Ranson.

## CTUB Meeting Minutes Oct-Dec 2025, additional info. CIFs

---

**From** Heidi Parker <HParker@ctubwv.com>

**Date** Wed 1/28/2026 1:04 PM

**To** Steve Stolipher <sstolipher@jeffersoncountywv.org>; Jack Hefestay <jhefestay@jeffersoncountywv.org>; Cara Keys <ckeys@jeffersoncountywv.org>; Mike Mood <mmood@jeffersoncountywv.org>; Pasha Majdi <pmajdi@jeffersoncountywv.org>; Edwina Benites <ebenites@jeffersoncountywv.org>; Lynn Dillow <ldillow@jeffersoncountywv.org>

 6 attachments (8 MB)

2025-12-18 Special Meeting Minutes.pdf; 2025-12-10 Special CTUB Meeting Minutes.pdf; 2025-11-25 Special CTUB Meeting Minutes.pdf; 2025-11-12 Special CTUB Meeting Minutes.pdf; 2025-10-22 CTUB Meeting Minutes.pdf; 2025-10-8 CTUB Meeting Minutes.pdf;

You don't often get email from hparker@ctubwv.com. [Learn why this is important](#)

These minutes from our CTUB Meetings are available online, but for your convenience, I have attached them here. I apologize for so many months at one time. It has been a busy few months.

To report back to the County, I appreciate the opportunity to explain my vote on the Summit Point grant opportunity. This has been approved by the board since then during a Special Meeting, though I still am unsure how ratepayers will be impacted by this. I do plan to continue to protect rate payers as we work to provide affordable, dependable water and sewer services.

It may also be of interest to you that the City of Ranson heard from John Maxey on December 2, 2025, regarding concerns on the CIF calculation, which I was also in attendance at.

Heidi Parker, County Ratepayer Representative

**Charles Town Utility Board  
Special Board Meeting  
December 18, 2025**

The Charles Town Utility Board held a special meeting on December 18, 2025 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; Ashley Stottlemeyer, Secretary; and Robert Rodecker and Cindy Wilson, Legal Counsel (Zoom).

**CALL TO ORDER**

The Chairman called the meeting to order at 4:00 P.M.

**PUBLIC COMMENT**

No public comment was received.

Mrs. Stolipher mentioned that a quorum would not be available on December 22 or 23 for a Special Meeting to discuss a time-sensitive matter relating to a PSC complaint case that has been filed against CTUB and requested amending the agenda to include this emergency item. Mrs. Wilson had no problems with this request.

**Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved amending the agenda to receive legal advice pursuant to a complaint filed with the PSC.**

**UNFINISHED BUSINESS**

Utility Manager Performance Evaluation Review and Contract Addendum -Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2)(A)- Matters arising from the appointment, employment of an employee.

Mrs. Stolipher requested this item to be held in public session. The Chairman stated he met with Mrs. Stolipher and reviewed the evaluations completed by the Board members. He reviewed the goals the Board set for Mrs. Stolipher for 2026, half of which she is currently achieving and the Board requests her to continue to do. Mrs. Stolipher provided her response to the Board evaluations and requested a two-year contract extension instead of the one-year suggestion since the overall Board evaluations, both current and past, were positive and very satisfactory. She also requested clearly defined and measurable improvement objectives included in a final evaluation.

The Board was in agreeance and pleased with Mrs. Stolipher' s overall performance and staff's support, but would like to extend the contract for one year, review again in September 2026 and look at a three-year extension at that time based on performance. The Chairman and Mr. Pierson were in favor of a two-year contract extension. The Board requested hiring a Deputy type position under the Utility Manager to assist with tasks. Mrs. Stolipher the Board has already approved that position in the last fiscal year budget and has been included in the organizational chart. The Chairman mentioned an organizational structure study would be beneficial for the Utility.

Mrs. Stolipher will review the one-year contract extension again and inform the Board of her decision. No action was taken by the Board.

**NEW BUSINESS**

Emergency Action Item - Added to agenda on 12/18/2025\* - WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

**Action:** Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved inviting Stephanie Grove, Legal Counsel for the City of Charles Town, to participate in the executive session discussion on the PSC complaint case.

**Action:** Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved convening into Executive Session at 4:48 P.M. to received legal advice regarding a complaint filed with the PSC.

The Board convened back into public session at 5:25 P.M.

**Action:** Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously authorized the Attorney to file a response to the complaint filed with the PSC regarding the CIF case, seeking a 30-day extension of time due to the holiday and the necessity of coordinating a response with the Charles Town City Council.

**Action:** Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously recommend to the Charles Town City Council that together file a response to the complaint case seeking mediation and agreeing to toll the CIF and the Ordinance, that establishes the CIF, until the case is resolved.

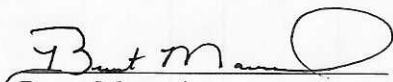
**ADJOURNMENT**

There being no further business at this time, the Board adjourned the meeting.

**Action:** Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved to adjourn the meeting at 5:31 P.M.

**INFORMATION ONLY**

The next meeting is scheduled for Wednesday, January 14, 2026 at 4:00 P.M. at 661 S. George Street.

  
Brent Manuel  
Chairman

  
Ashley Stottlemeyer  
Secretary

**Charles Town Utility Board  
Special Board Meeting  
December 10, 2025**

The Charles Town Utility Board held a special meeting on December 10, 2025 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemeyer, Secretary; and Robert Rodecker, Legal Counsel (Zoom).

County Commission Liaison, Commissioner Mike Mood were absent from the meeting.

**CALL TO ORDER**

The Chairman called the meeting to order at 4:00 P.M.

**APPROVAL OF MINUTES**

Approval of November 12, 2025 Special Meeting Minutes

The Chairman called for changes or corrections to the November 12, 2025 special meeting minutes. Mrs. Parker suggested a minor correction to the discussion on the Summit Point grant. Staff will verify from the meeting recording.

**Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the November 12, 2025 special meeting minutes as presented and any changes will be verified by the meeting recording.**

Approval of November 25, 2025 Special Meeting Minutes

The Chairman called for changes or corrections to the November 25, 2025 special meeting minutes.

**Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board approved the November 25, 2025 special meeting minutes as presented.**

**PUBLIC COMMENT**

Public comment was received by Travis Markley, Robbie Shipe, Collin Cole, Ritchie Longerbeam, and Elizabeth Ricketts.

**UNFINISHED BUSINESS**

Utility Manager Performance Evaluation Review and Contract Addendum - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2) (A)- Matters arising from the appointment, employment of an employee.

This item was moved to the end of the meeting.

**Action: No action required by the Board.**

**NEW BUSINESS**

2026 CTUB Board Meeting Schedule

**Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the 2026 board meeting schedule as presented.**

2026 CTUB Holiday Schedule

**Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the 2026 holiday schedule as presented.**

Collection System Project – Resolution No. 21 – EEFG Payment No. 4, Pay App No. 9

Mrs. Stolipher included the pay application for Resolution No. 21 – EEFG Payment No. 4, Pay App No. 9, in the amount of \$137,286.81 for work completed.

**Action:** Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved Resolution No. 21 – EEFG Payment No. 4, Pay App No. 9.

Collection System Project – Resolution No. 22 – CIF Payment No. 15

Mrs. Stolipher included the pay application for Resolution No. 22 – CIF Payment No. 15, in the amount of \$34,307.81 for work completed.

**Action:** Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved Resolution No. 22 – CIF Payment No. 15.

Chlorine Room Modification Project – Resolution No. 3 – Pay App No. 3

Mrs. Stolipher included the pay application for Resolution No. 3 in the amount of \$44,066.25 for work completed.

**Action:** Motion made by Mr. Kratovil, second by Mr. Pierson, the Board unanimously approved Resolution No. 3 – Pay App No. 3.

GDF – Asset Management Task Order No. 2

Mrs. Stolipher presented Task Order No. 2 for assistance from GDF to help develop the Asset Management software additional population of data and work orders. Justin Cooney and Dave Pederson from GDF provided a brief overview of the scope of work to complete this task. The Board provided discussions.

**Action:** Motion made by Mr. Maxey, second by Mrs. Pierson, the Board unanimously approved Task Order No. 2 not to exceed \$35,000.

Rate Study Request for Proposals

Mrs. Stolipher provided a draft Request for Proposals for a rate study. She mentioned the last Class Cost of Service study was initiated in 2021 using FY2022 billing data. Mrs. Stolipher recommended the Board go out to bid to analyze current rates, consumption tiers and various customer classes with the substantial growth and overall increased operation costs since that time. The Board provided discussions.

**Action:** Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the rate study Request for Proposals.

Vactor Truck Quotes

Mrs. Stolipher included two truck quotes, which has been included in the approved Capital Expenditure report. The current truck is almost twenty years old and in need of replacement. She suggested moving forward with the Vactor quote totaling \$365,594.00. The Board provided discussions.

**Action:** Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the purchase of the Vactor truck.

Cranes Lane Control Panel Quote

Mrs. Stolipher provided a quote to replace an existing control panel at the Cranes Lane Pump Station. The Board provided discussions.

**Action:** Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the purchase of the control panel for Cranes Lane Pump Station.

GDF Wastewater Treatment Facility Preliminary Design Proposal

Prior to the Board's review of the PER at the first January meeting, GDF would like to move forward with the initial assessment of wastewater flows by performing influent sampling, analysis, and process modeling in preparation for the future Charles Town Wastewater Plant expansion not to exceed \$130,000. The Board provided discussions.

**Action:** Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the GDF proposal and requested at the January meeting a more specific calendar of what additional projects or studies need to be done to get to the funding stage.

**MANAGER REPORTS**

Utility Manager Report

Mrs. Stolipher provided her report on this month's sewer and water efforts. The Board expressed their satisfaction with the new report format.

**Action:** No action required by the Board.

Chairman Report

The Chairman had nothing to report.

**Action:** No action required by the Board.

**APPROVAL OF BILLS**

December 10, 2025

**Action:** Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the payment of the bills.

**EXECUTIVE SESSION**

Utility Manager Performance Evaluation Review and Contract Addendum - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2) (A)- Matters arising from the appointment, employment of an employee.

**Action:** Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved convening into Executive Session at 5:07 P.M. to discuss the Utility Manager performance evaluation.

The Board convened back into public session at 6:32 P.M.

**Action:** Motion made by Mr. Maxey, second by Mr. Kratovil the Board approved directing the attorney to draft a contract addendum for the General Manager that changes the appraisal date to September from December and offers a one-year extension to December 2026. Mr. Pierson voted against the motion.

**Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved scheduling a special meeting on December 18<sup>th</sup> at 4:00 P.M.**

The Chairman mentioned he will meet with Mrs. Stolipher to review the Board's evaluations prior to the December 18<sup>th</sup> meeting as she will have an opportunity to comment at that time.

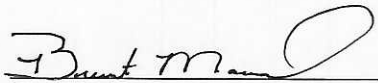
**ADJOURNMENT**

There being no further business at this time, the Board adjourned the meeting.

**Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 6:34 P.M.**

**INFORMATION ONLY**

The next meeting is scheduled for Wednesday, January 14, 2026 at 4:00 P.M. at 661 S. George Street.



Brent Manuel  
Chairman



Ashley Stottlemyer  
Secretary

**Charles Town Utility Board  
Special Board Meeting  
November 25, 2025**

The Charles Town Utility Board held a special meeting on November 25, 2025 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemeyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and County Commission Liaison, Commissioner Mike Mood.

**CALL TO ORDER**

The Chairman called the meeting to order at 4:00 P.M.

**PUBLIC COMMENT**

Public comment was received by Ritchie Longerbeam, Jacquelyn Milliron Cara Keys and Christine Wimer.

**UNFINISHED BUSINESS**

**Summit Point Motorsports Park and Training Facility Grant Opportunity**

**Draft Letter to Region 9 Prepared by John Maxey**

Mr. Maxey proposed to withdraw his draft letter to Region 9 and instead move to reconsider the motion from the last meeting to pursue the \$10.5 million Economic Development grant.

**Action: Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved to reconsider last week's motion regarding the Summit Point Raceway facility.**

**Action: Motion made by Mr. Maxey, second by Mr. Pierson, to pursue the \$10.5 Economic Development Grant on two conditions; #1. That all expenses not covered by grants be the responsibility of Summit Point Motorsports so that CTUB ratepayers will not be required to subsidize any portion of it and #2. The facility be limited to users on the subject property. Mr. Maxey accepted Mr. Pierson's friendly amendment to the motion to follow the appropriate steps to secure the grant, but come back to the Board if further motions need to be made.**

The Board provided discussions on the motion. Commissioner Mood mentioned there is a commercial property adjacent to the facility that he recommends be considered for service. Mr. Maxey mentioned that would be considered when the contract is drafted by Mr. Rodecker. Mrs. Parker expressed her concerns and the reasons why she is against the treatment plant. Mrs. Stolipher provided a high-level estimate of revenues that would be generated immediately from this facility as a customer, including roughly \$830,000 of annual revenue for water and sewer each. Mr. Kratovil expressed his concerns, but with appropriate restrictions he is in support.

**After discussions, the Board voted in favor of the motion. Mrs. Parker voted against the motion.**

Utility Manager Performance Evaluation Review and Contract Addendum

**Action: Motion made by Mrs. Parker, second by Mr. Maxey, with discussions from the Board, to convene into Executive Session to discuss the Personnel Matter on the Utility Manager Contract Addendum.**

Mr. Rodecker mentioned the employee has the right to discuss in public session. Mrs. Stolipher requested additional information as to what specifically the motion is related to as she was under the impression from the last meeting the Board was to prepare her performance evaluation for the December meeting. Mr. Maxey mentioned the Utility Manager contract expires at the end of December and requested another meeting to discuss the contract rather than wait until the last meeting in December. Mrs. Stolipher provided this is her second contract addendum and following the same process as prior years. She requested the discussion in public session.

Mr. Rodecker referenced Section 7 of the employment contract and suggested the evaluation be performed as mentioned in the contract terms which includes a written evaluation, a meeting to discuss and present a written summary of results then the Board can discuss a contract addendum. The Board provided discussions and will submit the evaluations to the Chairman by December 1<sup>st</sup> and discuss the evaluations and contract at the next meeting, scheduling a special meeting if another one is needed.

**After discussions, the motion failed. The Chairman, Mr. Pierson and Mr. Kratovil voted against the motion.**

**Action: Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved tabling the discussion on the Utility Manager performance evaluation and contract addendum until the next meeting.**

**NEW BUSINESS**

Board Policy Regarding Availability Letters - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

**Action: Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 4:46 P.M. to consider matters relating to the Board policy regarding availability letters under WV State Code Section §6-9A-4(b)(9).**

The Board convened back into public session at 5:46 P.M.

**Action: Motion made by Mr. Pierson, second by Mrs. Parker, and amended by Mr. Maxey, the Board unanimously approved directing the engineer to prepare actual numbers the Board can use versus CIF numbers when calculating usage of water and process today, provide to the Board at the first meeting in January and hold a work session in January to discuss the new plant.**

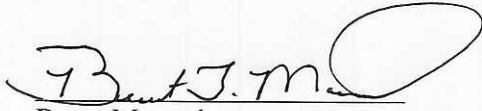
**ADJOURNMENT**

There being no further business at this time, the Board adjourned the meeting.

**Action:** Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved to adjourn the meeting at 5:47 P.M.

**INFORMATION ONLY**

The next meeting is scheduled for Wednesday, December 10, 2025 at 4:00 P.M. at 661 S. George Street.



Brent Manuel  
Chairman



Ashley Stottlemeyer  
Secretary

**Charles Town Utility Board  
Special Board Meeting  
November 12, 2025**

The Charles Town Utility Board held a special meeting on November 12, 2025 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemeyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and County Commission Liaison, Commissioner Mike Mood.

Pat Kratovil, Board Member, was absent from the meeting.

**CALL TO ORDER**

The Chairman called the meeting to order at 4:00 P.M.

**APPROVAL OF MINUTES**

Approval of October 22, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the October 22, 2025 regular meeting minutes.

**Action: Motion made by Mrs. Parker, second by Mr. Maxey, the Board approved the October 22, 2025 regular meeting minutes as presented.**

**PUBLIC COMMENT**

Public comment was received by Jacquelyn Milliron.

**UNFINISHED BUSINESS**

Update on WV PSC Case 25-0263-W-C - West Virginia American Water Complaint Case - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Mr. Rodecker had no updates to report and mentioned there is no deadline for when the PSC has to act on the matter.

**Action: No action required by the Board.**

**Ammonium Sensor Quote**

**Action: Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved removing the item from the table for the discussions on the Ammonium Sensor.**

As requested at the last Board meeting, Chris Eckenrode from GDF was present to provide further discussions on the Ammonia levels at the wastewater plant. The Board provided discussions.

**Action: Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the Ammonium Sensors with the additional \$10,000 if necessary for wiring and SCADA programming.**

**WVDEP Draft Letter on 2024 Integrated Water Quality and Assessment Report**

Mrs. Stolipher provided a draft letter for WVDEP per the Board's direction at the last meeting, in hopes they would prioritize Jefferson County, as the Board was concerned with failing county wide septic systems.

**Action:** Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the draft letter for WVDEP.

**NEW BUSINESS**

Collection System Project – Resolution No. 20 – WDA Payment #3, CIF Payment #13

Mrs. Stolipher included the pay application for Resolution No. 20 – WDA Payment #3, CIF Payment #13, in the amount of \$299,223.87 for work completed.

**Action:** Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved Resolution No. 20 – WDA Payment #3, CIF Payment #13.

Summit Point Motorsports Park and Training Facility Grant Opportunity

Rachel Miller from Region 9 briefed the Board on the grant opportunity for funding infrastructure at the Summit Point facility. She mentioned a potential grant available for the design and construction of a package plant at the facility through the WDA Economic Enhancements Grant fund. Mr. Eckenrode briefed the Board on the high-level report prepared by GDF to provide infrastructure to the facility. He recommended a water tank and package plant over a five-mile water or sewer line as the most cost-effective and viable option. The Board provided discussions and concerns. Ms. Miller mentioned there is no funding available for line extension and could possibly be funded at 100% with funds currently available for the package plant option.

**Action:** Motion made by Mr. Pierson, second by Mr. Maxey, second by the Chairman, the Board voted 2-2 to apply for the grant in the name of CTUB to put the plant in at the facility in Summit Point. The motion fails. Mr. Maxey and Mrs. Parker voted no.

Mr. Maxey stated he is opposed to package plants in karst and particularly one that would require effluent into the Bullskin Run, although he is in favor of the project but CTUB should look to long-term planning which involves water and sewer along Summit Point Road rather than a plant.

Capacity Improvement Fee Policy Amendment

Mr. Maxey provided the revised Capacity Improvement Fee policy to review data on an annual basis.

**Action:** Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board unanimously accepted the amendment as presented.

Water Plant Pilot Study for Membrane and GAC Filtration

Chris Eckenrode from GDF briefed the Board on his proposal for a pilot study at the water treatment plant to update the existing facility with a membrane filtration and Granular Activated Carbon treatment system totaling \$96,680.00. To design this type of system, a pilot study is required by the State which generally takes a year to complete. The Board provided discussions.

**Action:** Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the water plant pilot study for membrane and GAC filtration.

Belt Press Building Enclosure

Mrs. Stolipher provided two proposals to enclose the Belt Press Building where the former conveyor belt was housed at the wastewater treatment plant. This would allow for more enclosed storage at this

site. The lower bid came in at \$23,420.26. Mr. Maxey requested a tour of the wastewater treatment plant.

**Action:** Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the lowest bid from Premier Contracting for \$23,420.26 and ensure they are licensed and bonded.

#### Utility Manager Performance Evaluation Review and Contract Addendum

The Chairman mentioned he will provide a packet at the conclusion of the meeting to all Board members to complete a performance evaluation on the General Manager. The Board provided discussions. Mrs. Parker proposed extending Mrs. Stolipher's current contract that expires on December 31, 2025 for at least six months to further discuss opening up the contract to bids. The Chairman provided that would be better suited at the December meeting as this item is to establish the performance evaluation of Mrs. Stolipher to be discussed at the next meeting.

**Action:** No action required by the Board.

### MANAGER REPORTS

#### Utility Manager Report

Mrs. Stolipher provided recent tank inspection reports. Mr. Pierson questioned the status of providing sewer services to Fox Glen. Mrs. Stolipher provided she was under the impression the Board decided to not move forward with any further evaluations for that area. Mr. Maxey questioned whether a formal request for service had been received from the developer of lots in that area, the Board of Education for North Jefferson Elementary or Parks and Recreation for Hite Road Park to respond with a cost estimate to serve without current ratepayers subsidizing the extensions. Mr. Rodecker provided clarifications for extensions of service.

Mrs. Parker requested an organizational chart of CTUB and a three-year high-level calendar for upcoming events/due dates. Mr. Maxey questioned various commitment letters brought up in public comment and mentioned the Board voted to use the 280 GPD value in determining CIF's, but not necessary or the intent of the Board for the engineer to use that value to design future infrastructure, rather use actual usage. The Board acknowledged receipt of the request from the City of Ranson and requested the Chairman review the package prior to Mrs. Stolipher submitting to Ranson.

**Action:** No action required by the Board.

#### Chairman Report

The Chairman had nothing to report, but the 2<sup>nd</sup> reading for the CIF's will take place at the City Council meeting on November 17<sup>th</sup>.

**Action:** No action required by the Board.

### APPROVAL OF BILLS

#### October 22, 2025

**Action:** Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the payment of the bills.

Mr. Rodecker informed the Board of his retirement at the end of the year, but assured the Board the other partners at his firm are capable of fulfilling his duties after his departure.

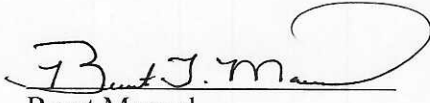
### ADJOURNMENT


There being no further business at this time, the Board adjourned the meeting.

**Action:** Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 5:32 P.M.

**INFORMATION ONLY**

The next meeting is scheduled for Wednesday, December 10, 2025 at 4:00 P.M. at 661 S. George Street.

  
Brent Manuel  
Chairman

  
Ashley Stottlemeyer  
Secretary

**Charles Town Utility Board  
Regular Board Meeting  
October 22, 2025**

The Charles Town Utility Board held a regular meeting on October 22, 2025 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Heidi Parker, Board Member; and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemeyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and County Commission Liaison, Commissioner Mike Mood.

Duke Pierson, Treasurer, was absent from the meeting.

**CALL TO ORDER**

The Chairman called the meeting to order at 4:00 P.M.

**APPROVAL OF MINUTES**

Approval of October 8, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the October 8, 2025 regular meeting minutes.

**Action: Motion made by Mrs. Parker, second by Mr. Maxey, the Board approved the October 8, 2025 regular meeting minutes as presented.**

**PUBLIC COMMENT**

Public comment was received by Jacquelyn Milliron.

**UNFINISHED BUSINESS**

Update on WV PSC Case 25-0263-W-C - West Virginia American Water Complaint Case - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Mr. Rodecker had no updates to report.

**Action: No action required by the Board.**

Fox Glen Subdivision Sewer Extension

Alexis Davy from the Jefferson County Health Department briefed the Board on their support for extending public sewer to the Fox Glen Subdivision due to the generalized age of the system. She mentioned it is hard to quantify the number of failed septic systems in that area unless they are self-reported. Ms. Davy also provided in the short-term, the Health Department will be offering public health education to the area as well as grants to those with failing systems. The Board provided discussions.

Jennifer Wishmyer from Region 9 briefed the Board on potential funding options, most being initiated with a Preliminary Engineering Report. Ron Marcus reiterated his concerns from the last meeting of the failing systems in that area and expressed his interest for the Board to consider a collaboration to extend sewer services to Fox Glen. The Board provided discussions.

Mr. Maxey mentioned there is a bigger issue of septic systems throughout the County not just this subdivision and CTUB should properly plan for older subdivisions that may need assistance in the

future. He suggested having GDF include in the new plant design an option to accept septage. Mr. Kratovil suggested a more holistic approach of figuring out the scope of the problem before developing a plan. Mr. Maxey requested Mr. Stolipher draft a letter to WVDEP to prioritize Jefferson County on the contaminated waters list, as there are nine streams impaired by fecal coliform.

**Action: Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved directing staff to draft a letter to WVDEP requesting prioritization of their evaluation of the contamination problem in the Jefferson County.**

## **NEW BUSINESS**

### **Hite Road Park Sewer Request**

Jennifer Myers, Director of Parks and Recreation, presented one of their Capital Projects for FY2026 to bring public water and sewer infrastructure to James Hite Park located off of Hite Road, which backs up to Fox Glen subdivision. She expressed interest in working with CTUB if there was a potential for CTUB to serve that area in the future. The Board provided discussions.

**Action: No action required by the Board.**

### **Collection System Project – Resolution No. 18 – WDA Payment #2, CIF Payment #11**

Mrs. Stolipher included the pay application for Resolution No. 18 – WDA Payment #2, CIF Payment #11, in the amount of \$180,259.60 for work completed.

**Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Resolution No. 18 – WDA Payment #2, CIF Payment #11.**

### **Collection System Project Resolution No. 19 – CIF Payment #12**

Mrs. Stolipher included the pay application for Resolution No. 19 – CIF Payment #12, in the amount of \$28,028.96 for work completed. The Board provided discussions.

**Action: Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved Resolution No. 19 – CIF Payment #12.**

### **Chlorine Room Modifications Project – Resolution No. 2**

Mrs. Stolipher included the pay application for Resolution No. 2 in the amount of \$178,733.25 for work completed.

**Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Resolution No. 2.**

### **WV-003 Sawgrass Drive – AT&T 4<sup>th</sup> Lease Amendment**

Mrs. Stolipher included a copy of the 4<sup>th</sup> Lease Amendment for the AT&T equipment on the Locust Hill tank. Mr. Rodecker reviewed the agreement with no concerns.

**Action: Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the lease amendment for the Sawgrass Drive tank.**

### **Ammonium Sensor Quote**

As discussed at a previous Board meeting, Mrs. Stolipher included quotes for Ammonium Sensors located at the influent and effluent at the Charles Town wastewater plant for a total of \$41,287.98. Mr. Maxey requested further discussions with Chris Eckenrode from GDF before taking any action.

**Action:** Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved tabling discussions on the Ammonium Sensor quote until after further discussions with Mr. Eckenrode.

Media Farms – Revised Alternate Mainline Extension Agreement

Mrs. Stolipher provided the Board previously approved the agreement, but the number of single-family homes has been increased from 42 to 45 units.

**Action:** Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the revised Alternate Mainline Extension Agreement for Media Farms.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided she received the Consent Order Termination notification for the wastewater treatment plant improvements and provided an updated availability chart. She also mentioned the CIF first reading will be held on November 3<sup>rd</sup> and the second reading on November 17<sup>th</sup>. Mr. Maxey requested GDF's contract be emailed to the Board and he would like to review the Ammonia and BOD 2025 data. He also requested an agenda item at the next meeting to amend the current CIF policy to add language for an annual review of inflation data.

**Action:** No action required by the Board.

Chairman Report

The Chairman had nothing to report, but did thank the Board who attended the City Council meeting.

**Action:** No action required by the Board.

APPROVAL OF BILLS

October 22, 2025

**Action:** Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the payment of the bills.

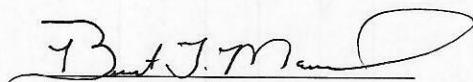
ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting.

**Action:** Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 4:49 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, November 12, 2025 at 4:00 P.M. at 661 S. George Street.



Brent Manuel  
Chairman



Ashley Stottlemeyer  
Secretary

**Charles Town Utility Board  
Regular Board Meeting  
October 8, 2025**

The Charles Town Utility Board held a regular meeting on October 8, 2025 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member; and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; Ashley Stottlemeyer, Secretary and Robert Rodecker, Legal Counsel (Zoom).

April Shultz, Assistant Utility Manager and County Commission Liaison, Commissioner Mike Mood were absent from the meeting.

**CALL TO ORDER**

The Chairman called the meeting to order at 4:00 P.M.

**APPROVAL OF MINUTES**

**Approval of September 24, 2025 Regular Meeting Minutes**

The Chairman called for changes or corrections to the September 24, 2025 regular meeting minutes. Mr. Pierson requested his name be removed from all motions at the last meeting relating to the CIF table drop as he claimed they were inappropriately voted on. The Board provided discussions and since the minutes are an accurate depiction of what happened at the meeting, Mr. Pierson's request would be in the record for the current meeting minutes.

**Action: Motion made by Mrs. Parker, second by Mr. Maxey, the Board approved the September 24, 2025 regular meeting minutes. Mr. Pierson voted no.**

**PUBLIC COMMENT**

Public comment was received by Jacquelyn Milliron.

**UNFINISHED BUSINESS**

Update on WV PSC Case 25-0263-W-C - West Virginia American Water Complaint Case - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Mr. Rodecker mentioned WVAW filed exceptions to the Recommended Decision and CTUB and the County Commission filed responses to those exceptions. All parties now await a final decision by the PSC. He also mentioned again the Administrative Law Judge recommended CTUB consider revisiting CIF's.

**Action: No action required by the Board.**

**Capacity Improvement Fee Review**

**Action: Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board and Mr. Rodecker, to adopt the Capacity Improvement Fee recommendations as presented by Raftelis on September 15<sup>th</sup> and as amended by votes of the Board on September 24<sup>th</sup> for submission to the Charles Town City Council at the soonest possible Council meeting.**

After Board discussions, Mr. Rodecker suggested the Board hear from Raftelis and GDF regarding the Board motions approved at the last meeting.

**Action: Motion made by Maxey, second by Mr. Pierson, the Board unanimously approved tabling the current motion until later in the meeting.**

Mihaela Coopersmith provided the Board with a memo responding to the Board motions and will provide a report based on Raftelis's previous recommendations. Mrs. Stolipher made the clarification that inflation rates were already included in project costs. The Board provided discussions. Mr. Eckenrode provided comments on flow data and gallons per day calculations. After discussions, the Board then allowed for any Board member who voted in favor of the motions from last meeting the opportunity to reconsider their vote based on the information presented. The Chairman stated that based on the testimony from legal counsel and the experts at this meeting, he would switch his votes.

**Action: Motion by the Chairman, second by Mr. Maxey, to reconsider Motion #1; The Charles Town Utility Board recommends that the City Council adopt the forward looking "incremental" methodology presented by Raftelis Financial Consultants rather than any combined or backward-looking methodologies. The Chairman withdraws the motion to reconsider Motion #1 as the Board agreed with Raftelis's methodology recommendation.**

**Action: Motion by the Chairman, second by Mr. Maxey, to reconsider Motion #2; the Board recommends adjusting the "Cost of Expansion to be Recovered" on the Raftelis sewer CIF worksheet from \$36,460,360 to \$39,730,854 to include the additional 8.97% inflation allowance. The Chairman voted for the motion, but failed due to no other votes.**

**Action: Motion by the Chairman, second by Mr. Maxey, to reconsider Motion #3; the Charles Town Utility Board recommends that the City Council adopt 90% of the total new capacity, rounded to 2.475 MGD, as the net capacity available for new growth for purposes of calculating the Capacity Improvement Fee. The Chairman and Mr. Pierson voted for the motion, Mr. Maxey, Mr. Kratovil, and Mrs. Parker voted no. Motion failed.**

**Action: Motion by the Chairman, second by Mr. Maxey, to reconsider Motion #4; the Charles Town Utility Board recommends that the City Council adopt 280 gallons per day per dwelling unit as the standard residential equivalency for purposes of calculating the Capacity Improvement Fee. The Chairman and Mr. Pierson voted for the motion, Mr. Maxey, Mr. Kratovil, and Mrs. Parker voted no. Motion failed.**

**Action: Motion by the Chairman, second by Mr. Maxey, to reconsider Motion #5; the Charles Town Utility Board recommends that the City Council increase the "Cost of Expansion to be Recovered" for the Water Capacity Improvement Fee by 8.97% above the baseline figure provided in the Raftelis study. The Chairman and Mr. Pierson voted for the motion, Mr. Maxey, Mr. Kratovil, and Mrs. Parker voted no. Motion failed.**

**Action:** Motion by the Chairman, second by Mr. Maxey, to reconsider Motion #6; the Charles Town Utility Board recommends that the City Council adopt 2.0 MGD, as the net capacity available for new growth for purposes of calculating the Water Capacity Improvement Fee. The Chairman and Mr. Pierson voted for the motion, Mr. Maxey, Mr. Kratovil, and Mrs. Parker voted no. Motion failed.

**Action:** Motion made by Maxey, second by Mrs. Parker, the Board unanimously approved placing the current motion on the table back on the floor.

Mr. Maxey suggested the Board adopt a policy of annual data reviews in relation to the changing development patterns and inflation rates.

**Action:** Motion made by Mr. Maxey, second by Mrs. Parker, the Board approved adopting the Capacity Improvement Fee recommendations as presented by Raftelis on September 15<sup>th</sup> and as amended by votes of the Board on September 24<sup>th</sup> and reaffirmed at this meeting for submission to the Charles Town City Council at the soonest possible Council meeting. The Chairman and Mr. Pierson voted no.

Mr. Maxey volunteered to attend the Council meeting with Mrs. Stolipher to present the CIF fees.

#### Fox Glen Subdivision Presentation

Mrs. Stolipher mentioned as a follow-up to the last meeting, Dr. Terrence Reidy was in attendance to address the Health Departments view of the Fox Glen Subdivision. She stated Region 9 was not available to attend, but provided a printout of grant opportunities. Mr. Reidy briefed the Board on the occasional septic system failure, typically ones that can be repaired, but since there is no inspection the number of failures is unknown. He stated he is not aware of a high number of failures in Fox Glen, but does suggest any new development in that area be hooked to public sewer. The Board provided discussions.

Mr. Ron Marcus reiterated his concerns from the last meeting of the failing systems in that area. He expressed his interest for the Board to consider a collaboration to extend sewer services to Fox Glen. Mrs. Stolipher provided that Region 9 will attend the next meeting to discuss available funding options. The Board provided discussions. Mr. Maxey suggested possibly including this area in the next draft of the strategic plan.

**Action:** No action required by the Board.

#### NEW BUSINESS

##### Collection System Project – Change Order #2

Mrs. Stolipher included the Change Order #2 totaling \$261,917.04 for various items. Mr. Eckenrode briefed the Board on the changes to manholes, design for a temporary access road, electric and generator for the Lakeland pump station. The Board provided discussions. Mrs. Stolipher mentioned a portion of the costs would be pulled from contingency and the remainder from CIF's.

**Action:** Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved Change Order #2.

### Raftelis Change Order

Mrs. Stolipher provided the Raftelis Change Order for an additional \$16,000 (not to exceed) to cover the current coverage, contingency for future meetings if needed and finalize the report. The Board mentioned they were pleased with the work Raftelis has presented thus far. Mihaela Coopersmith mentioned they would only bill for services requested by the Board.

**Action: Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved the Raftelis Change Order.**

Collection System Wastewater Treatment Plant Aluminum Translator Study Proposal - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

This item was moved to Executive Session at the end of the meeting.

### MANAGER REPORTS

#### Utility Manager Report

Mrs. Stolipher provided she attended the West Virginia Rivers Coalition and DEP community meeting last month. Mrs. Parker had questions on the revised Consumer Confidence Reports and requested minutes from the Water Advisory Committee meeting. Mr. Maxey had questions on development projections and plant expansions. Mrs. Parker requested adding EDU data to the availability letter spreadsheet that was provided in the packet.

**Action: No action required by the Board.**

#### Chairman Report

The Chairman had nothing to report, other than he appreciated the respectful debate held by the Board earlier in the meeting.

**Action: No action required by the Board.**

### APPROVAL OF BILLS

October 8, 2025

**Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the payment of the bills.**

### EXECUTIVE SESSION

Collection System Wastewater Treatment Plant Aluminum Translator Study Proposal - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

**Action: Motion by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 5:46 P.M. to discuss Collection System Wastewater Treatment Plant Aluminum Translator Study Proposal - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the**

**investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.**

The Board convened back into public session at 6:09 P.M.

**Action: Motion by Mr. Maxey, second by Mr. Pierson, the Board unanimously accepted the proposal from Potesta Engineers for a scientific study of aluminum in the Evitts Run.**

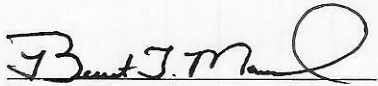
**ADJOURNMENT**

There being no further business at this time, the Board adjourned the meeting.

**Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved to adjourn the meeting at 6:10 P.M.**

**INFORMATION ONLY**

The next meeting is scheduled for Wednesday, October 22, 2025 at 4:00 P.M. at 661 S. George Street.



Brent Manuel  
Chairman



Ashley Stottlemyer  
Secretary

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## Gap View Village HOA Records Request

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From Mark Werner <mark\_werner@outlook.com>

Date Thu 1/29/2026 2:57 PM

To Richard A. Sussmann <richard.sussmann@pmpbiz.com>

Cc Keith A. Stains <keith.stains@pmpbiz.com>; Ed Thomas <ed.thomas@pmpbiz.com>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; cai-info <cai-info@caionline.org>; caieducation <caieducation@caionline.org>; info@wvohoa.org <info@wvohoa.org>; mike.azinger@wvsenate.gov <mike.azinger@wvsenate.gov>; jason.barrett@wvsenate.gov <jason.barrett@wvsenate.gov>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; donna.boleyn@wvsenate.gov <donna.boleyn@wvsenate.gov>; laura.chapman@wvsenate.gov <laura.chapman@wvsenate.gov>; anne.charnock@wvsenate.gov <anne.charnock@wvsenate.gov>; charles.clements@wvsenate.gov <charles.clements@wvsenate.gov>; vince.deeds@wvsenate.gov <vince.deeds@wvsenate.gov>; scott.fuller@wvsenate.gov <scott.fuller@wvsenate.gov>; joey.garcia@wvsenate.gov <joey.garcia@wvsenate.gov>; amy.grady@wvsenate.gov <amy.grady@wvsenate.gov>; bill.hamilton@wvsenate.gov <bill.hamilton@wvsenate.gov>; craig.hart@wvsenate.gov <craig.hart@wvsenate.gov>; brian.helton@wvsenate.gov <brian.helton@wvsenate.gov>

You don't often get email from mark\_werner@outlook.com. [Learn why this is important](#)

Hello Richard,

Being that the last 3 times I made a request to review Gap View Homeowners Association records, 1 time you responded, "You are not privy to that information", and the 2 other times you simply ignored me, I realize ahead of time that my effort to make this request may be alas, all for not again.

To add, it seems on your end, if an HOA member makes a request to review records, the HOA should respond within 10 days. That being said, it appears you have violated that obligation twice with me in the past, Richard.

In accordance and in compliance with West Virginia Code §31E-15-1502, as a member of Gap View Village Homeowners Association I am making a request of Gap View Village Homeowners Association to review records.

Richard, on or around July 21, 2025, an employee within your organization, Property Management People, Inc. responded to the Better Business Bureau regarding a complaint that was submitted to the Better Business Bureau against your employer, Property Management People, Inc. This incident, and Property Management People, Inc.'s response, is in relation to property located in the Gap View Village Subdivision. Specifically, this property is known to Jefferson County as Parcel ID: 19-04-005D-OSWM-0000, with a legal description of OSWM & BUFFER STRIP GAP VIEW; VILLAGE (12.22 A). This 12.22 acre property is a common area within the Gap View Village subdivision that serves the purpose of storm water management.

In regard to the 12 acres of grass located at Parcel ID: 19-04-005D-OSWM-0000, with a legal description of OSWM & BUFFER STRIP GAP VIEW; VILLAGE (12.22 A), on or around July 21,

2025, an employee of Property Management People, Inc. communicated the following to the Better Business Bureau: ***"The stormwater management area behind his property has been mowed multiple times this season. Our records indicate that the area was mowed at least eight times, four times in May and three times in June. Therefore, the assertion that the area has not been mowed for two months is incorrect."***

Since we already know the records exists I am hoping this request won't be too much trouble or inconvenience for you, Richard. Please provide me a copy of Gap View Village Homeowners Association's records showing that the 12 acres of grass located in Jefferson County, WV at Parcel ID: 19-04-005D-OSWM-0000, with a legal description of OSWM & BUFFER STRIP GAP VIEW; VILLAGE (12.22 A) was mowed four times in May 2025 and three times in June 2025. I would prefer to view the records for every time the grass on this parcel was mowed in 2025, including through October 2025. However, since it is only the months of May 2025 and June 2025 that Property Management People, Inc. affirmed to the Better Business Bureau that the grass on the parcel in question was mowed, then those are the only records that I require for the time being.

Richard, you can email those records to me, mark\_werner@outlook.com, or you can send those records to me via USPS to my attention, 44 General Kershaw CT, Harpers Ferry, WV 25425. Richard, you can also feel free to hand deliver those records to the address above or I can stop by your office to pickup those records at your convenience.

Thank you for your attention to this matter. I hope to hear from you within 10 days.

Sincerely,

Mark Werner



Outlook

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## Gap View Village HOA Records Request

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From Mark Werner <mark\_werner@outlook.com>

Date Thu 1/29/2026 2:57 PM

To Richard A. Sussmann <richard.sussmann@pmpbiz.com>

Cc Keith A. Stains <keith.stains@pmpbiz.com>; Ed Thomas <ed.thomas@pmpbiz.com>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; cai-info <cai-info@caionline.org>; caieducation <caieducation@caionline.org>; info@wvhoa.org <info@wvhoa.org>; mike.azinger@wvsenate.gov <mike.azinger@wvsenate.gov>; jason.barrett@wvsenate.gov <jason.barrett@wvsenate.gov>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; donna.boleyn@wvsenate.gov <donna.boleyn@wvsenate.gov>; laura.chapman@wvsenate.gov <laura.chapman@wvsenate.gov>; anne.charnock@wvsenate.gov <anne.charnock@wvsenate.gov>; charles.clements@wvsenate.gov <charles.clements@wvsenate.gov>; vince.deeds@wvsenate.gov <vince.deeds@wvsenate.gov>; scott.fuller@wvsenate.gov <scott.fuller@wvsenate.gov>; joey.garcia@wvsenate.gov <joey.garcia@wvsenate.gov>; amy.grady@wvsenate.gov <amy.grady@wvsenate.gov>; bill.hamilton@wvsenate.gov <bill.hamilton@wvsenate.gov>; craig.hart@wvsenate.gov <craig.hart@wvsenate.gov>; brian.helton@wvsenate.gov <brian.helton@wvsenate.gov>

You don't often get email from mark\_werner@outlook.com. [Learn why this is important](#)

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In accordance and in compliance with West Virginia Code §31E-15-1502, as a member of Gap View Village Homeowners Association I am making a request of Gap View Village Homeowners Association to review records.

Richard, on or around July 21, 2025, an employee within your organization, Property Management People, Inc. responded to the Better Business Bureau regarding a complaint that was submitted to the Better Business Bureau against your employer, Property Management People, Inc. This incident, and Property Management People, Inc.'s response, is in relation to property located in the Gap View Village Subdivision. Specifically, this property is known to Jefferson County as Parcel ID: 19-04-005D-OSWM-0000, with a legal description of OSWM & BUFFER STRIP GAP VIEW; VILLAGE (12.22 A). This 12.22 acre property is a common area within the Gap View Village subdivision that serves the purpose of storm water management.

In regard to the 12 acres of grass located at Parcel ID: 19-04-005D-OSWM-0000, with a legal description of OSWM & BUFFER STRIP GAP VIEW; VILLAGE (12.22 A), on or around July 21,



Re: Gap View Village HOA Meeting Minutes

From Mark Werner <mark\_werner@outlook.com>

Date Thu 1/22/2026 5:50 PM

To Richard A. Sussmann <richard.sussmann@pmpbiz.com>

Cc Cc: Keith A. Stains <keith.stains@pmpbiz.com>; Ed Thomas <ed.thomas@pmpbiz.com>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; cai-info@CAOnline.org <cai-info@CAOnline.org>; caieducation@CAOnline.org <caieducation@CAOnline.org>; info@wvohoa.org <info@wvohoa.org>; mike.azinger@wvsenate.gov <mike.azinger@wvsenate.gov>; jason.barrett@wvsenate.gov <jason.barrett@wvsenate.gov>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; donna.boleyn@wvsenate.gov <donna.boleyn@wvsenate.gov>; laura.chapman@wvsenate.gov <laura.chapman@wvsenate.gov>; anne.charnock@wvsenate.gov <anne.charnock@wvsenate.gov>; charles.clements@wvsenate.gov <charles.clements@wvsenate.gov>; vince.deeds@wvsenate.gov <vince.deeds@wvsenate.gov>; scott.fuller@wvsenate.gov <scott.fuller@wvsenate.gov>; joey.garcia@wvsenate.gov <joey.garcia@wvsenate.gov>; amy.grady@wvsenate.gov <amy.grady@wvsenate.gov>; bill.hamilton@wvsenate.gov <bill.hamilton@wvsenate.gov>; craig.hart@wvsenate.gov <craig.hart@wvsenate.gov>; brian.helton@wvsenate.gov <brian.helton@wvsenate.gov>

📎 2 attachments (596 KB)

HOA\_Violation\_01222026.pdf; HOA\_Violation\_01242025.pdf;

You don't often get email from mark\_werner@outlook.com. [Learn why this is important](#)

Hello Richard Sussmann,

I was hoping you would have been able to provide me responses to my questions from my previous emails (below) by now. Would you happen to have any update?

In any case, I am reaching out today as a member of Gap View Village Homeowners Association to report a serious violation within the Gap View Village community. For more details please reference the violation being reported in the attachment to this email message, HOA\_Violation\_01222026.pdf.

This was really odd, Richard. I walk by the property referenced in the afore mentioned violation all the time. Every time, something just looks way, way off and out of place. Here was this shed, or out building, seemingly just sitting on a hill in the wide open in the middle of nowhere. You just know every time you pass by this property, something is a miss. But there was this shed, seemingly in compliance, positioned behind the rear line of the dwelling. Then one day it hit me. It is almost like one of those optical illusions. Here is this shed seemingly floating in the wide open in the middle of no man's land. Optical illusion. How so? We see this shed, BAM, just out there. So the focus becomes the shed. The harmless, innocent shed. The violation is the fence. It is a privacy fence. Those fences are not allowed in Gap View Village. In addition, the fence stops approximately halfway along the rear property line, makes a 90 angle to cut across approximately the middle of the property, up past the rear line of the dwelling, continuing past the rear line of the dwelling approximately 10 feet, only to make another 90 angle back towards the house. The fence cutting across the middle of the property creates a partition, a separation, in the middle of the property. The fence being a privacy fence only enhances the effect of the partition or separation. Thus the optical illusion.

Richard, I also attached to this email a violation that was brought to your attention approximately 1 year ago, HOA\_Violation\_01242025.pdf. I attached this violation for a couple of reasons. 1.) As a reminder because it has been approximately 1 year now and it doesn't appear there has been any effort at all made to remediate this violation. 2.) This is becoming an egregious violation beginning to spread like a virus throughout the Gap View Village community.

If you look at the photo of the most current violation, you cannot help but notice that the property right next to the reported violation also has a privacy fence. In addition, you can notice in the photo that the neighboring property is also in violation of Item 17 of the Declaration of Covenants, Conditions, Restrictions, and Easements for Gap View Village Subdivision. Within Item 17 it states: . If trash or other refuse is to be disposed of by being picked up and carried away on a regular and recurring basis, containers may be placed in the open, on any day that a pick-up is to be

made, at such place on the lot so as to provide access to persons making such pick-up. At all other times such containers shall be stored in such a manner so they cannot be seen from adjacent and surrounding property.

The first thing, Richard. Item 17 violations are commonplace throughout Gap View Village. Please address this.

The second thing, Richard, is the increasing number of fences appearing in Gap View Village that are in violation of the Declaration of Covenants, Conditions, Restrictions and Easements for Gap View Village Subdivision. Walking through the Gap View Village community I have come to realize the fence violations are reaching a crisis level and the Gap View Village Homeowners Association needs to make it a top priority to remediate this. It is out of control. Numerous fences are either A) a privacy fence or B) a vinyl fence or C) a fence non-compliantly placed on a property or D) any combination of A), B), & C). It is as if we have no HOA or any Declaration of Covenants, Conditions, Restrictions and Easements in Gap View Village. None of this was an issue prior to you becoming the Community Manager, Richard. None of this was an issue prior to your current Board of Directors, Richard.

Richard, let me be clear - again. I had no part and / or no input in the creation of the Gap View Village Homeowners Association and/or the creation of the Declarations, Covenants, Conditions, Restrictions and Easements for Gap View Village Subdivision. None at all. In fact, as we both know, for good reasons, I oppose both of them. Richard, I did not accept any employment where I would be compensated and one of my responsibilities would be to enforce the Declaration of Covenants, Conditions, Restrictions and Easements for Gap View Village Subdivision. Richard, I did not volunteer for or ask to be elected to any role where one of my responsibilities would be to enforce the Declaration of Covenants, Conditions, Restrictions and Easements for Gap View Village Subdivision. My role in Gap View Village Homeowners Association and/or the Declarations, Covenants, Conditions, Restrictions and Easements for Gap View Village Subdivision is simply, if I own property within Gap View Village I agree to allow my property to remain in compliance with Gap View Village Homeowners Association's Declaration of Covenants, Conditions, Restrictions and Easements. As such, for over 10 years running now, Richard, my property located in Gap View Village has remained in compliance with Gap View Village Homeowners Association's rules and regulations.

I will close by simply reminding all of us what West Virginia State Senators believe according to Senator Patricia Rucker as it relates to the HOA crisis in West Virginia. "It is up to an individual to choose to live in a HOA and also that an individual who disagrees can petition their HOA to change the rules." In addition, according to Senator Patricia Rucker, West Virginia State Senators do not believe "The state should dictate what HOA's can or cannot do."

Since Richard Sussmann doesn't have any answers and never has any answers, perhaps the West Virginia State Senators and all of their ideology can offer advice as to what now...

- "It is up to an individual to choose to live in a HOA" - Check, even further, it's up to the individual to understand the rules and regulations of an HOA. I feel confident that I do. It was part of my decision for moving here. I moved into an HOA that forbids privacy fences and vinyl fences. I moved into an HOA that forbids any kind of trailer being parked / stored on a property. The property management company and the homeowners association itself are the biggest liability when it comes to violating the rules and regulations. What now?
- "And also that an individual who disagrees can petition their HOA to change the rules." - Check, I am happy to sit with any West Virginia State Senator and Richard Sussmann, Gap View Village Homeowners Association, anytime, any place, and demonstrate at nausium how I have petitioned my HOA, how I have asked to meet with them, how I have offered them solutions or suggestions to my concerns. What now?
- "Do not believe the state should dictate what HOA's can or cannot do." - No Check, Really Senators? Then who should? Because somebody needs to. The entire HOA industry is a grift. It provides a path to make crimes seemingly be legal. There is no other industry on the planet allowed to operate unregulated, with no guardrails. What now?

Sincerely,

Mark Werner

**From:** Mark Werner <mark\_werner@outlook.com>

**Sent:** Thursday, January 15, 2026 4:22 PM

**To:** Richard A. Sussmann <richard.sussmann@pmpbiz.com>

**Cc:** Cc: Keith A. Stains <keith.stains@pmpbiz.com>; Ed Thomas <ed.thomas@pmpbiz.com>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; cai-info@CALonline.org <cai-info@CALonline.org>; caieducation@CALonline.org <caieducation@CALonline.org>; info@wvhoa.org <info@wvhoa.org>; mike.azinger@wvsenate.gov <mike.azinger@wvsenate.gov>; jason.barrett@wvsenate.gov <jason.barrett@wvsenate.gov>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; donna.boleyn@wvsenate.gov <donna.boleyn@wvsenate.gov>; laura.chapman@wvsenate.gov <laura.chapman@wvsenate.gov>; anne.charnock@wvsenate.gov <anne.charnock@wvsenate.gov>; charles.clements@wvsenate.gov <charles.clements@wvsenate.gov>; vince.deeds@wvsenate.gov <vince.deeds@wvsenate.gov>; scott.fuller@wvsenate.gov <scott.fuller@wvsenate.gov>; joey.garcia@wvsenate.gov <joey.garcia@wvsenate.gov>; amy.grady@wvsenate.gov <amy.grady@wvsenate.gov>; bill.hamilton@wvsenate.gov <bill.hamilton@wvsenate.gov>; craig.hart@wvsenate.gov <craig.hart@wvsenate.gov>; brian.helton@wvsenate.gov <brian.helton@wvsenate.gov>; glenn.jeffries@wvsenate.gov <glenn.jeffries@wvsenate.gov>; patrick.martin@wvsenate.gov <patrick.martin@wvsenate.gov>; mark.maynard@wvsenate.gov <mark.maynard@wvsenate.gov>; robbie.morris@wvsenate.gov <robbie.morris@wvsenate.gov>; mike.oliverio@wvsenate.gov <mike.oliverio@wvsenate.gov>; rupie.phillips@wvsenate.gov <rupie.phillips@wvsenate.gov>; ben.queen@wvsenate.gov <ben.queen@wvsenate.gov>; rollan.roberts@wvsenate.gov <rollan.roberts@wvsenate.gov>; chris.rose@wvsenate.gov <chris.rose@wvsenate.gov>; randy.smith@wvsenate.gov <randy.smith@wvsenate.gov>; mike.stuart@wvsenate.gov <mike.stuart@wvsenate.gov>; tom.takubo@wvsenate.gov <tom.takubo@wvsenate.gov>; darren.thorne@wvsenate.gov <darren.thorne@wvsenate.gov>; eric.tarr@wvsenate.gov <eric.tarr@wvsenate.gov>; jay.taylor@wvsenate.gov <jay.taylor@wvsenate.gov>; jay.taylor@wvsenate.gov <jay.taylor@wvsenate.gov>; darren.thorne@wvsenate.gov <darren.thorne@wvsenate.gov>; ryan.weld@wvsenate.gov <ryan.weld@wvsenate.gov>; tom.willis@wvsenate.gov <tom.willis@wvsenate.gov>; mike.woelfel@wvsenate.gov <mike.woelfel@wvsenate.gov>; jack.woodrum@wvsenate.gov <jack.woodrum@wvsenate.gov>; Wayne.Clark@wvhouse.gov <Wayne.Clark@wvhouse.gov>; joe.funkhouser@wvhouse.gov <joe.funkhouser@wvhouse.gov>; chris.anders@wvhouse.gov <chris.anders@wvhouse.gov>; bill.ridenour@wvhouse.gov <bill.ridenour@wvhouse.gov>; dbound@jeffersoncountywv.org <dbound@jeffersoncountywv.org>; ldillow@jeffersoncountywv.org <ldillow@jeffersoncountywv.org>; jjames@jeffersoncountywv.org <jjames@jeffersoncountywv.org>; rgoodwin@jeffersoncountywv.org <rgoodwin@jeffersoncountywv.org>; ebenites@jeffersoncountywv.org <ebenites@jeffersoncountywv.org>; pmajdi@jeffersoncountywv.org <pmajdi@jeffersoncountywv.org>; jhefestay@jeffersoncountywv.org <jhefestay@jeffersoncountywv.org>; Patricia Rucker <patricia.rucker@wvsenate.gov>; Arlene Wentz <awentz@greatermd.bbb.org>; info@wvhoa.org <info@wvhoa.org>; info@greatermd.bbb.org <info@greatermd.bbb.org>; info@wvhoa.org <info@wvhoa.org>; rkieser@mybbb.org <rkieser@mybbb.org>; caieducation@CALonline.org <caieducation@CALonline.org>; government@CALonline.org <government@CALonline.org>; cai-info@CALonline.org <cai-info@CALonline.org>; mail@cai-wv.org <mail@cai-wv.org>

**Subject:** Re: Gap View Village HOA Meeting Minutes

Hi Richard,

Funny story. I was watching a hearing taking place in Washington yesterday. Senator Hawley was asking a one Dr. Verma a simple question that required a simple answer. I found myself briefly living vicariously through Senator Hawley while I allowed you, Richard Sussmann, to live vicariously through Dr. Verma. Check it out.

<https://www.foxnews.com/politics/hawley-moody-react-after-heated-senate-abortion-hearing-exchange-can-men-get-pregnant>

In any case, while watching that hearing I was reminded of you and I still haven't received any acceptable responses from you regarding my questions outlined through the thread below, which began as early as November 3, 2025. Over 2 months ago, Richard. Why is it so difficult to get reasonable, acceptable answers to simple questions?

Richard, again, can you please provide me answers to the questions that I have been asking in the thread below?

In addition, Richard, Within the Bylaws of Gap View Village Homeowners Association, Inc., Article III "Lot Owners", Section 3.1 states:

*"Annual Meeting. Annual meetings of Lot Owners shall be held on the first Friday in January. At such meeting, the Directors shall be elected by ballot of the Lot Owners, in accordance with the provisions of Article II of the bylaws. The Lot Owners may transact other business at such meetings as may properly come before them."*

Richard, tomorrow, January 16th, will be the third Friday in January. In addition to providing me acceptable answers to my afore mentioned questions, that will actually answer the questions that I have been asking you for since November 2025, can you please answer the following 2 questions as well?

1. Richard, I have no knowledge of and never received any notification for the annual meeting stated in Article III, Section 3.1 of the Bylaws of Gap View Village Homeowners Association, Inc. Can you please explain, Richard? Is there something that I am missing?
2. Richard, I have no knowledge of and never received a ballot for electing the Directors of the HOA as stated in Article III, Section 3.1 of the Bylaws of Gap View Village Homeowners Association, Inc. Can you please explain, Richard? Is there something that I am missing?

Richard, the two questions above simply piggy back onto the simple questions that I have been asking you in the thread below since November 2025. This is all becoming more disturbing and troubling for me, Richard. None of it seems to make any sense at all to me, Richard. None of it adds up. As I indicated to you on December 19, 2025, I don't believe you, Richard. Which is fine. It's possibly something I overlooked. Who knows? However, as it stands, I haven't received any responses or any confirmations or any clarifications from you. I want to believe. I am helping you help me believe you.

Sincerely,

Mark Werner

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**From:** Mark Werner <mark\_werner@outlook.com>

**Sent:** Friday, December 19, 2025 12:04 AM

**To:** Richard A. Sussmann <richard.sussmann@pmpbiz.com>

**Cc:** Cc: Keith A. Stains <keith.stains@pmpbiz.com>; Ed Thomas <ed.thomas@pmpbiz.com>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; cai-info@CALonline.org <cai-info@CALonline.org>; caieducation@CALonline.org <caieducation@CALonline.org>; info@wvohoa.org <info@wvohoa.org>; mike.azinger@wvsenate.gov <mike.azinger@wvsenate.gov>; jason.barrett@wvsenate.gov <jason.barrett@wvsenate.gov>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; donna.bolely@wvsenate.gov <donna.bolely@wvsenate.gov>; laura.chapman@wvsenate.gov <laura.chapman@wvsenate.gov>; anne.charnock@wvsenate.gov <anne.charnock@wvsenate.gov>; charles.clements@wvsenate.gov <charles.clements@wvsenate.gov>; vince.deeds@wvsenate.gov <vince.deeds@wvsenate.gov>; scott.fuller@wvsenate.gov <scott.fuller@wvsenate.gov>; joey.garcia@wvsenate.gov <joey.garcia@wvsenate.gov>; amy.grady@wvsenate.gov <amy.grady@wvsenate.gov>; bill.hamilton@wvsenate.gov <bill.hamilton@wvsenate.gov>; craig.hart@wvsenate.gov <craig.hart@wvsenate.gov>; brian.helton@wvsenate.gov <brian.helton@wvsenate.gov>; glenn.jeffries@wvsenate.gov <glenn.jeffries@wvsenate.gov>; patrick.martin@wvsenate.gov <patrick.martin@wvsenate.gov>; mark.maynard@wvsenate.gov <mark.maynard@wvsenate.gov>; robbie.morris@wvsenate.gov <robbie.morris@wvsenate.gov>; mike.oliverio@wvsenate.gov <mike.oliverio@wvsenate.gov>; rupie.phillips@wvsenate.gov <rupie.phillips@wvsenate.gov>; ben.queen@wvsenate.gov <ben.queen@wvsenate.gov>; rollan.roberts@wvsenate.gov <rollan.roberts@wvsenate.gov>; chris.rose@wvsenate.gov <chris.rose@wvsenate.gov>; randy.smith@wvsenate.gov <randy.smith@wvsenate.gov>; mike.stuart@wvsenate.gov <mike.stuart@wvsenate.gov>; tom.takubo@wvsenate.gov <tom.takubo@wvsenate.gov>; darren.thorne@wvsenate.gov <darren.thorne@wvsenate.gov>; eric.tarr@wvsenate.gov <eric.tarr@wvsenate.gov>; jay.taylor@wvsenate.gov <jay.taylor@wvsenate.gov>; jay.taylor@wvsenate.gov <jay.taylor@wvsenate.gov>; darren.thorne@wvsenate.gov <darren.thorne@wvsenate.gov>; ryan.weld@wvsenate.gov <ryan.weld@wvsenate.gov>; tom.willis@wvsenate.gov <tom.willis@wvsenate.gov>; mike.woelfel@wvsenate.gov <mike.woelfel@wvsenate.gov>; jack.woodrum@wvsenate.gov <jack.woodrum@wvsenate.gov>; Wayne.Clark@wvhouse.gov <Wayne.Clark@wvhouse.gov>; joe.funkhouser@wvhouse.gov <joe.funkhouser@wvhouse.gov>; chris.anders@wvhouse.gov <chris.anders@wvhouse.gov>; bill.ridenour@wvhouse.gov <bill.ridenour@wvhouse.gov>; dbound@jeffersoncountywv.org <dbound@jeffersoncountywv.org>; ldillow@jeffersoncountywv.org <ldillow@jeffersoncountywv.org>; jjames@jeffersoncountywv.org <jjames@jeffersoncountywv.org>; rgoodwin@jeffersoncountywv.org <rgoodwin@jeffersoncountywv.org>; ebenites@jeffersoncountywv.org <ebenites@jeffersoncountywv.org>; pmajdi@jeffersoncountywv.org <pmajdi@jeffersoncountywv.org>; jhefestay@jeffersoncountywv.org <jhefestay@jeffersoncountywv.org>; Patricia Rucker <patricia.rucker@wvsenate.gov>; Arlene Wentz <awentz@greatermd.bbb.org>; info@wvohoa.org <info@wvohoa.org>; info@greatermd.bbb.org <info@greatermd.bbb.org>; info@wvohoa.org <info@wvohoa.org>; rkieser@mybbb.org <rkieser@mybbb.org>;

caieducation@CALonline.org <caieducation@CALonline.org>; government@CALonline.org <government@CALonline.org>;  
cai-info@CALonline.org <cai-info@CALonline.org>

**Subject:** Re: Gap View Village HOA Meeting Minutes

Hi Richard Sussmann - Property Management People, Inc.,

Yes, I am aware what you noted in last week's response (11/5/25). What do you think prompted me to follow-up on November 11/7/2025 in effort to better help clarify what it is I was asking you and to make it as simple as possible for you to respond to me with the answers that I was looking for. You can't even do that, Richard. You can't even do that. As a Community Manager of an HOA you exhibit time and again that you are unable to provide clear & concise responses or answers to the HOA members for simple, basic inquires or questions. Your answers are short and evasive, and in most cases don't provide what anyone would deem an acceptable answer from an HOA Community Manager. That is, whenever you feel like responding at all. Your answers, along with your behavior in your role as an HOA Community Manager, are inexcusable and unacceptable. And this is your ongoing, continuous, demonstrated behavior.

I am sorry, Richard. I do not believe you.

I will be following up in more detail about your, what I like to call, "Lipstick on a Pig Traffic Sign Project". That is a whole different deal. It's coming. But for now...

I want to provide you with just a short summary as to why I don't believe you, as well as what you can do to remedy my disbelief in you.

- The meeting minutes from the July 10, 2024 Gap View Village Homeowners Association meeting states in section V. New Business "B. MOTION by Raley and seconded by Master to table the issue of replacing traffic signs to provide more time to review the number and location of the signs. The Motion carried by a vote of 4-0-0." It is important to note this is the last time that any Gap View Village Homeowners Association Board of Directors meeting minutes were made available to me. Over 1 year ago.
- The Winter 2024-2025 Gap View Village Homeowners Association Newsletter, distributed to Gap View Homeowners Association members on approximately January 22, 2025, offers congratulations to those people who were elected to the 2024-2025 Board of Directors. Those elections would have taken place at the October 2024 (annual meeting).
- The Winter 2024-2025 Gap View Village Homeowners Association Newsletter, distributed to Gap View Homeowners Association members on approximately January 22, 2025, indicates that there will be Gap View Village Homeowners Association Board of Directors meetings held in 2025 on January 21, April 8, July 8, October 7.
- I still have not been provided or been able to access or obtain meeting minutes from the January 21, 2025 meeting. If you feel as though you would like to make those meeting minutes available to me at this time, you can.
- I still have not been provided or been able to access or obtain meeting minutes from the April 8, 2025 meeting. If you feel as though you would like to make those meeting minutes available to me at this time, you can.
- I received notification for a Gap View Village Homeowners Association meeting on July 3, 2025 for the meeting being held on July 8, 2025. You have since indicated to me on multiple occasions when I have requested the meeting minutes that the meeting on July 8, 2025 was cancelled thus there are no meeting minutes available. I never received any notification that the meeting on July 8, 2025 was cancelled.
- You have indicated to me that the October 8, 2025 Gap View Village Homeowners Association Board of Directors annual meeting was cancelled thus there are no meeting minutes available.
- I never received any notification for the scheduled Gap View Village Homeowners Association Board of Directors annual meeting for October 7, 2025. That is to say, I also never received any notification or correspondence for voting and electing the Board of Directors at the annual meeting in October 2025.
- I never received any notification for the cancellation of the Gap View Village Homeowners Association Board of Directors annual meeting for October 7, 2025.
- According to Richard Sussmann. There are no meeting minutes available for any of the Gap View Homeowners Association Board of Directors meetings that were held in 2025. Or at least they are not being made available to me.

- According to Richard Sussman. No Gap View Homeowners Association Board of Directors meetings took place in July 2025 or October 2025. Richard Sussmann indicated that both meetings were cancelled.
- According to Richard Sussmann. No annual Gap View Village Homeowners Association Board of Directors took place on October 2025. Therefore No vote or election was conducted to elect the Board of Directors for the year 2026. In addition, the Gap View Village Homeowners Association did not conduct or closeout any year end business.
- In regard to traffic signs during a Gap View Homeowners Association Board of Directors meeting that took place on July 10, 2024. The Board of Directors voted unanimously to table the issue of replacing traffic signs to provide more time to review the number and location of the signs. But yet in July - August of 2025, one year later, the Gap View Homeowners Association sent out a separate notification to HOA members indicating that we "might have seen" that the Homeowners Association is "in the process" of replacing traffic signs. And, "the project is almost complete." So we went from tabling the idea one year ago to the next, separate, communication one year later, the project is almost complete.
- I have been unable to obtain, access, or receive meeting minutes from the Gap View Village Homeowners Association Board of Directors meetings for any of the meetings that took place in the entire year 2025. Gap View Village Homeowners Association has not provided any communication newsletter to it's HOA members for nearly 1 year now.

I would like to begin here, Richard.

1. Please forward to me the original notification sent out to Gap View Village HOA members regarding the cancelation of the Gap View Village Homeowners Association Board of Directors meeting that was to be held on July 8, 2025. It needs to be the original notification, Richard. Before you suggest that you no longer have the original, I want to encourage you to connect with the Information Systems team at Property Management People, Inc. You know, the same people that apparently don't know how to retrieve Zoom meeting attendee lists from a Zoom Meeting. Get them to restore this information from your data center backups. You are required to have and provide this information just the same as the meeting attendee lists from the Gap View Village Homeowners Association Board of Directors meetings - that you cannot provide. You are required to have and provide this information.
2. Please forward to me the original notification sent out to Gap View Village HOA members regarding the scheduling of the Gap View Village Homeowners Association Board of Directors annual meeting that was to be held on October 7, 2025. It needs to be the original notification, Richard. Before you suggest that you no longer have the original, I want to encourage you to connect with the Information Systems team at Property Management People, Inc. You know, the same people that apparently don't know how to retrieve Zoom meeting attendee lists from a Zoom Meeting. Get them to restore this information from your data center backups. You are required to have and provide this information just the same as the meeting attendee lists from the Gap View Village Homeowners Association Board of Directors meetings - that you cannot provide. You are required to have and provide this information.
3. Please forward to me the original notification sent out to Gap View Village HOA members regarding the cancellation of the Gap View Village Homeowners Association Board of Directors annual meeting that was to be held on October 7, 2025. It needs to be the original notification, Richard. Before you suggest that you no longer have the original, I want to encourage you to connect with the Information Systems team at Property Management People, Inc. You know, the same people that apparently don't know how to retrieve Zoom meeting attendee lists from a Zoom Meeting. Get them to restore this information from your data center backups. You are required to have and provide this information just the same as the meeting attendee lists from the Gap View Village Homeowners Association Board of Directors meetings - that you cannot provide. You are required to have and provide this information.

We will start there. If for any reason you are unable to provide the information to me please let me know with reasons explaining why. Or feel free to contact me to schedule time to meet to discuss.

To the people at Community Associations Institute and West Virginia Organization of Homeowners Associations. Please advise if anything in this correspondence that I have requested as an HOA member from an HOA Community Manager is unreasonable or not allowed as an HOA member. In addition, please advise the same regarding my similar requests below on November 7th and 3rd.

Sincerely,

Mark Werner

---

**From:** Richard A. Sussmann <richard.sussmann@pmpbiz.com>  
**Sent:** Monday, November 10, 2025 5:00 PM  
**To:** Mark Werner <mark\_werner@outlook.com>  
**Cc:** Keith A. Stains <keith.stains@pmpbiz.com>; Ed Thomas <ed.thomas@pmpbiz.com>  
**Subject:** RE: Gap View Village HOA Meeting Minutes

Greetings,

As noted in last week's response (11/5/25), there are no documents responsive to your request. Additionally, a notice will be provided when the Board reschedules the October meeting.

Regarding the newsletter, the Board's last approved edition was sent to the members in January of this year. When the Board approves another edition, it will be sent to the members.

Sincerely,

Richard A. Sussmann, CMCA, AMS, PCAM ®  
Community Manager  
Property Management People, Inc.  
340 Edmond Road, Suite E  
Kearneysville, WV 25430  
Phone: 681-252-0217 x1902  
Fax: 304-725-5986  
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**From:** Mark Werner <mark\_werner@outlook.com>  
**Sent:** Friday, November 7, 2025 3:23 PM  
**To:** Richard A. Sussmann <richard.sussmann@pmpbiz.com>  
**Cc:** Keith A. Stains <keith.stains@pmpbiz.com>; Ed Thomas <ed.thomas@pmpbiz.com>; kevan.bartlett@wvsenate.gov; cai-info@CAOnline.org; caieducation@CAOnline.org; info@wvhoa.org; mike.azinger@wvsenate.gov; jason.barrett@wvsenate.gov; kevan.bartlett@wvsenate.gov; donna.bolely@wvsenate.gov; laura.chapman@wvsenate.gov; anne.charnock@wvsenate.gov; charles.clements@wvsenate.gov; vince.deeds@wvsenate.gov; scott.fuller@wvsenate.gov; joey.garcia@wvsenate.gov; amy.grady@wvsenate.gov; bill.hamilton@wvsenate.gov; craig.hart@wvsenate.gov; brian.helton@wvsenate.gov; glenn.jeffries@wvsenate.gov; patrick.martin@wvsenate.gov; mark.maynard@wvsenate.gov; robbie.morris@wvsenate.gov; mike.oliverio@wvsenate.gov; rupie.phillips@wvsenate.gov; ben.queen@wvsenate.gov; rollan.roberts@wvsenate.gov; chris.rose@wvsenate.gov; randy.smith@wvsenate.gov; mike.stuart@wvsenate.gov; tom.takubo@wvsenate.gov; darren.thorne@wvsenate.gov; eric.tarr@wvsenate.gov; jay.taylor@wvsenate.gov; jay.taylor@wvsenate.gov; darren.thorne@wvsenate.gov; ryan.weld@wvsenate.gov; tom.willis@wvsenate.gov; mike.woelfel@wvsenate.gov; jack.woodrum@wvsenate.gov; Wayne.Clark@wvhouse.gov; joe.funkhouser@wvhouse.gov; chris.anders@wvhouse.gov; bill.ridenour@wvhouse.gov; dbound@jeffersoncountywv.org; ldillow@jeffersoncountywv.org; jjames@jeffersoncountywv.org; rgoodwin@jeffersoncountywv.org; ebenites@jeffersoncountywv.org; pmajdi@jeffersoncountywv.org; jhefestay@jeffersoncountywv.org; Patricia Rucker <patricia.rucker@wvsenate.gov>; Arlene Wentz <awentz@greatermd.bbb.org>  
**Subject:** Re: Gap View Village HOA Meeting Minutes

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Hi Richard,

My apologies. I am not sure what the disconnect is. I communicate with a lot of different people. For the most part, I don't sense there is any sort of communication disconnect. However with you, Community Manager of my HOA, I seemingly always find myself either wondering why I never receive a response from you or I am staring at a response from you in my email thinking, "Huh?" There is a sense that you are resistant, or making an effort to not be open and transparent, or there is something to hide. I don't know.

Then I thought it could be me. I never claim to be smart. I can be pretty stupid. I thought maybe because you have an advanced college degree and all of those professional certifications that maybe your level of intellect is just too far advanced beyond my level for me to be able to comprehend.

So I thought of an idea. If you don't mind bearing with me and having some patience with my stupid self. This should be super easy for you and you would really be helping me out to have a clearer understanding.

Based on my recent inquires to you and your response to me, below I am going to provide what I believe to be our understanding regarding the inquiries to you that I had. All you will need to do is read our understandings and respond yes or no to confirm whether or not you have the same understanding. In fact, to make this super easy you can just respond with Y for yes or N for no.

1. The last Gap View Village Homeowners Association Board of Directors meeting took place in April 2025. There was no Gap View Village Board Directors meeting held July 2025 or October 2025 (annual meeting). Thus there are no meeting minutes available from July 2025 or October 2025 (annual meeting). Notifications for the July 2025 and October 2025 (annual meeting) Gap View Village Homeowners Association Board of Directors meetings were sent out to all Gap View Village Homeowners Association members. Subsequently, notification of cancelation for the July 2025 and October 2025 (annual meeting) Gap View Village Homeowners Association Board of Directors meetings were sent out to all Gap View Village Homeowners Association members. If there is a January 2026 Gap View Village Homeowners Association Board of Directors meetings held it will have been 9 months in between Gap View Village Homeowners Association Board of Directors meetings.
2. The last Gap View Village Homeowners Association Newsletter produced and distributed to all Gap View Village Homeowners Association members was "2024-2025 Winter Newsletter Final"
3. The Gap View Village Homeowners Association has discontinued publication of the Gap View Village Homeowners Association Newsletter.

Sincerely,

Mark Werner

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**From:** Richard A. Sussmann <[richard.sussmann@pmpbiz.com](mailto:richard.sussmann@pmpbiz.com)>  
**Sent:** Wednesday, November 5, 2025 8:34 AM  
**To:** Mark Werner <[mark\\_werner@outlook.com](mailto:mark_werner@outlook.com)>  
**Cc:** Keith A. Stains <[keith.stains@pmpbiz.com](mailto:keith.stains@pmpbiz.com)>; Ed Thomas <[ed.thomas@pmpbiz.com](mailto:ed.thomas@pmpbiz.com)>  
**Subject:** RE: Gap View Village HOA Meeting Minutes

Greetings,

There are no documents responsive to your requests.

The October Board meeting was canceled. When the Board picks a new date, a notice will be provided.

Sincerely,

Richard A. Sussmann, CMCA, AMS, PCAM ®

Community Manager

Property Management People, Inc.

340 Edmond Road, Suite E

Kearneysville, WV 25430

Phone: 681-252-0217 x1902

Fax: 304-725-5986

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**From:** Mark Werner <[mark\\_werner@outlook.com](mailto:mark_werner@outlook.com)>

**Sent:** Monday, November 3, 2025 5:31 PM

**To:** Richard A. Sussmann <[richard.sussmann@pmpbiz.com](mailto:richard.sussmann@pmpbiz.com)>

**Cc:** Keith A. Stains <[keith.stains@pmpbiz.com](mailto:keith.stains@pmpbiz.com)>; Ed Thomas <[ed.thomas@pmpbiz.com](mailto:ed.thomas@pmpbiz.com)>; [cai-info@CALonline.org](mailto:cai-info@CALonline.org); [caieducation@CALonline.org](mailto:caieducation@CALonline.org); [info@wvohoa.org](mailto:info@wvohoa.org); [mike.azinger@wvsenate.gov](mailto:mike.azinger@wvsenate.gov); [jason.barrett@wvsenate.gov](mailto:jason.barrett@wvsenate.gov); [kevan.bartlett@wvsenate.gov](mailto:kevan.bartlett@wvsenate.gov); [donna.boleyn@wvsenate.gov](mailto:donna.boleyn@wvsenate.gov); [laura.chapman@wvsenate.gov](mailto:laura.chapman@wvsenate.gov); [anne.charnock@wvsenate.gov](mailto:anne.charnock@wvsenate.gov); [charles.clements@wvsenate.gov](mailto:charles.clements@wvsenate.gov); [vince.deeds@wvsenate.gov](mailto:vince.deeds@wvsenate.gov); [scott.fuller@wvsenate.gov](mailto:scott.fuller@wvsenate.gov); [joey.garcia@wvsenate.gov](mailto:joey.garcia@wvsenate.gov); [amy.grady@wvsenate.gov](mailto:amy.grady@wvsenate.gov); [bill.hamilton@wvsenate.gov](mailto:bill.hamilton@wvsenate.gov); [craig.hart@wvsenate.gov](mailto:craig.hart@wvsenate.gov); [brian.helton@wvsenate.gov](mailto:brian.helton@wvsenate.gov); [glenn.jeffries@wvsenate.gov](mailto:glenn.jeffries@wvsenate.gov); [patrick.martin@wvsenate.gov](mailto:patrick.martin@wvsenate.gov); [mark.maynard@wvsenate.gov](mailto:mark.maynard@wvsenate.gov); [robbie.morris@wvsenate.gov](mailto:robbie.morris@wvsenate.gov); [mike.oliverio@wvsenate.gov](mailto:mike.oliverio@wvsenate.gov); [rupie.phillips@wvsenate.gov](mailto:rupie.phillips@wvsenate.gov); [ben.queen@wvsenate.gov](mailto:ben.queen@wvsenate.gov); [rollan.roberts@wvsenate.gov](mailto:rollan.roberts@wvsenate.gov); [chris.rose@wvsenate.gov](mailto:chris.rose@wvsenate.gov); [randy.smith@wvsenate.gov](mailto:randy.smith@wvsenate.gov); [mike.stuart@wvsenate.gov](mailto:mike.stuart@wvsenate.gov); [tom.takubo@wvsenate.gov](mailto:tom.takubo@wvsenate.gov); [darren.thorne@wvsenate.gov](mailto:darren.thorne@wvsenate.gov); [eric.tarr@wvsenate.gov](mailto:eric.tarr@wvsenate.gov); [jay.taylor@wvsenate.gov](mailto:jay.taylor@wvsenate.gov); [jay.taylor@wvsenate.gov](mailto:jay.taylor@wvsenate.gov); [darren.thorne@wvsenate.gov](mailto:darren.thorne@wvsenate.gov); [ryan.weld@wvsenate.gov](mailto:ryan.weld@wvsenate.gov); [tom.willis@wvsenate.gov](mailto:tom.willis@wvsenate.gov); [mike.woelfel@wvsenate.gov](mailto:mike.woelfel@wvsenate.gov); [jack.woodrum@wvsenate.gov](mailto:jack.woodrum@wvsenate.gov); [Wayne.Clark@wvhouse.gov](mailto:Wayne.Clark@wvhouse.gov); [joe.funkhouser@wvhouse.gov](mailto:joe.funkhouser@wvhouse.gov); [chris.anders@wvhouse.gov](mailto:chris.anders@wvhouse.gov); [bill.ridenour@wvhouse.gov](mailto:bill.ridenour@wvhouse.gov); [dbound@jeffersoncountywv.org](mailto:dbound@jeffersoncountywv.org); [ldillow@jeffersoncountywv.org](mailto:ldillow@jeffersoncountywv.org); [jjames@jeffersoncountywv.org](mailto:jjames@jeffersoncountywv.org); [rgoodwin@jeffersoncountywv.org](mailto:rgoodwin@jeffersoncountywv.org); [ebenites@jeffersoncountywv.org](mailto:ebenites@jeffersoncountywv.org); [pmajdi@jeffersoncountywv.org](mailto:pmajdi@jeffersoncountywv.org); [jhefestay@jeffersoncountywv.org](mailto:jhefestay@jeffersoncountywv.org);

Patricia Rucker <[patricia.rucker@wvsenate.gov](mailto:patricia.rucker@wvsenate.gov)>; Arlene Wentz <[awentz@greatermd.bbb.org](mailto:awentz@greatermd.bbb.org)>

**Subject:** Gap View Village HOA Meeting Minutes

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Richard,

I still am unable to locate the meeting minutes from the July 2025 Gap View Village HOA Board meeting. They don't seem to be located where you indicate that they are located. Maybe you can take a minute a point me to where I can find the meeting minutes. Better yet, perhaps you could easily, simply send the meeting minutes directly to me to be sure that I get them. This is ridiculous. I think I have requested these meetings minutes 6 times now. Why does an HOA member have to continue, repeatedly beg you for information that should be readily available to them? In addition, aren't the Gap View Village Board meetings held quarterly? If so, wouldn't that mean there would have been another board meeting in October 2025? I never received any notification about that meeting. Are there meeting minutes available for October 2025 as well?

Also, Richard, I have not received a 2025 Gap View Spring Newsletter - Final. I have not received a 2025 Gap View Summer Newsletter - Final. I have not received a 2025 Gap View Fall Newsletter - Final.

I have also requested these a few times as well. Did Gap View HOA discontinue the newsletters? If not, can you please direct me to where I can locate them. Or, you can easily, simply, send them directly to me if you like. It makes no sense to me why I have to keep repeatedly requesting this information.

Documents

Note	Added	Link
 Public		
 Architectural		
Architectural Change Application - Fillable	02/21/2024	<a href="#">View</a>
Architectural Application	06/29/2015	<a href="#">View</a>
 Architectural		
Architectural Guidelines	06/07/2010	<a href="#">View</a>
 Budgets		
2025 Approved Budget	10/14/2024	<a href="#">View</a>
 Governing		
Gap View P10-004 Homeowner Involvement in HOA	11/29/2010	<a href="#">View</a>
Gap View P10-002 R&R Hiker Biker Trails	11/29/2010	<a href="#">View</a>
Gap View A08-001 Committee Charter	11/29/2010	<a href="#">View</a>
Gap View P07-001 Violation Policy	11/29/2010	<a href="#">View</a>
Gap View P07-002 Collection Policy Resolution	11/29/2010	<a href="#">View</a>
CCRs	11/29/2010	<a href="#">View</a>
ByLaws	11/29/2010	<a href="#">View</a>
Articles of Incorporation	11/29/2010	<a href="#">View</a>



Other

Jefferson County Noise Ordinance

07/20/2022

[View](#)

Sincerely,

Mark Werner

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