



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Mike Mood

COMMISSIONER

Steve Stolipher

MEETING AGENDA

JEFFERSON COUNTY COMMISSION

Thursday, December 18, 2025

Commission Town Hall: 5:30 pm

Commission meeting: 6:00 pm

County Commission Meeting Room

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

Zoom Broadcast (live):

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

Meeting ID: 858 8972 1834

Passcode: 534523

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

Public comments are accepted in person or via email- info@jeffersoncountywv.org

Town Hall: 5:30 pm

Town Hall Topic: Ambulance Fee Collections and Efficiency of Operations

Jefferson County Commission Meeting Agenda: 6:00 pm

I. Call to Order

II. Prayer – Moment of silence

III. Pledge of Allegiance

IV. Pledge of Allegiance to the West Virginia Flag

I pledge allegiance to the flag of West Virginia, which serves as a constant reminder that 'Mountaineers Are Always Free,' which stands as a symbol of her majestic mountains, fertile forests, rich veins of coal, and the pride of her people.

V. Consent Agenda

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

2. Approval of Accounts Payable:

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

3. Approval of Manual Checks:

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

4. Approval of Payroll:

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

5. Approval of Requisitions: (pg. 21)

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

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

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

VI. Announcements

Please note:

- Draft minutes are included in the meeting packet. Draft meeting minutes are often also available separately online. See both here:
<https://www.jeffersoncountywv.org/find-it-fast/agendas-minutes-and-webcasts>
- Jefferson County Commission spending syncs with West Virginia Checkbook (<https://www.wvcheckbook.gov/>) daily. A complete list of publicly available information, and tutorials on using the site, are available online.

Report if there are changes in the agenda if applicable.

VII. Public Comment

To participate in public comment in person, please sign the public comment sign-in sheet located on the table in the entrance of the room. Please note the agenda item for which you are speaking and your home address.

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

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

New Business

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

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

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

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

IX. Additional public comment.

CORRESPONDENCE (pgs. 87-89)

Jennifer Miller-email
Kristin Stover-email

Minutes

Jefferson County Commission

Thursday, December 04, 2025

A meeting of the Jefferson County Commission was held on Thursday, December 04, 2025, during the fourth quarterly session at 393 N. Lawrence Street, Charles Town, WV at 9:30 am. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; and Nathan Cochran, Assistant Prosecuting Attorney. The archived meeting of the Thursday, December 04, 2025, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

V. Consent agenda

1. APPROVAL OF MINUTES

The following items were approved without objection.

- November 6, 2025 Regular Meeting Minutes DRAFT
- November 20, 2025 Regular Meeting Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for November 20, 2025 **\$ 591,266.92**

| CHECK NUMBER | VENDOR NAME | UNCLEARED |
|--------------|------------------------------------|-----------|
| 93493 | AHA-ARTS & HUMANITIES ALLIANCE | 3,621.81 |
| 93494 | AT&T MOBILITY - CC | 2,603.03 |
| 93495 | ATLANTIC EMERGENCY SOLUTIONS, INC. | 86.15 |
| 93496 | BEGIN COUNSELING PLLC | 2,649.28 |
| 93497 | BERKELEY COUNTY COUNCIL | 33,106.45 |

| | | | |
|--------------|--------|---|-------------------|
| 93498 | | BUREAU OF CHILD SUPPORT | 889.74 |
| 93499 | | COMPTROLLER OF MARYLAND | 1,854.13 |
| 93500 | | DAVID EVERETT BOOBER | 2,698.90 |
| 93501 | | EFTPS IRS TAXES | 177,412.61 |
| 93502 | | EMPOWER RETIREMENT | 9,474.82 |
| 93503 | | GUTTMAN OIL CO | 6,251.25 |
| 93504 | | HIGHMARK WV | 56,613.89 |
| 93505 | | JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION | 5,635.00 |
| 93506 | | JEFFERSON SECURITY BANK | 3,448.00 |
| 93507 | | JUDICIAL DIALOG SYSTEMS | 10,437.75 |
| 93508 | | LORI BROWN | 365.00 |
| 93509 | | MCA, INC | 2,209.66 |
| 93510 | | MIDDLEWAY VOLUNTEER FIRE DEPARTMENT | 2,754.23 |
| 93511 | | MILLENIUUM INSURANCE GROUP | 900.00 |
| 93512 | | MONROE SYSTEMS FOR BUSINESS | 104.74 |
| 93513 | | NATIONWIDE RETIREMENT SOLUTIONS | 865.00 |
| 93514 | | PA SCDU | 320.00 |
| 93515 | | RICE TIRES CO | 122.49 |
| 93516 | | ROBERTS OXYGEN COMPANY, INC | 1,821.47 |
| 93517 | | SHERIFF OF JEFFERSON COUNTY | 126.38 |
| 93518 | | SOFTWARE SYSTEMS INC | 1,241.95 |
| 93519 | | SPIRIT OF JEFFERSON | 150.18 |
| 93520 | | STATE TAX DEPARTMENT | 250.00 |
| 93521 | | TARA VANN | 310.00 |
| 93522 | | TARGETSOLUTIONS LEARNING, LLC | 14,983.00 |
| 93523 | | TELEFLEX LLC | 4,655.00 |
| 93524 | | UNIFIRST | 211.21 |
| 93525 | | WV DEPUTY SHERIFF RETIREMENT SYSTEM | 33,780.30 |
| 93526 | | WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM | 80,983.10 |
| 93527 | | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM | 49,326.04 |
| 93528 | | WV STATE TAX DEPARTMENT | 46,496.27 |
| 93529 | | WVCORP WV COUNTIES SELF INSURANCE RISK POOL | 28,642.25 |
| 93530 | GS/004 | GENERAL COUNTY FUND- J FEE | 1,777.44 |
| 93531 | AM/053 | SHERIFF OF JEFFERSON COUNTY | 2,088.40 |
| TOTAL | | | 591,266.92 |

- Accounts payable for November 26, 2025 **\$ 704,081.79**

| CHECK NUMBER | | VENDOR NAME | UNCLEARED |
|--------------|--|--|-----------|
| 93532 | | ADKINS AUTOMOTIVE LLC | 1,754.80 |
| 93533 | | ADVANCE AUTO PARTS | 337.66 |
| 93534 | | ALICE N PAINTER | 6,747.00 |
| 93535 | | ALL TRAFFIC SOLUTIONS | 1,500.00 |
| 93536 | | AMERICAN FAMILY LIFE INSURANCE COMPANY ICU | 1,719.90 |
| 93537 | | BERKELEY CLUB BEVERAGES | 2,812.46 |
| 93538 | | BUREAU FOR PUBLIC HEALTH | 1,000.00 |
| 93539 | | CARRIE ORR | 1,921.60 |
| 93540 | | COLONIAL LIFE | 95.68 |

| | | | |
|-------|--------|--|------------|
| 93541 | | DIGITAL DOCUMENT SOLUTIONS INC | 740.03 |
| 93542 | | DIXIE STURM | 120.40 |
| 93543 | | ENTERPRISE FM TRUST | 56,291.93 |
| 93544 | | EXECUTIVE EMERGENCY LIGHTING LLC | 382.50 |
| 93545 | | FLEETPRIDE | 150.50 |
| 93546 | | FRONTIER | 13,359.89 |
| 93547 | | GEARCLEAN, INC | 853.26 |
| 93548 | | GREGORY JONES | 600.00 |
| 93549 | | GUTTMAN OIL CO | 5,750.88 |
| 93550 | | HIGHMARK WV | 240,798.90 |
| 93551 | | INDEPENDENT VOLUNTEER FIRE DEPARTMENT | 3,267.00 |
| 93552 | | JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION | 2,500.00 |
| 93553 | | JEFFERSON COUNTY SOLID WASTE AUTHORITY | 742.63 |
| 93554 | | JEFFERSON CO CONVENTION AND VISITORS BUREAU | 58,177.61 |
| 93555 | | KELSEY STIPANOVIC | 154.00 |
| 93556 | | LANGUAGE LINE SERVICES | 40.00 |
| 93557 | | MARNEY TREESE | 650.00 |
| 93558 | | MAZZITTI & SULLIVAN EAP | 1,305.00 |
| 93559 | | MCA, INC | 4,485.83 |
| 93560 | | MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS LLC | 228.26 |
| 93561 | | MICHAEL MONAGHAN | 5,159.23 |
| 93562 | | MILLER'S SUPPLIES AT WORK | 1,855.75 |
| 93563 | | MOTOROLA SOLUTIONS INC | 103,008.82 |
| 93564 | | NATIONAL VISION ADMIN. | 1,678.74 |
| 93565 | | NATIONAL VISION ADMIN. | 515.60 |
| 93566 | | POTOMAC EDISON | 36,507.61 |
| 93567 | | PRIORITY DISPATCH | 11,489.00 |
| 93568 | | R.E. MICHEL CO. LLC | 87.95 |
| 93569 | | RICE TIRES CO | 767.31 |
| 93570 | | DR. ROBERT E. JONES III | 1,000.00 |
| 93571 | | ROBERTS OXYGEN COMPANY, INC | 359.75 |
| 93572 | | ROGER GOODWIN | 1,554.06 |
| 93573 | | SEGRA | 1,411.22 |
| 93574 | | SHANNON BURLETT | 126.20 |
| 93575 | | SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT | 1,600.00 |
| 93576 | | SHERWIN-WILLIAMS | 84.49 |
| 93577 | | STAPLES | 1,785.94 |
| 93578 | | SUN LIFE | 19,907.45 |
| 93579 | | THOMAS HANSEN | 252.27 |
| 93580 | | TOWN OF BOLIVAR | 9,094.07 |
| 93581 | | UNIFIRST | 211.21 |
| 93582 | | VALLEY HEALTH EMPLOYER HEALTH | 260.00 |
| 93583 | | WILLIAM CUMMINGS | 50.00 |
| 93584 | | WV REGIONAL JAIL & CORRECTION FACILITY AUTH | 89,946.67 |
| 93585 | FG/009 | BERKELEY CO SHERIFF'S OFFICE | 4,020.24 |
| 93586 | FG/009 | CITY OF CHARLES TOWN | 1,015.57 |
| 93587 | FG/009 | MARTINSBURG POLICE DEPARTMENT | 894.87 |
| 93588 | FG/009 | RANSON POLICE DEPT | 642.07 |

| | | | |
|--------------|--------|-------------------------|-------------------|
| 93589 | FG/009 | SHERIFF OF GRANT COUNTY | 264.18 |
| 93590 | AM/053 | PAYMENTS CORP | 43.80 |
| TOTAL | | | 704,081.79 |

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for November 20, 2025 **\$ 1,348,428.84**

| | | November 20, 2025 | |
|---------|--------|---|---------------|
| | | OTHER FUNDS | |
| Check # | Fund | Vendor | Amount |
| 356 | DG/003 | SHERIFF OF JEFFERSON COUNTY | \$ 240.65 |
| 987 | HD/008 | ALLIED UNIVERSAL ELECTRONIC MONITORING US INC | \$ 3,881.60 |
| 1275 | AV/056 | GLOBAL SCIENCE & TECHNOLOGY INC. | \$ 2,396.54 |
| 1276 | AV/056 | SEGRA | \$ 375.00 |
| 392 | FP/392 | JEFFERSON CO FARMLAND PROTECTION BOARD | \$ 217,314.55 |
| 1957 | CO/246 | ALLSTATE TOWER INC | \$ 66,402.50 |
| 1958 | CO/246 | JACKSON CONCRETE CORPORATION | \$ 12,083.96 |
| 1959 | CO/246 | SOUTHERN AIR INC | \$ 9,693.85 |
| 1960 | CO/246 | ZMM ARCHITECTS & ENGINEER | \$ 131,726.25 |
| 431 | WV/369 | SHERIFF OF JEFFERSON COUNTY | \$ 1,015.00 |
| 1547 | IP/249 | SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT | \$ 659,330.14 |
| 1548 | IP/249 | SHERIFF OF JEFFERSON COUNTY- LAW ENFORCEMENT IMPACT | \$ 8,732.65 |
| 1549 | IP/249 | SHERIFF OF JEFFERSON COUNTY- PARK & REC IMPACT | \$ 115,416.57 |
| 1550 | IP/249 | SHERIFF OF JEFFERSON COUNTY- EMS IMPACT | \$ 51,234.96 |
| 1551 | IP/249 | SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT | \$ 66,974.62 |
| 1028 | CW/059 | WV ST AUDITOR | \$ 1,595.00 |
| 1029 | CW/059 | WV ST POLICE | \$ 15.00 |
| | | | |

| | | | | | | |
|--------------|--|--|--|--|-----------|---------------------|
| TOTAL | | | | | \$ | 1,348,428.84 |
|--------------|--|--|--|--|-----------|---------------------|

- Manual checks for November 26, 2025 **\$ 1,085.10**

| | | November 27, 2025 | | |
|--------------|--------|----------------------------|--|--------------------|
| | | OTHER FUNDS | | |
| Check # | Fund | Vendor | | Amount |
| 988 | HD/008 | D-TRAX LLC | | \$ 560.00 |
| 1277 | AV/056 | MILLER'S SUPPLIES AT WORK | | \$ 275.10 |
| 1278 | AV/056 | WV ASSOCIATION OF COUNTIES | | \$ 250.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | \$ 1,085.10 |

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for November 21, 2025 **\$ 509,236.01**

5. APPROVAL OF REQUISITIONS

- Requisitions for December 4, 2025 **\$ 163,317.70**

REQUISITIONS TO BE APPROVED

December 04, 2025

| DEPARTMENT | REQUISITION NO. | PURCHASE ORDER NO. | AMOUNT | VENDOR | DESCRIPTION |
|--------------------|-----------------|--------------------|----------------------|---|--------------------------------|
| | 26097 | | 5,840.50 | BEST BEST & KRIEGER LLP | INVOICE 1045631 |
| COMMISSION | 26096 | | 16,370.00 | WV STATE TAX DEPARTMENT | INVOICE Q4FY25 JEFERSON |
| | 26095 | | 20,000.00 | WVCORP WV COUNTIES SELF INSURANCE RISK POOL | CLAIM WV0192025025864 POLICY N |
| | 26094 | | 106,102.00 | WVCORP WV COUNTIES SELF INSURANCE RISK POOL | WV-JE-019H-25 INVOICE 116191 |
| SHERIFF | 26099 | | 6,808.00 | WRAP TECHNOLOGIES | Body Cam Contract |
| | 26098 | | 8,197.20 | MOTOROLA SOLUTIONS INC | Body Cam Contract |
| GRAND TOTAL | | | \$ 163,317.70 | | |

6. APPROVAL OF HIRE

The following item was approved without objection.

- Approval of the employee change in status request from full-time employment to part-time employment with the Jefferson County Department of Emergency Communications, for employee Amanda Jackson, effective December 4, 2025.

PUBLIC COMMENT:

Public comment was received by:

David Tabb

Jackie Milliron

Marta Beck

PRESENTATIONS

1. Years of Service Awards - December

The following staff was honored for years of service with the county commission:

- David Bound, Chief Financial Officer, 1 year of service

2. Jobs & Hope WV Graduation

- Katie Blunt was recognized for her outstanding achievements and her graduation from Jobs & Hope West Virginia.
- Angel Peck, Katie Blunt and Sheri Ruffner were recognized for their participation in the Jefferson County Quick Response Team

3. WV Code 7-3-3, Sale of county or district property (Majdi)

Commissioner Stolipher motioned to make 7-3-3a a legislative priority of the legislative session. The motion was seconded by Commissioner Hefestay and approved by a vote of (4-0).

4. Nikki Painter, Jefferson County Clerk's Office

Monthly Review of New Estates, Accountings and Waivers of Final Settlements

Commissioner Stolipher motioned to convene as a Fiduciary Review board. The motion was seconded by Commissioner Hefestay and approved unanimously.

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

Commissioner Stolipher motioned to return to regular session. The motion was seconded by Commissioner Hefestay and approved unanimously.

5. Tom Hansen, Jefferson County Sheriff and Treasurer

Home Incarceration program update/decision

Commissioner Stolipher motioned to approve the move to SCRAM with the option of purchasing 10 units now and purchasing more as funds become available, and if all purchases are not complete by July 1, 2026, the Sheriff. The motion was seconded by Commissioner Hefestay and approved unanimously.

Administrative assistant new hire

Commissioner Stolipher motioned to approve the hire of Wendy Loveless as a full-time 80 hour employee beginning December 8, 2025 at a salary of \$42,000 annually. The motion was seconded by Commissioner Majdi and approved unanimously.

Hire part-time Trip Guard

Commissioner Stolipher motioned to approve the hire of James Liverette as a part-time Trip Guard beginning December 8, 2025 at a rate of \$21.00/hour. The motion was seconded by Commissioner Mood and approved unanimously.

6. Boards and Commissions

Consider appointments, membership, and make-up of the Jefferson County Civil Service Commission

The following applicant was interviewed:

- Alissa Meeks

Commissioner Hefestay motioned to appoint Alissa Meeks to the Jefferson County Civil Service for a four-year term ending November 20, 2029. The motion was seconded by Commissioner Mood and approved unanimously (4-0).

Consider appointments, membership, and make-up of Jefferson County Audit RFP Review Committee

- No citizen applied
- Because no one applied, staff recommends appointing:

1. Jacki Shadle, County Clerk
2. Mike Mood, County Commissioner
3. David Bound, chief finance officer

Commissioner Hefestay motioned to appoint Mike Mood, Jacki Shadle and David Bound to the Audit RFP Review Committee until such time as an auditor has been selected to audit Jefferson County's FY2025 finances. The motion was seconded by Commissioner Stolipher and approved unanimously.

7. Laura Kuhn, director Jefferson County Fleet and Facilities

Request for approval to proceed with purchase of 2010 KME LFD Predator Pumper

No action was taken on this agenda item.

8. Jessica James, chief human resources officer

Approval of memorandum of Understanding (MOU) with Blue Ridge Community and Technical College (BRCTC) – Learn and Earn Apprenticeship Partnership

Commissioner Majdi motioned to approve the Memorandum of Understanding with Blue Ridge Community and Technical College for participation in the Learn and Earn Cooperative Work Apprenticeship Program pending legal review and technical amendments, to become effective upon full execution and remain in effect throughout the designated HB3009 Learn and Earn Cooperative Program project period from January 1, 2026 – January 1, 2027. The motion was seconded by Commissioner Hefestay and approved unanimously.

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

Report on 55+ Age Restricted Communities – Exemption from School Impact Fees

No action was taken regarding this agenda item.

Public Hearing regarding the proposed Historic Resources text amendment to the Subdivision Regulations

Historic Resources text amendment to the Subdivision Regulations

Commissioner Hefestay motioned to delay the public hearing and consideration until the second meeting next year on January 22, 2026. The motion was seconded by Commissioner Mood and approved unanimously.

10. David Bound, chief financial officer

Commission Ambulance Fee exonerations

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

Request for Proposals (RFP) for Annual Jefferson County Commission Audit for FY 25

Commissioner Stolipher motioned to approve the request for proposal for the annual JC FY25 audit of financial statements. The motion was seconded by Commissioner Mood and approved unanimously.

CDAR Renewal

Commissioner Stolipher motioned to approve the determined actions of the CDAR renewal. The motion was seconded by Commissioner Mood and approved unanimously.

Grants:

T-Mobile Hometown Grant

Commissioner Stolipher motioned to approve the grant application for the T-Mobile Hometown Grant as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

CSX Pride in Service Grant

Commissioner Stolipher motioned to approve the grant application for the CSX Pride in Service Grant as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

Request for Proposals (RFP) for America250 Mural

Commissioner Stolipher motioned to approve the grant application for the America250 Mural Grant as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

11. Edwina-Benites-LM, county administrator

To set the annual public hearing on the operations of the Jefferson County Emergency Services Agency within Jefferson County

Commissioner Majdi motioned to set the annual public hearing on the operations of the Jefferson County Emergency Services Agency for December 18, 2025. The motion was seconded by Commissioner Mood and approved unanimously.

2026 Meeting Schedule

Commissioner Majdi motioned to approve the 2026 county commission meeting schedule as presented with the removal of the second meeting in June. The motion was seconded by Commissioner Hefestay and approved unanimously.

2026 Holiday Schedule

Commissioner Stolipher motioned to approve the 2026 county commission holiday schedule as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

Annual Review – county administrator

Commissioner Stolipher motioned to enter into executive session to discuss personnel matters. The motion was seconded by Commissioner Keys and approved unanimously.

Commissioner Keys motioned to return to regular session. The motion was seconded by Commissioner Mood and approved unanimously.

ADDITIONAL PUBLIC COMMENT:

No additional public comment was given.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 1:30 p.m.

Jacqueline Shadle, County Clerk

Public Comment for Jefferson County Commission for

Dec 6 not ~~November 20, 2025~~

Now come **David Tabb**, a lifelong resident/taxpayer make comments on the following Agenda Item(s):

Approval of Minutes – November 6, 2025

It appears that this County Commission has inserted an additional document to the public comment portion of the November 6, 2025, minutes called “Points of information to be entered into the record”. The County Commission cannot interrupt and respond to Public Comment. Since the Commission couldn’t respond, at the time of the meeting, this insert should not be allowed. Furthermore, the Commissioners opinions should not be insert into the minutes a month later.

This is a direct attack on public comment participants.

Public Comments to include Town Hall Meeting:

The JCC on November 6, 2025, did a text amendment to Public Comment Rules and added to have a Town Hall meeting a half hour before the regular County Commission meeting. Any text revision requires public notice of the text change and a hearing. If there are any additional changes, the process starts all over again. Furthermore, public comments are a part of the WV Code that can only be changed by the WV State legislators and signed by the Governor.

Town Hall Meeting:

One can’t just add Town Hall meetings to be a part of a regular County Commission meeting. This requires a by-law change to the regular County Commission meeting. Again, this change requires public notice of the change with any word struck and the added words in red. This process requires three (3) readings before adopting any change. This process requires public input and cannot be ignored.

The minutes of November 6, 2025, were not approved on November 20, 2025. This means the JCC cannot move forward on the actions made on November 6th, 2025. Any change requires public notice and a hearing.

The JCC, as a whole, has made statement numerous times, in part, “...that this County Commission has had more Town Hall meetings than any other County Commission.”. I believe the public has the right to request the County Commission to present those facts - past and present.

Jefferson County Commission December 4, 2025 Meeting Public Comment

– offered by Jacquelyn Milliron

If constituents are prohibited from naming individual commissioners in public comment, why are commissioners allowed to target individual constituents who make public comment? In fact, you were incorrect in your attempt to correct my last public comment.

In my November 20th public comment, I used the descriptive word “leveraging,” not rate-making. To leverage is to “use something to its maximum advantage.” (Oxford) In fact, salting utility scale infrastructure is what I believe that ordinance will do to the rural residential lots.

Secondly, you failed to provide a citation in code that supports your claim that there is no time limit applied to the government in responding to a FOIA. Let me read the pertinent section of code to you for your edification.

WV 29B-3-1:

(d) All requests for information must state with reasonable specificity the information sought. The custodian, upon demand for records made under this statute, shall as soon as is practicable but within a maximum of five days not including Saturdays, Sundays or legal holidays:

(1) Furnish copies of the requested information;

According to the code, you had 5 days to furnish or deny my request. Inquiring minds would like to know where you got the idea that the government response time for FOIAs is unlimited. Do you think the code was designed by constituents to bait themselves into costly legal battles to get information?

But then the code goes on to stipulate that the Secretary of State “shall maintain an electronic database of notices of request as required by section 3a.” Let me read that to you.

(a) Beginning January 1, 2016, each public body that is in receipt of a freedom of information request shall provide information to the Secretary of State relating to, at a minimum, the nature of the request, the nature of the public body's response, the time-frame that was necessary to comply in full with the request...

Interestingly, none of my FOIAs for this county government have been submitted to the Secretary of State database.

Remember that word leverage? How many subcommittee pages legally didn't have the sunshine on them and should have? How hard is to find the spreadsheet with the EMS response times to a single rural area like Bakerton? Or is this really about not giving the public the advantage?

I wonder how many FOIAs you haven't reported to the WVSOS that might be sitting in the hopper of, as you put it, “the most transparent commission in history.” Maybe you should blow the dust off of those FOIAs and comply with the people's law.

The more disturbing fact is this JCC has the least amount of regular County Commission meetings per year. The most "so-called" emergency meetings, with no public comment allowed. Less than 15 years ago the JCC meet every week and public comment had 5 minutes, per speaker, with no limit of how many people could speak on any subject matter. I was accustomed to speaking 20 minutes a month and two (2) months out of the year, I spoke as much as 25 minutes.

This County Commission claims to be transparent; the fact is this County Commission is the exact opposite.

Item #7 – Jefferson County Fleet and Facilities (Fire Truck)

It appears this will cost over \$245,500.00 for the purchase, with another \$50,000.00 to \$60,000.00 to equip and certify. So, the JCESA can play on another toy while using the other Fire Company's equipment to do the work of fighting fires. Just sad. Again, wasting money that the public will pay for, not just in money but in putting people's life in jeopardy.

Where is the 2.3 million dollars from the previous JCESA Board account?

Mr. Tabb has not challenged the courthouse bulletin board. The challenge is the posting is required to be at the location of the County Commission meeting site – 393 N. Lawrence St, Charles Town. So, where is the bulletin board for the new complex?

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 December 4, 2025, and made affidavit upon affirmation of belief that the facts set forth are true and correct to the best of his knowledge.

DATED this 4th day of December, 2025



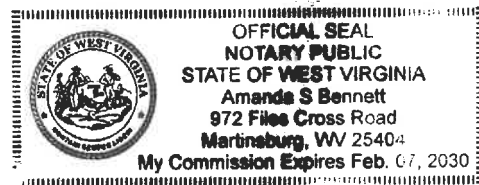
David C. Tabb

Sworn and subscribed before me this 4th day of December, 2025



Notary

My commission expires: 2/7/2030



REQUISITIONS TO BE APPROVED

December 18, 2025

| DEPARTMENT | REQUISITION NO. | PURCHASE ORDER NO. | AMOUNT | VENDOR | DESCRIPTION |
|--------------------|-----------------|--------------------|---------------------|-----------------------------------|---|
| | | | | | |
| IT | 26100 | | \$ 5,036.75 | TEK ADVISORS | TUNNEL DISCOVERY DOWNTOWN TO 393 |
| IT | 26101 | | \$ 9,597.93 | TEK ADVISORS | ECC TOWER RADIO TO IP CONVERSION |
| IT | 26104 | | \$ 21,747.32 | SWEETWATER SOUND HOLDINGS, LLC | A/V FOR THIRD FLOOR AND CLASSROOM AT 393 |
| | | | | | |
| JCESA | 26105 | | \$ 14,283.00 | EMS TECHNOLOGY SOLUTIONS, LLC | ANNUAL INVENTORY & ASSET MANGEMENT LICENSE |
| | | | | | |
| COMMISSION | 26103 | | \$ 25,927.00 | DAVID ALLEN COMPANY INC | REPLACE TERRAZZO FLOOR IN GOVERNMENTAL BUILDING |
| | | | | | |
| SHERIFF | 26106 | | \$ 12,420.00 | RESCUE ONE TRAINING FOR LINE INC. | RENEWAL OF AED CONTRACT |
| | | | | | |
| GRAND TOTAL | | | \$ 89,012.00 | | |

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **December 18, 2025**

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

Subject (*Wording to be placed on agenda*): **Consent Agenda Items**

- 1. Approval of Hires – 911 Dispatchers – Jefferson County Department of Emergency Communications**
- 2. Approval of Hire – Deputy Director – Jefferson County Department of Emergency Communications**
- 3. Approval of Hire – IT Team Lead – Jefferson County Department of IT and GIS**
- 4. Acknowledgement of Resignation – Krista Hoffman – Jefferson County Development Authority**

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

1. Staff has identified candidates for the position of Public Safety Dispatcher (trainee) for the Department of Emergency Communications, and is requesting approval to hire for **five** full-time, 80-hour, Grade 5 positions.
2. Staff has identified a candidate for the position of Deputy Director for the Department of Emergency Communications, and is requesting approval to hire for the full-time, 80-hour position, Grade 7 position.
3. Staff has identified a candidate for the position of IT Team Lead for the Department of IT and GIS and is requesting approval to hire for the full-time, 80-hour, Grade 5 position.
4. Director of the Jefferson County Development Authority, Krista Hoffman, has resigned and her last day with the County will be January 2, 2026. Staff would like to recognize her contributions during her tenure with the Development Authority and provide her a certificate.

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*):

Requests for Jefferson County Emergency Communications Department

- I move to approve the hires of the following for the full-time, 80-hour, Grade 5 position of Public Safety Dispatcher (trainee): Carrie Baxley, Taylor Cassidy, Zach Crawford, Emma McIntire, and Alexis Peacher, each at a salary of \$51,144, effective Sunday, January 18, 2026.
- I move to approve the hire of James Shawn Wolford for the full-time, 80-hour, Grade 7 position of Deputy Director of the Jefferson County Department of Emergency Communications, at a salary of \$88,498.65, effective Sunday, January 18, 2026.

Request for Jefferson County IT and GIS Department

- I move to approve the hire of Erick Corcoran for the full-time, 80-hour, Grade 5 position of IT Team Lead for the Jefferson County Department of IT and GIS, at a salary of \$58,814, effective Sunday, December 21, 2025.

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

If not attached, explain:

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

Contact information: Jessica James

Email address: Jessica.D.James@jeffcowv.gov Phone Number: 304-728-3282

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



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Pasha Majdi

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: Dec. 18, 2025

Re: Fiscal Note: HR Matters requests to hire

The Public Safety Dispatcher for the Emergency Communications Center is requesting to hire five full time Grade 5 Public Safety Dispatchers starting January 18th, 2026. The request is within the FY26 department budget.

Carrie Baxley, Taylor Cassady, Zach Crawford, Emma McIntire and Alexis Peacher

| | |
|--------------------------------------|---------------------|
| Starting salary | \$ 51,144.00 |
| Annualized Existing and addition | \$818,190.00 |
| FY 26 Budget Available 001712.410300 | <u>\$911,596.00</u> |
| Estimated Savings | \$ 93,406.00 |

The Emergency Communications Center is requesting to hire James Shawn Wolford as a Grade 7 Deputy Director starting January 18th, 2026. The request is within the FY26 department budget.

| | |
|--------------------------------------|---------------------|
| Starting salary | \$ 88,498.65 |
| Annualized Existing and addition | \$862,440.00 |
| FY 26 Budget Available 001712.410300 | <u>\$911,596.00</u> |
| Estimated Savings | \$ 49,156.00 |

The Department of Information Technology and GIS is requesting the hire Erick Corcoran as a Grade 5 IT Team Lead starting December 21st, 2026. The request is within the FY26 department budget.

| | |
|--|---------------------|
| Starting salary | \$ 58,814.00 |
| Annualized Existing and addition | \$294,826.15 |
| FY 26 Budget Available 001428.410300 | <u>\$259,241.89</u> |
| Shortage covered by External Budget Adjustment JDCA wages (\$73,962) | \$ 35,585.15 |

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks

Department or Organization: Assessor of Jefferson County

Estimation of amount of time needed for appointment: 3 minutes

Date Requested – 1st Choice: **December 18th, 2025**

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

Date Requested – 2nd Choice:

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

Exonerations

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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

**STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON:**

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2025 Real Estate Book.

Middleway DISTRICT _____ MUNICIPALITY

Described as follows:

Mobile home was no value of July 1st, 2024

Assessed Value \$ 4,400

Tax Amount \$ 102.26

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.



Applicant Duncan, Daniel D

12/1/2025

Date

Ticket # 22301

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Emily Morrow

Department or Organization: WVU Extension

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 18, 2025**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **WVU Extension Presentation on County-Wide Programs**

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

- ✚ WVU Extension Agents will share more information about the programs conducted in Jefferson County in the areas of Agriculture and Natural Resources, 4-H Youth Development, and Community and Family Development, and their broader impact on our community. A visual presentation will be used.

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: Emily.Wells@mail.wvu.edu

Phone Number: 304-728-7413

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

WVU Extension at Work in Jefferson County

Jefferson County Commission

December 18, 2025

About Us



Emily Morrow – Agriculture and Natural Resources Agent and County Program Coordinator



April Blaker – Administrative Assistant



Devon Thompson – 4-H Youth Development Agent



Morgan Blue – Administrative Assistant

About Us

West Virginia University Extension is committed to improving the lives and livelihoods of all West Virginians. Our experts bring programs and resources to our communities to enhance prosperity, improve health outcomes and deliver educational opportunities throughout the state.

“I didn’t know Extension did that!”



Youth Education



4-H Program



- **506** 4-H members were enrolled for the 2024-2025 4-H year, and **21** clubs remain active.
- Currently have **413** members enrolled for 2025-2026 4-H year, with new enrollments daily.
- **653** project books were taken by members in 2024-2025.
- 4-H members participate in experiential learning outside the classroom, gain leadership skills, and engage in civic and community service projects.



4-H Camping Program

- **202** Jefferson County campers attended one of the local camps ranging in ages from 8-21.
- **151** campers attended Younger Camp, organized and facilitated by the Jefferson County Office.
- **63** youth ages 5-8 attended Cloverbud Day, organized and facilitated by the Jefferson County Office.
- New for 2026, we will offer **2** Younger Camp dates to give members ages 8-11 a more meaningful experience.



School Enrichment

Lessons cover health, science, math, mechanical engineering topics

- Personal Hygiene (PK – 2nd)
- Blast Off (K – 2nd)
- Sphero EDU (3rd – 5th)
- Mechanical Engineering (3rd – 5th)

"They [students] talked about it [Blast Off lesson] for DAYS."
~Ms. Chinnock, 2nd grade at CW Shipley





Agriculture Education

Agriculture and Natural Resources

- *New and expanded farm businesses*
- *Increased farm income*
- *Public awareness of our agriculture industry*
- *Established estate plans*
- *Animal husbandry and processing skills*
- *New and expanded home gardens*
- *Increased access to local food*



“Your guidance on how to sell direct to consumer has been the best thing for our farm.”

Ag By the Numbers

- **2,445** acres will transition to the next generation through estate planning programs
- **350+** adults reached in 2025 with classroom education
- **200** acres tracked for pest damage patterns
- **11** businesses boosted through an agritourism program
- **\$100,000** local grant dollars secured over the last 3 years
- **\$350,000** statewide grant dollars secured over the last 18 months



Volunteer Groups

The Value of a Volunteer

- *89 Master Gardeners provided 3,804.5 hours of volunteer service through educational programs and outreach events*
- *67 Community Education Outreach Service (CEOS) members clocked 14,700 community service hours*
- *154 Jefferson County 4-H volunteers, each donating an average of 108 hours a year to our program*

\$1,222,398 *value of Jefferson County volunteers in 2025*

Jefferson is on the Map

State leaders have praised the transformative vision of moving the Extension Office to the Kearneysville Research, Education and Outreach Center



Jefferson County Extension programs have been featured on state, regional, and national levels



Youth Testimonials

Questions?

Emily Morrow – Emily.Wells@mail.wvu.edu

Devon Thompson – Devon.Thompson@mail.wvu.edu

Office: (304) 728-7413

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, WVU is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal of retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs).

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Adam J. Ward**

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 18 2025**

If a specific date is needed, please provide reason for specific date: **Specific date needed to line up with candidate's start date and Mr. Ward's availability to attend the Commission Meeting.**

Date Requested – 2nd Choice:

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

The Prosecuting Attorney's office seeks to hire an Assistant Prosecuting Attorney. This is a full time exempt position with a salary of \$95,000.00 annually. Qualified candidate, Kelly Coly, has already been identified and can start on (or after) January 5, 2026.

Is this a funding request? **No**

If so, how much? \$

Provide exact financial impact/request: **This is filling an empty/needed position and will not affect the Prosecuting Attorney's office from being under budget for 2026.**

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

The Commission approves the hiring of Kelly Coly as a full time exempt Assistant Prosecuting Attorney at a salary of \$95,000.00 to begin working on (or after) January 5, 2026.

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

If not attached, explain:

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

Contact information: **Jaymee Houser**

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

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

From: David Bound

Date: Dec. 18, 2025

Re: Fiscal Note: Prosecuting Attorney request to hire / VOCA Grant Award Approval

The Prosecuting Attorney is requesting to hire Kelly Coly as an Assistant Prosecuting Attorney starting January 5, 2026. The request is within the FY26 department budget.

| | |
|-----------------|-------------|
| Starting salary | \$95,000.00 |
| FY 26 Budget | \$95,000.00 |

The Prosecuting Attorney is requesting approval and signature for the 2025- 2026 VOCA Federal Grant Contract. The VOCA grant is used for salaries and supplies for the Victim Assistance program.

| | |
|-------------|--------------|
| Grant Award | \$111,256.00 |
|-------------|--------------|

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Rebecca Hall

Department or Organization: **Prosecuting Attorney's Office Victim Assistance Program**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **12/18/25**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): VOCA Grant Contract Approval and Signature

Please provide the County Commission with a description of your request or presentation, including any background information:
The Victim Assistance Program has been awarded \$111,256.00 VOCA Grant. We are requesting approval and signature for the 2025-2026 VOCA Federal Grant Contract.

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*):

Approve and Sign the 2025-2026 VOCA Grant Contract

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

If not attached, explain:

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

Contact information: Rebecca Hall

Email address: rhall@jeffersoncountywv.org

Phone Number: 304-725-6550

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Tom Hansen

Department or Organization: Sheriff and Treasurer

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

SSO New Hire

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

The Board of Education and Sheriff's Office have identified the first School Safety Officer to be hired.

Type of Request: (Funding/Hiring): hiring

Funding/Salary/Hourly Amount: see below

Name of Hire (if Applicable): see below

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period): see below

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I move to approve the hire of Dave Kelvington beginning January 5, 2026 in accordance with the contract and pay scale established with the Board of Education his annual starting pay is \$66,763.

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

If not attached, explain:

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

Contact Information:

Phone Number: 304-728-3205

Email Address:

dlowe@jeffersoncountywv.org



JEFFERSON COUNTY COMMISSION

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

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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: Dec. 18, 2025

Re: Fiscal Note: Sheriff request to hire

The Sheriff is requesting to hire Dave Kelvington starting January 5, 2026. The request per contract is to be reimbursed by Jefferson County Board of Education.

Starting salary

\$66,763.00

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Krista Hoffman

Department or Organization: Jefferson County Development Authority (JCDA)

Estimation of amount of time needed for appointment: 5 Minutes.

Date Requested – 1st Choice: December 18, 2025

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

Date Requested – 2nd Choice:

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

Local Economic Development Grant Resolution Approval

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

Each year, the Jefferson County Development Authority is eligible to receive the Local Economic Development Grant from the WV Division of Economic Development. The grant requires a match of at least the grant amount and certification from the County Commission that the Jefferson County Development Authority is the lead economic development organization in the County. For Fiscal Year 2026, the grant amount is \$30,800.

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*):

I move to approve the resolution certifying the Jefferson County Development Authority as the lead economic development organization in Jefferson County.

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: khoffman@jcda.net

Phone Number: 304-728-3255

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION



JEFFERSON COUNTY COMMISSION

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

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WEST VIRGINIA CERTIFIED DEVELOPMENT COMMUNITY (CDC) PROGRAM RESOLUTION OF PARTICIPATION AND COOPERATION

Whereas, the governing body of Jefferson County is interested in the economic well-being of its citizenry and the community at-large; and,

Whereas, the governing body is prepared to support appropriate efforts within the community to promote economic development; and,

Whereas, the West Virginia Chamber of Commerce and the West Virginia Development Office sponsor a program that is specifically designed to help West Virginia communities become better prepared for economic development; and,

Whereas, The County Commission has consistently funded the Jefferson County Development Authority since 1980, and this year's budgeted amount well exceeds the required \$30,800.00 match; and,

Whereas, it is a requirement of the Local Economic Development (LED) Grant Program to provide evidence of local match;

THEREFORE, BE IT RESOLVED that the County Commission of Jefferson County wishes to continue its participation in the Certified Development Community Program, and that the leadership of the community fully realizes this program requires dedicated effort; and,

BE IT FUTHER RESOLVED that the program requires the existence of a Local Economic Development Organization, and this governing body designates the Jefferson County Development Authority as representing our community for the purpose of participating in this program.

BE IT FURTHER RESOLVED that evidence is hereby provided to the West Virginia Department of Economic Development that more than sufficient matching funds have been provided to the Jefferson County Development Authority by the Jefferson County Commission.

This resolution is in full effect upon its adoption this 18th day of December 2025.

Signed: Pasha Majdi, President

Attested: Jacqueline C. Shadle, County Clerk



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

Date: Dec. 18, 2025

Re: Fiscal Note: JCDA Grant Request

The Jefferson County Development Authority would like to submit a Local Economic Development grant request. The request requires a match which is within the FY26 department budget.

| | |
|--|----------|
| Grant Amount | \$30,800 |
| Required Grant Match Professional Services 001431.422300 | \$30,800 |



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PRESIDENT

Pasha Majdi

VICE PRESIDENT

Mike Mood

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

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: Boards and Commissions, December 18, 2025

Consider the appointments, membership, and makeup of the following boards:

1. Board of Zoning Appeals
2. Hagerstown-Eastern Panhandle Metropolitan Planning Organization
3. Agritourism Taskforce- bylaws

Board of Zoning Appeals:

Here is the information we have regarding the Board of Zoning Appeals:

BZA – Board of Zoning Appeals

POC: *J. Tyler Quynn, Chair* jtyquynn@gmail.com Zoning Clerk: Jennilee Hartman 304-728-3228 Email: jhartman@jeffersoncountywv.org

Meeting dates:

Bylaws link:

Terms: 3-years

Policy: Zoning Board of Appeals Alternate Positions: (1) Alternate members shall have all powers and duties of regular board members when sitting on a case and shall continue participation until a final decision is reached. (2) Alternate members shall serve by rotation based on seniority of appointment to the board.

- Members must be residents of Jefferson County for at least three years preceding the appointment
- Cannot be a member of the County Planning Commission.
- Cannot hold any other elective or appointive office in the Jefferson County government.

Individuals nominated for interview:

- Elliot Kletter (Hefestay, Majdi)
 - According to the Clerk’s office, Mr. Kletter has been a voter since 2010

Hagerstown-Eastern Panhandle Metropolitan Planning Organization:

Hagerstown-Eastern Panhandle Metropolitan Planning Organization

POC: Matt Mullenax mmullenax@washco-md.net

Meeting dates: Quarterly- January, March, August, October

Bylaws link: https://hepmo.com/wp-content/uploads/2024/09/HEPMPO_Bylaws.pdf

Code Links: <https://www.govinfo.gov/content/pkg/USCODE-2011-title23/pdf/USCODE-2011-title23-chap1-sec134.pdf>

Term: 2-years

“Representation of the local governments shall be limited to elected officials appointed by the local governmental unit.”

| Seat | Name | Email | Apt Date | Term Exp |
|---------------------------------------|--------------------|--|------------|------------|
| 1- Commissioner | Cara Keys | ckeyes@jeffersoncountywv.org | 01/05/2025 | 01/05/2027 |
| 2- elected official of a municipality | Elizabeth Ricketts | ericketts@charlestownwv.us | 08/03/2023 | 08/03/2025 |

Individuals to interview:

- Elizabeth Ricketts (councilmember from Charles Town)
- Chris Craig (councilmember from Harpers Ferry)
- Ranson appointee (to be nominated 12/17/25)

Agritourism Bylaws:

Please find attached draft bylaws.

September 19, 2025
PO Box 1011
Harpers Ferry, WV 25425
ccraig@harpersferrywv.us
304-433-1260

Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

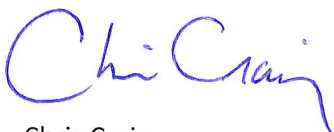
Dear Commissioners:

At its regular July 2025 meeting, the Harpers Ferry Council nominated me to represent Jefferson County on the board of the Hagerstown-Eastern Panhandle Metropolitan Planning Organization. As a public servant with special interest in transportation and other infrastructure issues, I would be willing and proud to serve in this capacity.

If the county still needs representation on this board, please consider me for the position.

Thank you!

Sincerely,



Chris Craig
Member, Harpers Ferry Town Council
Harpers Ferry Water Commission



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

SIDENT
a Majdi

E PRESIDENT
Mood

MISSIONER
Keys

MISSIONER
Stolipher

MISSIONER
Hefestay

Jefferson County Board Member General Expectations Agreement

The Jefferson County Commission is committed to maintaining the highest standards of professionalism, accountability, and service to the community. As an appointed board member, you play a critical role in advancing the County's mission and ensuring responsible governance.

By initialing below, you affirm your understanding and commitment to the following expectations:

1. Professionalism __ (Initial: cjc)

Board members are expected to conduct themselves with integrity, honesty, and accountability at all times. Professionalism includes, but is not limited to:

- Attending meetings consistently, arriving on time, and being prepared to engage in discussions and decision-making.
- Reviewing materials in advance to make informed contributions.
- Maintaining confidentiality when required, particularly regarding sensitive or legally protected information.
- Adhering to legal and ethical standards and avoiding conflicts of interest.
- Working collaboratively with fellow board members, County staff, and the public, fostering an environment of mutual respect.

Failure to meet these standards may result in removal from the board, as determined by the County Commission.

2. Constituent Relations __ (Initial: cjc)

Board members serve as representatives of the community and must engage with constituents in a respectful and responsive manner. This includes:

- Listening to public concerns, being accessible, and engaging in constructive dialogue.
- Communicating clearly, factually, and in a manner that reflects positively on the County.
- Refraining from using a board position for personal or political gain.

County Administrator
Edwina Beniles-LM

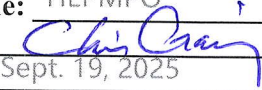
- Treating all individuals—regardless of background, opinion, or affiliation—with courtesy and professionalism.
- Acknowledging that while board members may express individual viewpoints, decisions should be based on the best interests of the County as a whole.

3. Pride in Yourself, the Commission, and the County (Initial: qjc)

Board members are ambassadors of Jefferson County and should take pride in their role and responsibilities by:

- Promoting a positive image of the County and its initiatives.
- Demonstrating dedication to the County’s mission, goals, and long-term success.
- Taking personal responsibility for contributing to the effectiveness and credibility of the board.
- Ensuring that personal conduct—both during and outside of meetings—reflects well on the board and County government.
- Committing to continuous learning and staying informed on issues relevant to the board’s work.

By signing below, I acknowledge that I have read, understand, and agree to abide by the expectations outlined in this agreement while serving as a board member for Jefferson County.

Printed Name: Christopher J. Craig
 Board Name: HEPMPO
 Signature: 
 Date: Sept. 19, 2025

Re: HEPMPO- appointment

Dear Jefferson County Commissioners,

I am seeking a reappointment to a 2-year term on the Interstate Council of the Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) as the Municipal Representative of the five Jefferson County municipalities.

While serving on the Interstate Council, I have had an excellent meeting attendance record, participated in special studies and committees, brought more awareness to the work of the organization, and become an advocate for Jefferson County within a broader regional context.

Matt Mullenax and his staff do great work to bring needed infrastructure improvements to our area. I've served alongside your representative to the Interstate Council, Commissioner Stolipher, and now with Commissioner Keys. I believe they can all speak to my dedication and enthusiasm for the work of the HEPMPO.

It would be my honor to be reappointed to serve another term on the HEPMPO Interstate Council.

Thank you for your consideration.

Elizabeth Ricketts
309 W. Washington St,
Charles Town, WV 25414
Phone: (304) 397-0115
elizabethricketts13@gmail.com

Elizabeth Carol Ricketts

(304) 886-1322 | elizabethricketts13@gmail.com

OBJECTIVE: To utilize my professional background and skills while working to advance the worthwhile mission of this company.

EXPERIENCE:

May 2021 - Present **City Council of Charles Town** Charles Town, WV
City Councilmember

- Elected to four year term (non-partisan); serve on Infrastructure Committee, Personnel Committee, Parks and Recreation Commission (Chair), Mayor's Select Committees on Developer Fee Negotiations and on Ranson/Charles Town establishment of joint Convention and Visitors Bureau (CVB)
- Appointed by County Commission of Jefferson County to the Eastern Panhandle Transit Authority Board
- Selected through competitive application to participate in the CDC and Smart Growth America's "Complete Streets Champion Institute" to promote multimodal transportation projects

July 2021 - Present **Robert C. Byrd Center for Congressional History** Shepherdstown, WV
Donor Relations Associate at non-profit

- Create and manage database of donor records, reports, and profiles for a non-profit (*Excel, Google Suite*)
- Develop and manage social media and promotional materials (*Meta, Mailchimp, Canva*)

February 2020 - Feb. 2021 **American Red Cross** Kearneysville, WV / remote work
Americorps Volunteer In Service to America (VISTA)

- Developed and designed monthly newsletter publication (*Microsoft Publisher*)
- Created and led presentations in-person and virtually (*PowerPoint and Google Slides*)
- Produced and led volunteer meetings and training (*Microsoft Teams, Zoom*)
- Represented the organization during activation of Emergency Operation Center (EOC), assisting in the dissemination of information to the community and CBOs

June 2018- March 2022 **Freelance** remote work
Social Media and Website Management

- Managed clients from attainment through invoice billing as freelance marketing manager who created and implemented social media strategy and website design for B2B and B2C marketing (*Canva, Meta, SEO*)

January 2015 - July 2017 **Blue Tree Digital Marketing** remote work
Project Manager / Social Media Specialist

- Utilized KPI analytics, editorial calendars and social media strategies to target B2B and B2C for a variety of industries and deliver desired ROI (*Google Analytics*)
- Audited and improved websites by optimizing UX (*WordPress, GoDaddy, Wix, Weebly, SquareSpace*)

March 2013/14 **Shepherd University Alumni Relations** Shepherdstown, WV
Phonathon Student Ambassador

- Served as a liaison for the University's annual alumni fundraising campaign for two years

January -May 2018 **C*Town Arts and Culture Creative Council** Charles Town, WV
Organizer

- Handled PR and photography ultimately attracting over 600 volunteers for a five day community art project

EDUCATION:

- **Shepherd University** -- 2015 -- Regents Bachelors of Arts - BA degree
- **CDC and Smart Growth America** -- Complete Streets Champion Institute - 2022
- **Coursera Online** --ongoing -- continued education courses
- **Leadership Institute** -- Photoshop, media training, campaign strategy and management, fundraising
- **Jefferson High School** -- International Thespian Society president, Academic Team, *magna cum laude*

Edwina Benites

From: Alissa Meeks <AMeeks@charlestownwv.us>
Sent: Tuesday, June 17, 2025 12:47 PM
To: Edwina Benites
Cc: Micheal George; Elizabeth Ricketts; Jessica James; Mullenax, Matt
Subject: RE: HEPMPO- appointment
Attachments: HEPMPO letter of nomination 2025.docx

Ms. Benites –

Please see the attached letter with the City’s nomination for the HEPMPO municipal appointment.

Should you have any questions, please don’t hesitate to contact me.

Regards,



Alissa J. Meeks
Assistant City Manager
City of Charles Town
101 E. Washington Street, Charles Town, WV 25414
Direct: 304-724-3253
Email: ameeks@charlestownwv.us

From: Edwina Benites <ebenites@jeffersoncountywv.org>
Sent: Wednesday, May 28, 2025 10:44 AM
To: pmorse@harpersferrywv.us; Laura Whittington (bolivarth@frontiernet.net) <bolivarth@frontiernet.net>; John Nissel <jnissel@charlestownwv.us>; Alissa Meeks <AMeeks@charlestownwv.us>; Todd Wilt (twilt@ransonwv.us) <twilt@ransonwv.us>; Gino Sisco <gsisco@shepherdstown.us>
Subject: HEPMPO- appointment

Crew-

The appointment for Jefferson County’s representative to the Hagerstown-Eastern Panhandle Metropolitan Planning Organization (HEPMPO) board is approaching in August. I am requesting that you work with your councils to submit nominations for consideration by early to mid-July- your nomination must be an elected, municipal official.

HEPMPO serves a critical role in coordinating regional transportation planning efforts, and strong local representation ensures our shared priorities are reflected in those discussions. The term of service is two years, and meetings are held quarterly—typically in January, March, August, and October.

Key Resources:

- HEPMPO Bylaws: https://hepmo.com/wp-content/uploads/2024/09/HEPMPO_Bylaws.pdf
- Federal Statutory Reference: 23 U.S. Code § 134
<https://www.govinfo.gov/content/pkg/USCODE-2011-title23/pdf/USCODE-2011-title23-chap1-sec134.pdf>

Please forward your nominations to me no later than mid-July, so that we may bring appointments forward for Commission consideration at the second July meeting or first meeting in August.

Thank you for your collaboration on this important regional initiative. Please feel free to reach out if you have any questions or need additional information.

Eddie



Edwina Benites-LM
County Administrator
Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning. Beware - This email comes from outside the City of Charles Town.

Edwina Benites

From: Elizabeth Ricketts <ericketts@charlestownwv.us>
Sent: Friday, June 27, 2025 11:55 AM
To: Edwina Benites; Boards
Cc: Alissa Meeks; Micheal George
Subject: Fw: HEPMPO- appointment
Attachments: HEPMPO - County Cover Letter .pdf; Ricketts Resume - general.pdf; County- mission agreement - Objection.pdf; Signed agreement .pdf

Hello,

As requested, attached you will find my:
Cover letter
Resume
Signed “mission agreement”

Additionally you will find attached my letter, addressed to the commissioners, stating my objection to this new “agreement” as added to Policy 901 in March 2025.

Please advise when I am expected to attend for an interview with the commission for the Hagerstown Eastern Panhandle Metropolitan Planning Organization [HEPMPO] Municipal Representative position on the Interstate Council.

Sincerely,

Elizabeth Ricketts

309 W. Washington St, Charles Town WV 25414

DOB: 03/18/1991

Phone: (304) 397-0115



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Pasha Majdi

VICE PRESIDENT

Mike Mood

COMMISSIONER

Cara Keys

COMMISSIONER

Steve Stolipher

COMMISSIONER

Jack Hefestay

Jefferson County Board Member General Expectations Agreement

The Jefferson County Commission is committed to maintaining the highest standards of professionalism, accountability, and service to the community. As an appointed board member, you play a critical role in advancing the County's mission and ensuring responsible governance.

By initialing below, you affirm your understanding and commitment to the following expectations:

1. Professionalism __ (Initial: ER)

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- Adhering to legal and ethical standards and avoiding conflicts of interest.
- Working collaboratively with fellow board members, County staff, and the public, fostering an environment of mutual respect.

Failure to meet these standards may result in removal from the board, as determined by the County Commission.

2. Constituent Relations __ (Initial: ER)

Board members serve as representatives of the community and must engage with constituents in a respectful and responsive manner. This includes:

- Listening to public concerns, being accessible, and engaging in constructive dialogue.
- Communicating clearly, factually, and in a manner that reflects positively on the County.
- Refraining from using a board position for personal or political gain.

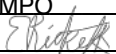
- Treating all individuals—regardless of background, opinion, or affiliation—with courtesy and professionalism.
- Acknowledging that while board members may express individual viewpoints, decisions should be based on the best interests of the County as a whole.

3. Pride in Yourself, the Commission, and the County __ (Initial: _____)

Board members are ambassadors of Jefferson County and should take pride in their role and responsibilities by:

- Promoting a positive image of the County and its initiatives.
- Demonstrating dedication to the County’s mission, goals, and long-term success.
- Taking personal responsibility for contributing to the effectiveness and credibility of the board.
- Ensuring that personal conduct—both during and outside of meetings—reflects well on the board and County government.
- Committing to continuous learning and staying informed on issues relevant to the board’s work.

By signing below, I acknowledge that I have read, understand, and agree to abide by the expectations outlined in this agreement while serving as a board member for Jefferson County.

Printed Name: Elizabeth Ricketts
Board Name: HEPMPO
Signature: 
Date: 06/25/2025

Re:“mission agreement” - Policy 901 amended March 2025

Dear Jefferson County Commissioners,

I am writing to you to formally **object to the policy 901 “Mission Agreement”** which was amended at your March 2025 meeting and is now being required of board/committee applicants. While the agreement covers basic professionalism and conduct that we hope volunteers would already hold themselves to, the agreement goes too far when demanding loyalty to the County and trying to dictate activity outside of meetings.

Every board member already takes an oath which includes swearing to support the Constitution of the United States and the Constitution of the State of West Virginia. Additionally, we swear to faithfully discharge and perform the duties of the board/commission on which we serve. That would seem like enough of a commitment to serve in a volunteer capacity on these boards/commissions.

However, in March 2025, the County Commission updated their policy to include a new “Jefferson County Board Member General Expectations Agreement.” Reading the new “mission agreement” added to the policy, I am deeply concerned by the following:

- Vagueness in language: Terms like “positive image” or “reflects well” are subjective and could be misused to stifle differing opinions.
- Expectations outside of meetings: Extending expectations to behavior outside of official duties infringes on First Amendment rights.
- Implied loyalty oath: Is the County Commission now demanding personal allegiance rather than public service accountability?

It is important to note that board/committee members do not necessarily serve in these capacities to represent the County or the Commissioners. For instance, the HEPMPO seat for which I am nominated is specifically to represent the Municipalities (Bolivar, Harpers Ferry, Ranson, Shepherdstown, and Charles Town), NOT the Commission. The County Commission

has their own representative. There may very well be times where the municipalities and the commission have differing missions, goals, and ideas of long-term success. I would hope that any volunteer serving in these roles would pride themselves on representing the PEOPLE of Jefferson County, not its government.

This “mission agreement” raises many questions that I fear will open you, the County Commission, up to lawsuits. You may want to reflect on the following as you consider amending Policy 901 to remove this completely unnecessary document:

- What happens if a board member disagrees with a county policy? Does that violate the agreement?
- How is this agreement enforced, and by whom?
- Is there an appeal or review process if someone is removed for allegedly violating the agreement?
- Is this agreement legally required, or just something you came up with?

I hope you take this into consideration.

Sincerely,

Elizabeth Ricketts

309 W. Washington St,

Charles Town WV 25414

Phone: (304) 397-0115



1000 Washington Street
P.O. Box 217
Harpers Ferry, WV 25425
304-535-2206
www.harpersferrywv.com

Corporation of Harpers Ferry

Gregory J. Vaughn, Mayor
Kevin Carden, Recorder

Council Members
Chris Craig
Jesse Z. Melton
David Simmons
Greg 'Storm' DiCostanzo
Christian Pechuekonis

September 16, 2025

email: ebenites@jeffersoncountywv.org

Ms. Edwina Benites
County Administrator
Jefferson County Commission
124 East Washington Street
Charles Town, WV 25414

RE: Hagerstown-Eastern Panhandle Metropolitan Planning Organization

Dear Ms. Benites:

At its July 14 council meeting, the Harpers Ferry Council voted unanimously to nominate Councilmember Chris Craig to represent Jefferson County on the board of the Hagerstown-Eastern Panhandle Metropolitan Planning Organization. If other representation has not yet been found, please share our nomination with the Commission members. Attached is Mr. Craig's resume.

Thank you for your attention to this matter.

Sincerely,

Kevin Carden
Town Recorder
Enc.

cc: Mayor, Town Council

Historic District
Where The Shenandoah Meets The Potomac

RESUME

Chris Craig

PO Box 1011, Harpers Ferry, WV 25425

304-433-1260

ccraig@harpersferrywv.us

Chris Craig has been a member of the Harpers Ferry Town Council since 2021. He presently also serves on the town's Water Commission, the Budget and Finance Committee, and Ordinance Review Committee. He is a past member and chair of the Planning Commission.

Prior to his election to Council, Mr. Craig served on the Harpers Ferry Board of Zoning Appeals.

Mr. Craig is a founding member of the Trail and Town Alliance of Harpers Ferry and Bolivar, which is the steering committee for the towns' participation in the Appalachian Trail Community and the Canal Town Partnership. He currently represents Harpers Ferry on the Canal Town Partnership's Board.

With a special interest in pedestrian and bicycle issues, Mr. Craig has taken part in HEPMPO's planning processes through the years, including regular meetings leading to the Regional Bicycle Plan.

Prior to moving to Harpers Ferry in 2005, Mr. Craig served for several years on the District of Columbia Bicycle Advisory Council.

Among his many volunteer involvements, Mr. Craig is a board member of the Harpers Ferry Park Association. He serves as the editor of the Mountain State Sierran and the Outings Chair for the Sierra Club West Virginia Chapter.

RESUME

Chris Craig

PO Box 1011, Harpers Ferry, WV 25425

304-433-1260

ccraig@harpersferrywv.us

Relevant Service:

Chris Craig has been a member of the Harpers Ferry Town Council since 2021. He presently also serves on the town's Water Commission, the Budget and Finance Committee, and Ordinance Review Committee. He is a past member and chair of the Planning Commission.

Prior to his election to Council, Mr. Craig served on the Harpers Ferry Board of Zoning Appeals.

Mr. Craig is a founding member of the Trail and Town Alliance of Harpers Ferry and Bolivar, which is the steering committee for the towns' participation in the Appalachian Trail Community and the Canal Town Partnership. He currently represents Harpers Ferry on the Canal Town Partnership's Board.

With a special interest in pedestrian and bicycle issues, Mr. Craig has taken part in HEPMPO's planning processes through the years, including regular meetings leading to the Regional Bicycle Plan.

Prior to moving to Harpers Ferry in 2005, Mr. Craig served for several years on the District of Columbia Bicycle Advisory Council.

Among his many volunteer involvements, Mr. Craig is a board member of the Harpers Ferry Park Association. He serves as the editor of the Mountain State Sierran and the Outings Chair for the Sierra Club West Virginia Chapter.

Education:

Graduate and undergraduate study in math and general education, various schools and universities. District of Columbia and West Virginia teaching certification in secondary special education and in math.

Master of Education in Special Education (specializing in learning disabilities), The Wichita State University, graduating with honors, 1988.

Bachelor of Music in piano performance, Kansas State University, Manhattan. Graduated summa cum laude, 1978.

Working Experience:

2017-present: Part-time Certified Park Guide, Harpers Ferry National Historical Park.

2005-2016: Owner, innkeeper, Laurel Lodge Bed and Breakfast, Harpers Ferry, WV. Managed and carried out all operations for a home-based bed and breakfast in historic Harpers Ferry, WV. See website laurellodge.com

2005-2007: Multi-category Special education instructor, Jefferson High School, Jefferson County Public Schools. Served as both a self-contained classroom teacher for high school students with various disabilities and as a special education resource teacher in regular classes.

1992-2005: Special education instructor, The Lab School of Washington, a private school for persons with learning disabilities. Position included instruction of secondary math students and adult basic education students.

1994-1996: Co-director of Night School Adult Education Program, The Lab School of Washington, Washington, DC. Position included educational testing and evaluation of adults, dispersing public information, administration of an adult learning program.

1987-1991: Special education instructor, Belle Plaine High School, Belle Plaine, Kansas. Position included instruction of mentally handicapped, behavior and learning disordered students in various academic subjects, life skills, and study skills. Auxiliary responsibilities included sponsorship of Kansas Association of Youth school organization and working with students on various service and social projects.

BYLAWS

JEFFERSON COUNTY WATER ADVISORY COMMITTEE

ARTICLE I NAME AND PLACE OF BUSINESS

Section 1. Name: Jefferson County Agritourism Taskforce, hereinafter referred to as the Agritourism Taskforce.

ARTICLE II PURPOSE AND COMPLIANCE WITH APPLICABLE LAWS

Section 1. General: The Agritourism Taskforce is organized under the Jefferson County approval on December 18, 2025.

Section 2. Purpose: The Jefferson County Agritourism Taskforce is established to bring together stakeholders to evaluate agritourism opportunities and challenges, identify regulatory or zoning barriers, and develop recommendations that support agritourism as a tool for agricultural sustainability, economic development, and rural preservation in Jefferson County.

ARTICLE III MANAGEMENT AND MEMBERSHIP OF THE AGRITOURISM TASKFORCE

Section 1. Membership. The Agritourism Taskforce shall consist of nine (8) voting members and one county commissioner who may vote to break any tie.

Section 2. Appointment and Terms of Members. The Jefferson County Commission shall appoint members of the Agritourism Taskforce for a period of three (3) years with terms expiring on January 15th. In 2026, the first appointees will be appointed to 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 before they can make motions or vote in any Agritourism meeting or attend executive sessions.

Section 4. Resignation or Removal of Members. If a member of the Agritourism Taskforce resigns, the President or Vice President of Agritourism Taskforce 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 Agritourism Taskforce 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 AGRITOURISM TASKFORCE MEMBERS

Section 1. Time and Place. The Agritourism Taskforce members shall meet on the second Monday of each month at 3:00 pm at the Jefferson County Commission Government Complex 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 Agritourism member will constitute a quorum and no action of the Agritourism Taskforce shall be official unless authorized by a quorum at a regular or special meeting.

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

Section 4. Special Meetings. Special meetings of the Agritourism Taskforce may be called by the President of the Agritourism Taskforce.

Section 6. Meeting Notice. Notice shall be provided consistent with the West Virginia Open Meetings Act.

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.

Section 7. Agenda. The President shall prepare and send the meeting agenda. A member who wishes to include an item on the agenda shall notify the President at least seven (7) calendar days before a regularly scheduled meeting.

Section 8. Meeting Format. The format for all regular meetings of the Agritourism members shall be as follows:

- I. Call to Order
- II. Determination of Members Present and Existence of a Quorum
- III. Public Comment Period
- IV. Review/ Approve Minutes
- V. Old Business
- VI. New Business
- VII. Adjournment

Nothing in the above format precludes adding items to or deleting specific items from the agenda, including but not limited to executive sessions as authorized by the West Virginia Open Meetings Act.

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*.

ARTICLE VI OFFICERS

Section 1. Officers. The officers of the Agritourism Taskforce shall be the President, Vice President, and Secretary. Each officer must be a member of the Agritourism Taskforce.

Section 2. Election of Officers. Annually, all officers of the Agritourism Taskforce shall be elected by the members at the Agritourism Taskforce's January regularly scheduled meeting. Officers shall serve until the next annual election and until their successors are duly elected and qualified. Officers may be reelected for successive terms.

Section 3. Officer Vacancies. Any vacancy occurring among the officers shall be filled by a vote of the membership at the first available regular or special meeting of the Agritourism Taskforce.

ARTICLE VII DUTIES OF OFFICERS

Section 1. President. The President shall preside as chair at all meetings of the membership of the Agritourism Taskforce. The President shall attend to the executive business of the Agritourism Taskforce and exercise such powers as may be conferred by the members and by these bylaws.

Section 2. Vice President. If the President is absent or for any reason or unable to discharge any of the duties of the office, then the same shall be discharged by the Vice President or in the absence of the Vice President, by any remaining officer.

Section 3. Secretary. The Secretary of the Agritourism Taskforce 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 Agritourism Taskforce 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 Agritourism Taskforce. Bylaw amendments shall become effective by final approval of the Jefferson County Commission.

Approved: April 17, 2025

Pasha Madji
President, Jefferson County Commission

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Commissioner Mood

Department or Organization: Commission

Estimation of amount of time needed for appointment: 10 min

Date Requested – 1st Choice: **12/18/2025**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Tasks and direction the Water Advisory Committee is to focus on.**

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.

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

[letterhead]

August 21, 2025

Dear Chairwoman Sell,

Please review the questions below and provide technical assistance to the Jefferson County Commission in the form of written responses.

Technical Questions for Water Advisory Committee

I. Testing and studies

The Jefferson County Commission is considering requiring hydrogeological studies in limited contexts in accordance with state law and without duplicating the work of state agencies. The Commission is most interested in studies regarding proposed uses that could draw large enough quantities of water to affect water use by neighbors.

1. Hydrogeological Studies

- a. Does West Virginia have a threshold for large quantity users? What is it and how is it applied? Is there differentiation between types of uses?
- b. What are the generally accepted professional hydrogeologic practices and standards for a hydrogeologic report for different levels of water usage and/or different types of wells?
 - i. Subdivisions (e.g. < 15 lots);
 - ii. High Density Individual Wells;
 - iii. Non-Residential Wells,;
 - iv. Community Wells;
 - v. Large Quantity Withdrawals,
 - vi. >300gpm (Large Quantity User); and
 - vii. High Production Non-Residential Wells;
- c. For monitoring affects on water quantity of neighboring properties, is it best practice to differentiate by use, for example residential vs. commercial, or is best practice to consider only quantity of withdrawals without consideration of use?

2. Pumping Tests

- a. What types of pumping tests are best for karst topography (e.g. constant rate tests, step-drawdown tests, recovery tests)?

- b. What pumping test requirements are applicable (e.g. for 1ai-1avii)?
 - i. Should the duration of drawdown be 24 hours, 72 hours, or some other duration to accommodate karst hydrogeologic and conditions?
 - c. What is best practice for pumping test water discharge?
 - d. Does the State Department of Environmental Protection require that water from test pumping be discharged in a certain manner to avoid influencing the data on recharge?
3. Delineation of Contribution Areas
- a. What is best practice for delineation of recharge zones and contributing areas and boundary zones?
 - b. How is this delineation different in karst topography?
 - c. Which state agency has decision-making authority over contribution areas and what is their process for setting contribution areas?
4. Surface water influence on ground water
- a. How does the WVDEP determine that a well is using groundwater under the influence of surface water (GWUISW)?
 - b. Under best practices, what indicators of GWUISW are used?
 - c. Would a GWUISW well require additional monitoring and studies due to the potential draw down on wells in the contributing area/influence area that are shallow and under the influence of surface water?

II. Distinguishing among uses when monitoring local water resources

The Commission is interested in distinguishing between uses that replenish water in our local ecosystem and those that do not for the purpose of monitoring adequacy of water resources for all current residents, including all types of uses (agricultural, residential, commercial, etc.), and for future residents. The Commission wants to distinguish between uses on scientific grounds, not by targeting specific commercial or industrial uses for regulatory purposes.

1. Do state agencies distinguish between uses (e.g. agricultural vs. industrial) when monitoring or evaluating replenishment of water in local groundwater and other relevant water resources?
2. How do state agencies evaluate the impact on water resources of proposed new uses?
3. What scientific terms, factors, and parameters do state agencies use for water resource quantity monitoring?
4. According to best practice, are these methods used in karst topography? If not, why not?

5. What other scientific terms, factors, and parameters should the Commission use as it considers regulations for monitoring adequacy of water resources?
6. Sustainable Yield Evaluation
 - a. What is best practice for sustainable yield evaluation analysis to include recharge under normal and drought conditions?
 - b. How is sustainable yield evaluation affected by karst topography?

III. Agricultural Large Quantity Users

The Commission is interested in promoting and supporting farming and agricultural activity by ensuring that farmers have adequate water resources. In reviewing or designing policy options, the Commission wants to avoid creating new requirements that would be burdensome or otherwise harmful for farmers.

1. Which agricultural practices in Jefferson County are the heaviest uses of water?
2. How much water do these heaviest agricultural users use on a daily basis?
3. What types of farming use the most amount of water in Jefferson County?
4. Do State DEP monitoring or other programs distinguish agricultural uses from other uses among Large Quantity Users?

IV. Environmental impacts of sewer sites

The Commission is interested in learning more about environmental impacts of sewer sites owned by public utilities and private companies in Jefferson County.

1. How can Jefferson County residents learn more about environmental impacts of sewer infrastructure through publicly available information?
2. What are the environmental impacts of sewer sites owned by public utilities in Jefferson County?
3. What are the environmental impacts of sewer sites owned by private companies in Jefferson County?
4. Other than the Department of Environmental Protection, which state agencies play a role in regulating environmental impacts of sewer sites?

Thank you and congratulations on your success reconstituting the Water Advisory Committee after years of dormancy. We look forward to receiving technical assistance

on these questions and to further collaboration between the Commission and the Water Advisory Committee.

Regards,

Mike Mood
Vice President, Jefferson County
Commission
Water Advisory Committee Liaison

President, Jefferson County
Commission

Pasha Majdi

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: David Bound

Department or Organization: Administration

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: **Dec. 18, 2025**

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

Date Requested – 2nd Choice:

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

**Commission Ambulance Fee Exonerations
Budget Adjustments**

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

Is this a funding request? Y/N

If so, how much? \$ 4,974.70

Provide exact financial impact/request:

Present budget adjustments.

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.**

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

2025/ 2026 Ambulance Fee Adjustments / Corrections / Exonerations

| Date | Cust # | Amount | Reason |
|------------|--------|-----------|--|
| 12/3/2025 | 66590 | \$ 44.00 | DUPLICATE BILL - SAME CUST (#65080 - BILLED ON INV #2422210) |
| 12/3/2025 | 66590 | \$ 44.00 | DUPLICATE BILL - SAME CUST (#65080 - BILLED ON INV #2621157) |
| 12/9/2025 | 66191 | \$ 44.00 | DUPLICATE BILL - SAME CUST INVOICED TWICE FOR SAME PARCEL - BILLED ON INV #2423152 |
| 12/9/2025 | 66191 | \$ 44.00 | DUPLICATE BILL - SAME CUST INVOICED TWICE FOR SAME PARCEL - BILLED ON INV #2622105 |
| 12/3/2025 | 52596 | \$ 44.00 | DUPLICATE BILL - SOLD 04/16/24 CUSTOMER BILLED ON 7/1/24 FOR FY25 (NEW OWNER BILLED HINES CUST #65690 FOR FY25) |
| 12/3/2025 | 52596 | \$ 44.00 | DUPLICATE BILL - SOLD 04/16/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 (NEW OWNER BILLED HINES CUST #65690 FOR FY26) |
| 12/10/2025 | 68277 | \$ 39.00 | EXONERATION - PER ASSESSOR'S RECORDS - UNSOUND STRUCUTRE |
| 12/10/2025 | 68277 | \$ 50.00 | EXONERATION - PER ASSESSOR'S RECORDS - UNSOUND STRUCUTRE |
| 12/1/2025 | 38398 | \$ 44.00 | EXONERATION - SOLD PERSONAL PROPERTY 2022 |
| 12/1/2025 | 38398 | \$ 44.00 | EXONERATION - SOLD PERSONAL PROPERTY 2022 |
| 12/1/2025 | 38398 | \$ 54.00 | EXONERATION - SOLD PERSONAL PROPERTY 2022 |
| 12/5/2025 | 40255 | \$ 55.00 | MR. WAKEFIELD SOLD PROPERTY 7/23/21 AND WAS BILLED 7/1/24 FOR FY 25 RECORD NEVER UPDATED PROPERTY SOLD AGAIN 7/9/24 NO OWNER TO BILL FOR F |
| 12/8/2025 | 30430 | \$ 220.00 | NEVER OWNED PROPERTY BILLED IN ERROR FOR FY26 (CUSTOMER #55582 MAUCK TO BE BILLED FOR FY26) |
| 12/3/2025 | 41205 | \$ 5.00 | PAYMENT APPLIED AS A PREPAYMENT FOR FY27 CREATING A LATE FEE IN ERROR |
| 12/1/2025 | 34874 | \$ 24.00 | PER ASSESSOR - HOMESTEAD EXEMPTION - UPDATE ACCT & REMOVE LATE FEE |
| 12/1/2025 | 34874 | \$ 24.00 | PER ASSESSOR - HOMESTEAD EXEMPTION - UPDATE ACCT & REMOVE LATE FEE |
| 12/3/2025 | 40444 | \$ 55.00 | PER ASSESSOR RECORDS - ONLY 1 RESIDENCE (DOESN'T HAVE 2ND RESIDENCE ON PROPERTY) |
| 12/3/2025 | 40444 | \$ 55.00 | PER ASSESSOR RECORDS - ONLY 1 RESIDENCE (DOESN'T HAVE 2ND RESIDENCE ON PROPERTY) |
| 12/3/2025 | 40444 | \$ 55.00 | PER ASSESSOR RECORDS - ONLY 1 RESIDENCE (DOESN'T HAVE 2ND RESIDENCE ON PROPERTY) |
| 12/3/2025 | 40444 | \$ 65.00 | PER ASSESSOR RECORDS - ONLY 1 RESIDENCE (DOESN'T HAVE 2ND RESIDENCE ON PROPERTY) |
| 12/3/2025 | 40444 | \$ 65.00 | PER ASSESSOR RECORDS - ONLY 1 RESIDENCE (DOESN'T HAVE 2ND RESIDENCE ON PROPERTY) |
| 12/3/2025 | 40444 | \$ 65.00 | PER ASSESSOR RECORDS - ONLY 1 RESIDENCE (DOESN'T HAVE 2ND RESIDENCE ON PROPERTY) |
| 12/1/2025 | 67198 | \$ 25.00 | PER ASSESSORS RECORDS HOMESTEAD EXEMPTION PROVIDED CLIENT DID NOT RECEIVE CREDIT |
| 11/26/2025 | 67791 | \$ 55.00 | PER ASSESSORS RECORDS PROPERTY IS A SINGLE FAMILY HOME NOT A TWO FAMILY HOME |
| 12/4/2025 | 49831 | \$ 44.00 | PP SOLD IN 2023 BILLED CUSTOMER BILLED ON 7/1/24 FOR FY25 IN ERROR |
| 12/4/2025 | 49831 | \$ 44.00 | PP SOLD IN 2023 BILLED CUSTOMER BILLED ON 7/1/25 FOR FY26 IN ERROR |
| 12/4/2025 | 63687 | \$ 10.00 | PRIOR STAFF ADVISED TITLE COMPANY IN AUG 2024 THAT THE BALANCE WAS \$55 |
| 12/4/2025 | 63687 | \$ 10.00 | PRIOR STAFF ADVISED TITLE COMPANY IN AUG 2024 THAT THE BALANCE WAS \$56 |
| 12/8/2025 | 30758 | \$ 25.00 | PROPERTY SOLD 5/9/25 PRIOR TO FY25 BILL BEING ISSUED |
| 12/9/2025 | 42553 | \$ 44.00 | PROPERTY SOLD 7/26/25 BEFORE THE FY26 INVOICES WERE ISSUED |
| 12/9/2025 | 39436 | \$ 44.00 | PROPERTY SOLD 7/26/25 BEFORE THE FY26 INVOICES WERE ISSUED |
| 12/8/2025 | 40700 | \$ 44.00 | PROPERTY SOLD 7/26/25 BEFORE THE FY26 INVOICES WERE ISSUED FY26 BALANCE WAS NOT PROVIDED TO THE CLOSING ATTORNEYS |
| 12/4/2025 | 63687 | \$ 55.00 | PROPERTY SOLD IN AUGUST 2024 PRIOR TO BEING BILLED FOR FY25 |
| 12/5/2025 | 50705 | \$ 10.00 | PROPERTY SOLD OCT. 2025 TITLE COMPANY PROVIDED THE WRONG AMOUNT AT CLOSING. REQUESTING LATE FEE WAIVED DUE TO THE ERROR |
| 12/5/2025 | 61819 | \$ 5.00 | PROPERTY SOLD PRIOR TO FY25 BEING BILLED REQUESTING EXONERATION OF THE LATE FEE DID NOT RECEIVE ORIGINAL INVOICE |
| 12/3/2025 | 40312 | \$ 5.00 | REMOVE LATE FEE - POSTED IN ERROR |
| 12/3/2025 | 66873 | \$ 5.00 | REMOVE LATE FEE - POSTED IN ERROR |
| 12/4/2025 | 55090 | \$ 153.60 | REMOVE LATE FEE - POSTED IN ERROR |
| 12/3/2025 | 39359 | \$ 55.00 | SOLD 02/13/24 CUSTOMER BILLED ON 7/1/24 FOR FY25 (NEW OWNER TO BE BILLED SMITH CUST #65151 FOR FY25) |
| 12/3/2025 | 39359 | \$ 44.00 | SOLD 02/21/24 CUSTOMER BILLED ON 7/1/24 FOR FY25 (NEW OWNER TO BE BILLED SMITH CUST #65151 FOR FY25) |
| 12/3/2025 | 61680 | \$ 55.00 | SOLD 02/21/24 CUSTOMER BILLED ON 7/1/24 FOR FY25 (NEW OWNER TO BE BILLED SMITH CUST #65151 FOR FY25) |
| 12/3/2025 | 61680 | \$ 55.00 | SOLD 02/21/24 CUSTOMER BILLED ON 7/1/25 FOR FY26 (NEW OWNER TO BE BILLED SMITH CUST #65151 FOR FY26) |
| 12/2/2025 | 64934 | \$ 55.00 | SOLD 10/07/23 - BILL NEW OWNER (LOVIN - 68273) |
| 12/2/2025 | 64934 | \$ 55.00 | SOLD 10/07/23 - BILL NEW OWNER (LOVIN - 68273) |
| 12/1/2025 | 30398 | \$ 25.00 | SOLD 10/10/24 - BILL NEW OWNER (SNYDER - 69383) |
| 12/10/2025 | 52257 | \$ 54.00 | SOLD 10/15/20 CUSTOMER BILLED ON 7/1/25 FOR FY26 |
| 12/10/2025 | 52257 | \$ 54.00 | SOLD 10/15/20 CUSTOMER BILLED ON 7/1/25 FOR FY26 |
| 12/10/2025 | 52257 | \$ 54.00 | SOLD 10/15/20 CUSTOMER BILLED ON 7/1/25 FOR FY26 |
| 12/10/2025 | 52257 | \$ 44.00 | SOLD 10/15/20 CUSTOMER BILLED ON 7/1/25 FOR FY26 (NEW OWNER TO BE BILLED GREEN CUST #61287 FOR FY25) |
| 12/10/2025 | 52257 | \$ 44.00 | SOLD 10/15/20 CUSTOMER BILLED ON 7/1/25 FOR FY26 (NEW OWNER TO BE BILLED GREEN CUST #61287 FOR FY26) |
| 12/5/2025 | 33497 | \$ 55.00 | SOLD 10/17/23 CUSTOMER BILLED ON 7/1/24 FOR FY25 (NEW OWNER TO BE BILLED SMITH CUST #69385 FOR FY25) |
| 12/5/2025 | 33497 | \$ 55.00 | SOLD 10/17/23 CUSTOMER BILLED ON 7/1/25 FOR FY26 (NEW OWNER TO BE BILLED SMITH CUST #69385 FOR FY26) |
| 12/1/2025 | 39603 | \$ 44.00 | SOLD 10/20/23 CUSTOMER BILLED ON 7/1/24 FOR FY25 (NEW OWNER TO BE BILLED HARBIN CUST #69382 FOR FY25) |
| 12/1/2025 | 39603 | \$ 44.00 | SOLD 10/20/23 CUSTOMER BILLED ON 7/1/25 FOR FY26 (NEW OWNER TO BE BILLED HARBIN CUST #69382 FOR FY26) |
| 12/5/2025 | 41860 | \$ 65.00 | SOLD 2022 (PERSONAL PROPERTY) |
| 12/5/2025 | 41860 | \$ 65.00 | SOLD 2022 (PERSONAL PROPERTY) |
| 12/5/2025 | 41860 | \$ 55.00 | SOLD 2022 (PERSONAL PROPERTY) - NEW OWNER (KINNAN #67168) BILLED FOR FY25 INV#2424156 |
| 12/5/2025 | 41860 | \$ 55.00 | SOLD 2022 (PERSONAL PROPERTY) - NEW OWNER (KINNAN #67168) BILLED FOR FY26 INV#2623184 |
| 12/3/2025 | 46171 | \$ 44.00 | SOLD 4/22/24 - BILL NEW OWNER (SS RANCH LLC #68046) |
| 12/3/2025 | 46171 | \$ 55.00 | SOLD 4/22/24 - BILL NEW OWNER (SSR1 LLC#68047) |
| 12/3/2025 | 46171 | \$ 55.00 | SOLD 4/22/24 - BILL NEW OWNER (SSR1 LLC#68047) |
| 12/3/2025 | 46171 | \$ 55.00 | SOLD 4/22/24 - BILL NEW OWNER (SSR1 LLC#68047) |
| 12/3/2025 | 46174 | \$ 55.00 | SOLD 4/22/24 - BILL NEW OWNER (SSR1 LLC#68047) |
| 12/3/2025 | 46174 | \$ 55.00 | SOLD 4/22/24 - BILL NEW OWNER (SSR1 LLC#68047) |
| 12/3/2025 | 46174 | \$ 55.00 | SOLD 4/22/24 - BILL NEW OWNER (SSR1 LLC#68047) |
| 12/3/2025 | 46171 | \$ 55.00 | SOLD 5/09/24 - BILL NEW OWNER (SS RANCH LLC #68046) |
| 12/2/2025 | 36582 | \$ 54.00 | SOLD 5/5/22 CUSTOMER BILLED ON 7/1/22 FOR FY23 |
| 12/2/2025 | 36582 | \$ 54.00 | SOLD 5/5/22 CUSTOMER BILLED ON 7/1/23 FOR FY24 |
| 12/2/2025 | 36582 | \$ 44.00 | SOLD 5/5/22 CUSTOMER BILLED ON 7/1/24 FOR FY25 (NEW OWNER TO BE BILLED CHAPMAN CUST #69384 FOR FY25) |
| 12/2/2025 | 36582 | \$ 44.00 | SOLD 5/5/22 CUSTOMER BILLED ON 7/1/25 FOR FY26 (NEW OWNER TO BE BILLED CHAPMAN CUST #69384 FOR FY26) |
| 12/5/2025 | 30672 | \$ 25.00 | SOLD 6/17/24 - NEW OWNER (PORTER - #65899) NEW OWNER INVOICED FOR FY26 (INV #2614631) |
| 12/1/2025 | 64223 | \$ 55.00 | SOLD 6/24/25 - NEW CUST (66086) INVOICED ON INV #2622021 |
| 12/3/2025 | 46170 | \$ 44.00 | SOLD 6/27/24 - BILL NEW OWNER (STOLIPHER #46173) |
| 12/3/2025 | 46171 | \$ 25.00 | SOLD 6/27/24 - BILL NEW OWNER (STOLIPHER #68050) |
| 12/3/2025 | 46171 | \$ 55.00 | SOLD 6/27/24 - BILL NEW OWNER (STOLIPHER #68050) |
| 12/3/2025 | 46171 | \$ 55.00 | SOLD 6/27/24 - BILL NEW OWNER (STOLIPHER #68050) |
| 12/3/2025 | 46171 | \$ 165.00 | SOLD 6/27/24 - BILL NEW OWNER (STOLIPHER #68050) |
| 12/3/2025 | 46171 | \$ 165.00 | SOLD 7/01/24 - BILL NEW OWNER (STOLIPHER #46173) |
| 12/1/2025 | 55252 | \$ 9.00 | SOLD PROPERTY IN 2024 AND WAS NOT BILLED UNTIL 2025 |
| 12/11/2025 | 35936 | \$ 1.10 | WAIVE LATE FEE - DID NOT RECEIVED THE FY26 INVOICE REQUESTED A PORTION OF THE LATE FEE EXONERATED |
| 12/5/2025 | 45472 | \$ 20.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY22 INVOICE |
| 12/3/2025 | 30817 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY25 INVOICE |
| 12/4/2025 | 30195 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY25 INVOICE |
| 12/5/2025 | 66431 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY25 INVOICE |
| 12/8/2025 | 53214 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY25 INVOICE |
| 12/8/2025 | 41967 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY25 INVOICE |
| 12/9/2025 | 65792 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY25 INVOICE |
| 12/11/2025 | 62426 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY25 INVOICE |
| 12/3/2025 | 65363 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY26 INVOICE |
| 12/3/2025 | 38740 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY26 INVOICE |
| 12/3/2025 | 35529 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY26 INVOICE |
| 12/3/2025 | 30651 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY26 INVOICE |
| 12/3/2025 | 35395 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY26 INVOICE |
| 12/3/2025 | 30817 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY26 INVOICE |
| 12/3/2025 | 61707 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY26 INVOICE |
| 12/4/2025 | 44469 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY26 INVOICE |
| 12/4/2025 | 64322 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY26 INVOICE |
| 12/5/2025 | 65475 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY26 INVOICE |
| 12/5/2025 | 45274 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY26 INVOICE |
| 12/5/2025 | 40200 | \$ 5.00 | WAIVE LATE FEE - DIDN'T RECEIVE FY26 INVOICE |

2025/ 2026 Ambulance Fee Adjustments / Corrections / Exonerations

| Date | Cust # | Amount | Reason |
|--------------|---------------|---------------|--|
| 12/1/2025 | 52758 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| 12/1/2025 | 35987 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| 12/1/2025 | 67367 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| 12/1/2025 | 30486 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| 12/1/2025 | 61948 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| 12/1/2025 | 33566 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| 12/1/2025 | 41407 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| 12/2/2025 | 61469 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| 12/2/2025 | 62799 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| 12/2/2025 | 49900 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| 12/2/2025 | 36581 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| 12/2/2025 | 64585 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| 12/2/2025 | 55826 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| 12/2/2025 | 37015 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| 12/2/2025 | 53188 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| 12/2/2025 | 65829 | \$ 5.00 | WAIVE LATE FEE- DIDN'T RECEIVE INVOICE |
| TOTAL | | \$ 4,974.70 | |



RECEIVED

DEC 02 2025

County Commission
of Jefferson County, WV

Patrick Morrissey
Office of the Governor

November 20, 2025

Jefferson County Commission
124 E Washington Street
Charles Town, WV 25414

Re: All County Fire Protection Funding

Commissioners:

I am pleased to announce your county should be receiving \$96,507.51 as part of the All County Fire Protection Fund distribution.

In August 2023, the WV Legislature passed a bill providing \$3,000,000 to the All County Fire Protection Fund. Those funds are to be distributed in relative proportion to each county's percentage of the aggregate population of all such counties combined. This percentage is then used to allocate the county's portion of the \$3,000,000 fund.

The legislation requires my office to distribute these funds directly to County Commissions. County Commissions are further required to distribute these funds for the exclusive benefit of fire protection or emergency services in the county.

As Governor, I am proud to support this vital program and remain deeply committed to ensuring our brave firefighters and first responders have the resources they need to protect our communities.

Sincerely,

PATRICK MORRISSEY

Patrick Morrissey
Governor



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Steve Stolipher

COMMISSIONER

Mike Mood

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

From: David Bound

Date: Dec. 18, 2025

Re: Fiscal Note: Governor Morrisey Fire Protection Fund Distribution

Governor Morrisey is requesting funds be distributed for the exclusive benefit of fire protection or emergency services in Jefferson County. Please discuss and advise percentages or amounts to distribute to county fire departments and/or EMS locations.

| | |
|---|-------------|
| Fire Protection fund distribution amount FY26 | \$96,507.51 |
| Fire Distribution | |
| EMS Distribution | |

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran**

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

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 18, 2025**

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

Date Requested – 2nd Choice:

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

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

- A. Review and discussion of Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department and the Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services.**

Is this a funding request? **No**

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information: **Jaymee Houser**

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

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM

Department or Organization: County Commission Administration

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: 12-04-2025

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

Date Requested – 2nd Choice:

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

- 1 Election of Officers for Calendar Year 2026
 - 1.1 President
 - 1.2 Vice President
- 2 JCDA executive director position

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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



JEFFERSON COUNTY COMMISSION

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

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

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PRESIDENT

Pasha Majdi

VICE PRESIDENT

Mike Mood

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

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, December 18, 2025

Summary:

- 1 Election of Officers for Calendar Year 2026
 - 1.1 President
 - 1.2 Vice President
- 2 JCDA executive director position

Election of Officers for Calendar Year 2026

Suggested motion: Motion to elected _____ president of the Jefferson County Commission for calendar year 2026.

Motion to elect _____ vice president of the Jefferson County Commission for calendar year 2026.

JCDA executive director position

Krista Hoffman submitted her resignation as the executive director of the Jefferson County Development Authority effective early January. I will meet with the Jefferson County Development board on December 16th to discuss the position.

Data Centers in Jefferson County

From jennifer miller <pikemiller@msn.com>
via jeffersoncountywv.org

Date Sun 12/14/2025 9:46 PM

To twilt@ransonwv.us <twilt@ransonwv.us>; Pasha Majdi <pmajdi@jeffersoncountywv.org>; Mike Mood <mmood@jeffersoncountywv.org>; jill.upson@wv.org <jill.upson@wv.org>; kathryn.skinner@k12.wv.us <kathryn.skinner@k12.wv.us>; qrfsolutionsk9@outlook.com <qrfsolutionsk9@outlook.com>; contact@cornerconnectionwv.com <contact@cornerconnectionwv.com>; wgoodrick@potomac.bank <wgoodrick@potomac.bank>; khoffman@jcda.net <khoffman@jcda.net>

Cc Cara Keys <ckey@jeffersoncountywv.org>; jhefestay@jeffersoncountywv.org <jhefestay@jeffersoncountywv.org>; sstolipher@jeffersontcountywv.org <sstolipher@jeffersontcountywv.org>; Edwina Benites <ebenites@jeffersoncountywv.org>

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

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Hello,

I am concerned about data centers being built in Jefferson County, and the massive consumption of water the data centers require. My husband and I rely on our well water for our home, but also for our farm/nursery business. As you are already aware, the karst geology in Jefferson County is unique, and in my opinion should be respected when developments that require water are being considered. We simply do not know the impact these developments will have on people and their livelihoods.

Why are we taking the chance? Is it worth it? Please remember, once a resource is gone, it cannot be replaced.

Thank you for considering the impact that data centers have on already existing farm businesses in Jefferson County.

Jennifer and George Miller
Four Seasons Nursery
Charles Town, WV

Public Comment

From Kristin Stover <kristin.m.stover@gmail.com>

Date Fri 12/12/2025 11:09 AM

To twilt@ransonwv.us <twilt@ransonwv.us>; Pasha Majdi <pmajdi@jeffersoncountywv.org>; Mike Mood <mmood@jeffersoncountywv.org>; jill.s.upson@wv.gov <jill.s.upson@wv.gov>; kathryn.skinner@k12.wv.us <kathryn.skinner@k12.wv.us>; qrfsolutionsk9@outlook.com <qrfsolutionsk9@outlook.com>; contact@cornerconnectionwv.com <contact@cornerconnectionwv.com>; wgoodrich@potomac.bank <wgoodrich@potomac.bank>; khoffman@jcda.net <khoffman@jcda.net>

Cc Cara Keys <ckey@jeffersoncountywv.org>; Jack Hefestay <jhefestay@jeffersoncountywv.org>; Steve Stolipher <sstolipher@jeffersoncountywv.org>; Edwina Benites <ebenites@jeffersoncountywv.org>

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I am writing as a deeply concerned resident to formally and strongly oppose the proposed data centers. I oppose continued efforts to strip away what makes West Virginia, and our county, Wild and Wonderful and to mortgage our future generations for short-term corporate convenience.

This proposal presents serious and unacceptable risks to our groundwater, our schools, our farms, and the historic fabric of Jefferson County. Allowing data centers to extract massive amounts of groundwater without binding, enforceable protections places residential wells, family farms, and school facilities at direct risk. Many families in our county rely entirely on private wells, and our agricultural operations depend on stable groundwater for livestock and crops. Once aquifers are depleted or contaminated, that damage is permanent and irreversible.

Under this proposal, parents, homeowners, and farmers could wake up to large-scale industrial construction adjacent to schools, neighborhoods, and farmland without ever having been notified or given the opportunity to be heard. That is not transparent government—it is the exclusion of the very people who will bear the consequences.

The designation of “microgrid districts” as merely “nearly contiguous” is dangerously vague. This language opens the door for industrial zones to stretch across vast portions of Jefferson County, potentially encompassing areas near:

- Public schools and school well systems
- Active agricultural land
- Residential neighborhoods
- Historic and tourism-based communities, including Harpers Ferry and surrounding heritage corridors

Equally disturbing is the complete absence of protections for historic landmarks and culturally significant areas. Jefferson County's historic character is not only a point of pride—it is a cornerstone of our local economy. Once that character is compromised, it cannot be restored.

Finally, the use of so-called "emergency rules" where no true emergency exists undermines public trust and bypasses responsible legislative process. Development decisions of this magnitude demand maximum transparency and public oversight—not expedited procedures designed to limit scrutiny.

Economic development must never come at the cost of:

- Clean drinking water
- Farm viability
- School infrastructure safety
- Historic preservation
- **Community consent**

The proposed data centers, as currently written, prioritizes corporate interests over the long-term safety, sustainability, and survival of West Virginia families.

I strongly urge you to oppose this proposal or require substantial amendments that include:

- Binding groundwater protections
- Mandatory public notice and public hearings
- Clear and strict limits on microgrid district expansion
- Enforceable protections for schools, farmland, residential areas, and historic sites

West Virginians deserve development that strengthens our communities—not legislation that threatens their foundation. Please stop taking the Wild and Wonderful from our future.

Kristin Stover

Charles Town, West Virginia