



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, February 19, 2026

Commission Town Hall: 5:30 pm

Commission meeting: 6:00 pm

County Commission Meeting Room

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

Zoom Broadcast (live):

<https://us06web.zoom.us/j/81888835794?pwd=p4MsrbL4DFL91MajFyDkavfgZSZkYR.1>

Meeting ID: 818 8883 5794

Passcode: 623956

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

Public comments are accepted in person or via email- info@jeffcowv.gov

Town Hall: 5:30 pm

Town Hall Topic: “Why is my water bill so high?”

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. 4-52)

a. January 22, 2026 Regular Meeting Minutes DRAFT-amended

- b. February 5, 2026 Regular Meeting Minutes DRAFT
- c. February 5, 2026 BORE Meeting Minutes DRAFT
- d. February 10, 2026 BORE Meeting Minutes DRAFT
- e. February 12, 2026 BORE Meeting Minutes DRAFT

2. Approval of Accounts Payable:

- a. February 5, 2026 \$ 199,888.92
- b. February 12, 2026 \$ 436,568.86

3. Approval of Manual Checks:

- a. February 5, 2026 \$ 195,684.00
- b. February 12, 2026 \$ 1,066,764.50

4. Approval of Payroll:

- a. January 30, 2026 \$ 513,715.49
- b. February 13, 2026 \$ 486,008.97

5. Approval of Requisitions: (pg. 53)

- a. February 19, 2026 \$ 132,881.05

VI. Announcements

Please note:

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

Report if there are changes in the agenda if applicable.

VII. Public Comment

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

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

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

New Business

1. 6:05 pm Thomas Hansen, Sheriff and Treasurer (pgs. 54-55)
 - 1.1 Hire part-time bailiff
 - 1.2 Adjust and fund four bailiffs conversion to 1560
2. 6:15 pm Nikki Painter, Jefferson County Clerk's Office (pgs. 56-60)
 - 2.1 Recognition of the Jefferson County Winner for the WV Secretary of State's "I Voted" sticker contest
3. 6:30 pm Girl Scout Troop 15099 Bat Box Resolution (*Keys*) (pgs. 61-62)
4. 6:45 pm Laura Kuhn, director of Fleet and Facilities (pg. 63)
 - 4.1 Approval of furniture donation for the Sheriff's Department/ Jefferson County Schools Safety Building
5. 6:50 pm Gabriel Areizaga, director of IT/ GIS (pgs. 64-85)
 - 5.1 Contract/Award Approval for Website Modernization and Graphic Design Modernization to Vandalia Digital
6. 7:00 pm David Bound, chief financial officer (pgs. 86-88)
 - 6.1 Commission Ambulance Fee Exonerations
7. 7:10 pm Nathan Cochran, Assistant Prosecuting Attorney (pg. 89)
 - 7.1 Report by counsel on Jefferson County Commission's options for representation on Charles Town Utility Board and options to increase service to the citizens of Jefferson County.

IX. Additional public comment.

X. Adjourn

CORRESPONDENCE (pgs. 90-102)

Mark Werner, emails

Minutes

Jefferson County Commission

Thursday, January 22, 2026

A town hall and meeting of the Jefferson County Commission was held on Thursday, January 22, 2026, during the second quarterly session at 393 N. Lawrence Street, Charles Town, WV at 5:30 pm. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Cara Keys, Commissioner Steve Stolipher, Commissioner Mike Mood, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; and Nathan Cochran, Assistant Prosecuting Attorney. The archived town hall and meeting of the Thursday, January 22, 2026, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

V. Consent agenda

1. APPROVAL OF MINUTES

The following items were approved without objection.

- January 8, 2026 Regular Meeting Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

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

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

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

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

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

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

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

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

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

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

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

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

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

4. APPROVAL OF PAYROLL

The following item was approved without objection:

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

5. APPROVAL OF REQUISITIONS

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

REQUISITIONS TO BE APPROVED

JANUARY 22, 2026

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

PUBLIC COMMENT:

Public comment was received by:

Jennifer Myers
 Jacki Milliron
 John Henry-Dale
 Christine Wimer

Amanda Stroud
 David Tabb
 Christine Marshall

PRESENTATIONS

1. Nikki Painter, County Clerk’s Office

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

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

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

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

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

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

2. Tom Hansen, Jefferson County Sheriff and Treasurer

Bailiff changes

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

3. Laura Kuhn, director Fleet & Facilities Management

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

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

4. Boards and Commissions

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

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

5. David Bound, chief financial officer

Commission Ambulance Fee Exonerations

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

6. Nathan Cochran, assistant prosecuting attorney

Discussion of process and procedure to assist Bolivar with building inspections

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

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

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

7. Edwina Benites-LM, county administrator

Repeal of outdated policies

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

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

Complete bond release for Irrevocable Letter of Credit 522022 with Jefferson Security Bank for RTD Properties, LLC-Burr Business Park Lot 29 file# 22-10-SP

Commissioner Stolipher motioned to:

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

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

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

Complete bond release for Irrevocable Letter of Credit SB5479200001 with M&T Bank for KE Colonial, LLC-Colonial Hills Phase 3 file #05-38 as it is being replaced by Performance Bond PS10007 with Palomar Specialty Insurance Company under new owners Compass Colonial Hills, LLC

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

Complete bond release for Irrevocable Letter of Credit SB2570190001 with M&T Bank for KE Colonial, LLC-Colonial Hills Phase 3A file # 17-06 as it is being replaced by Performance Bond PS100008 with Palomar Specialty Insurance Company under new owners Compass Colonial Hills, LLC

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

The motion was seconded by Commissioner Keys and approved unanimously.

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

PUBLIC HEARING

Public comment was given by:

Addison Reese	Amanda Stroud
Christine Marshall	David Carroll
Leila Russo	Jessie Norris
Meredith Wait	Christine Wimer
Kristine Blanc	John Henry Dale
Chris Krumm	

Commissioner Hefestay motioned to delay voting on the text amendment, send it back to the Planning Commission and have the Planning Commission form a working group with the Historic Landmarks Commission in a public meeting and bring back a joint resolution to the County Commission. The motion was seconded by Commissioner Keys with a recommended amendment for the new hearing date to be determined at a later time and approved unanimously.

10. Staff Report on the proposed Rural Residential Zoning district text amendment to the Zoning Ordinance and Subdivision Regulations (*listed as item# 12 on the agenda*)

PUBLIC HEARING

Public comment was given by:

Jacquelyn Milliron	Christine Marshall
Charlotte Baker-Shenk	Christine Wimer

Commissioner Stolipher motioned to adopt the text amendments to the Subdivision Regulations Section 21.105 and Section 22.208B and the Zoning Ordinance Table of Contents, Section 4.6, Section 5.1, Section 5.9, Section 9.5, Appendix A, Appendix B, and Appendix C File: STA25-04 and ZTA25-04 as presented. The motion was seconded by Commissioner Keys and approved unanimously.

Commissioner Keys motioned to have a town hall regarding rural residential at a future commission meeting to be determined. The motion was seconded by Commissioner Hefestay and passed unanimously.

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

PUBLIC HEARING

Public comment was given by:

Commissioner Mood motioned to open public hearing for agenda item number 11. The motion was seconded by Commissioner Hefestay and approved unanimously.

There was no public comment received on this agenda item.

Commissioner Mood motioned to close the public hearing for agenda item 11. The motion was seconded by Commissioner Hefestay and approved unanimously.

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

12. Staff Report on the amendment of the Office Commercial Zoning District *(listed as item# 10 on the agenda)*

PUBLIC HEARING

Public comment was given by:

Commissioner Stolipher motioned to open the public hearing. The motion was seconded by Commissioner Mood and passed unanimously.

There was no public comment received for this agenda item.

Commissioner Mood motioned to close the public hearing. The motion was seconded by Commissioner Keys and approved unanimously.

Commissioner Stolipher motioned to approve the text amendment as presented. The motion was seconded by Commissioner Mood and approved unanimously.

ADDITIONAL PUBLIC COMMENT:

No additional public comment was received.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The meeting was adjourned.

Jacqueline Shadle, County Clerk

Minutes

Jefferson County Commission

Thursday, February 5, 2026

A meeting of the Jefferson County Commission was held on Thursday, February 5, 2026 during the second 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 Cara Keys, Commissioner Steve Stolipher, Commissioner Mike Mood, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; and Nathan Cochran, Assistant Prosecuting Attorney. The archived meeting of the Thursday, February 5, 2026, meeting is available on the Jefferson County Commission website.

Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

V. Consent agenda

1. APPROVAL OF MINUTES

- January 22, 2026 Regular Meeting Minutes DRAFT-TO BE AMENDED AND APPROVED AT THE NEXT COMMISSION MEETING
- January 29, 2026 BORE Meeting Minutes DRAFT-APPROVED

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for January 21, 2026 \$ 258,604.06
- Accounts payable for January 28, 2026 \$ 949,617.24

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for January 21, 2026 \$ 221,436.20
- Manual checks for January 28, 2026 \$ 207,562.48

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for January 30, 2026 \$ 513,715.49

5. APPROVAL OF REQUISITIONS

- Requisitions for February 5, 2026 \$ 91,892.51

PUBLIC COMMENT:

Public comment was received by:

Jacki Milliron

David Tabb

Rita Hennessey-pass

Amanda Stroud

Changes to the agenda: Agenda item 6.1 will be rescheduled for a later date TBD.

PRESENTATIONS

1. Years of Service Awards- February 2026

The following employees were recognized for their years of service to the commission:

- Amy Quin – 1 year, Emergency Services Agency
- Bobbi Keller – 1 year, Emergency Services Agency
- Rachel Pierce – 1 year, GIS/Addressing
- Amanda Kemp – 5 years, Jefferson County Clerk’s Office
- Pamela Goetz – 5 years, Fleet & Facilities Maintenance Department
- Mallory Soderlund – 5 years, Jefferson County E 9-1-1

2. Rural Ambulance service fund (Majdi)

Commissioner Majdi motioned to create a rural ambulance service fund and to direct the county administrator to report back to the commission in 3 months on progress planning this fund with ESA with input from Fitch & Associates and input from experts at the volunteer firefighting companies. The motion was seconded by Commissioner Mood and approved unanimously.

3. Jessica James, chief human resource director

Approval of hire-Director/Chief-Jefferson County Emergency Services Agency

Commissioner Mood motioned to approve the hire of Todd Gorham for the Grade 9, full-time, 80-hour position of Director/Chief of the Emergency Services Agency, at a salary of \$ 123,756 effective Sunday, February 1, 2026 for 1 hourly work/meeting attendance (\$59.50 per hour) and Monday, March 9 for full-time. The motion was seconded by Commissioner Hefestay and approved unanimously.

Approval of Position Upgrade-Office of Homeland Security and Emergency Management

Commissioner Hefestay motioned to approve the reclassification of the Office of Homeland Security and Emergency Management leadership position from Deputy Director (Grade 6) to Director (Grade 7), with an associated salary adjustment for Dick Myers, for a total salary of \$ 82,584 effective Sunday, February 1, 2026. The motion was seconded by Commissioner Keys and approved unanimously.

4. Nikki Painter, County Clerk's Office

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

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

Commissioner Majdi motioned to approve the list of estates opened since January 2026 and closure of estates that have met all statutory requirements. The motion was seconded by Commissioner Keys and approved unanimously.

Reopen the Estate of James Laing

Commissioner Keys motioned to reopen the estate of James Laing to process the sale of a vehicle that was part of the original estate. The motion was seconded by Commissioner Mood and approved unanimously.

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

Approval of Extended Emergency Absentee Voting Policy

Commissioner Mood motioned to approve the Extended Emergency Absentee Voting Policy as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

5. Halltown Memorial Chapel Association (Keys)

The agenda item was informational. No official action was taken.

6. Boards and Commissions

Public Hearing-Eastern Panhandle HOME Consortium

The agenda item was rescheduled for March 19, 2026.

Request for approval of revised Jefferson County Water Advisory Committee bylaws

Commissioner Keys motioned to accept the revised Jefferson County Water Advisory Committee bylaws as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

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

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

Commissioner Majdi motioned to approve the partial release of \$1,849,016.00 of the above referenced Performance Bond 82380136 making the new amount \$1,075,724.00. The motion was seconded by Commissioner Keys and approved unanimously.

8. Todd Wilt, City Manager, City of Ranson

Consideration of an Order Approving and Confirming the Annexation of Property Described as Brian Run Estates Phase 1, Phase 2, & Phase 3 into the Municipal boundary of the City of Ranson

Commissioner Majdi motioned to approve the proposed order confirming the annexation of parcels of real estate totaling 55.786+/- acres of property, further described as Briar Run Estates Phase 1 recorded in Deed Book 14, page 75, In Jefferson County, West Virginia; Briar Run Estates Phase 2 recorded in Deed Book 15, Page 69, in Jefferson County, West Virginia; Briar Run Estate Phase 3 recorded in Deed Book 18, Page 4, in Jefferson County, West Virginia, into the Municipal Boundary of the City of Ranson. The motion was seconded by Commissioner Hefestay and approved unanimously.

9. Gabriel Areizaga, director IT/GIS

Constituent request for naming convention deviation in addressing

Commissioner Mood motioned to table the request of Rita Hennessey for a naming convention deviation in addressing to the next commission meeting on February 19, 2026 time TBD. The motion was seconded by Commissioner Hefestay and approved unanimously.

10. David Bound, chief financial officer

Commission Ambulance Fee Exonerations

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

Budget Adjustments

Commissioner Majdi motioned to approve the budget adjustments as presented. The motion as seconded by Commissioner Keys and approved unanimously.

County Fire Protection Funding

Commissioner Mood motioned to approve the equal distribution of the County Fire Protection equally among the 7 Volunteer Fire Departments with reimbursements of up to \$17,185.46 by the end of the calendar year. The motion was seconded by Commissioner Majdi and approved unanimously.

Emergency Management Performance Grant (EMPG)

Commissioner Keys motioned to approve the Emergency Management Performance Grant application as presented. The motion was seconded by Commissioner Mood and approved unanimously.

Peoples Bank Grant

Commissioner Majdi motioned to approve the Peoples Bank grant application as presented. The motion was seconded by Commissioner Keys and approved unanimously.

America250 Mural Project Grant

Commissioner Keys motioned to approve the artist selection as presented by the committee. The motion was seconded by Commissioner Hefestay and approved unanimously.

Commissioner Keys motioned to approve the America250 mural with the suggested changes of Jefferson County instead of Charles Town, and change the white building to resemble the John Brown fort, and to allow the County Administrator to sign the West Virginia Department of Tourism Acceptance Letter for the America250 Mural on behalf of the County Commission. The motion was seconded by Commissioner Hefestay and approved unanimously.

11. Eddie Benites-LM, county administrator

Legislative update-West Virginia Legislature

The agenda item was informational. No official action was taken.

Legislative update-US congress

Commissioner Majdi motioned to convene in executive session to receive legal advice from counsel. The motion was seconded by Commissioner Mood and approved unanimously.

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

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

Commissioner Majdi motioned to host the joint meeting of water and sewer issues and history in Jefferson County on February 17, 2026 at 10:00 am and invite the City of Charles Town, The Charles Town Utility Board, and the City of Ranson. The motion was seconded by Commissioner Mood and approved unanimously.

ADDITIONAL PUBLIC COMMENT:

There was no additional public comment given.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 1:13 p.m.

Jacqueline Shadle, County Clerk

Jefferson County Commission February 5, 2026 Meeting Public Comment

Offered by Jacquelyn Milliron

Item 2: Research shows that 88.9% of Jefferson County is classified as Rural. What does “Rural ambulance fund” really mean? Are you suggesting to fiscally segregate the 88.9% from the 11.1%? I am guessing that the majority of Jefferson County’s population live outside municipal boundaries in the rural parts, but you can do that math.

This Commission has suggested at a townhall meeting that one of its future goals is to address the ambulance service be reestablished at Bakerton, Blue Ridge, and Middleway and that response times have indeed dramatically increased- did we expect different without an expedient after-torch plan. The Fire Chief at Bakerton echoed similar sentiments when he alerted the community about 30-minute response times in a letter after Bakerton ended up being the only fire-station without an ambulance during a recent emergency storm event.

Evidently, both this commission and the Bakerton Fire Chief admitted to having some level of knowledge about response times, yet my FOIA from October 2, 2025 about response time data somehow remains unanswered.

This commission also suggested that having “rural” ambulances will cost \$1 million to operate annually per ambulance. I don’t feel guilty about that and nor should residents in Harpers Ferry proper, because when their tier 1 ambulance is out on call, the tier 2 response time is likely 30 minutes coming from the Charles Town area. In 2022, Chief DeMeritt “explained that the American Heart Association says for every minute a person is under cardiac arrest, their chance of survival decreases by 10 percent.” [Resources at risk: concerns for Jefferson Co. EMS | DC News Now](#)

First responders need equipment with a permanent and volunteer work force to save lives and that will take funding. Rural and urban people who are paying the fee should not be segregated and should get equal treatment for tiered response. Isn’t efficiency why EMS responders parked near the Route 9 underpass? The cost should be shared county-wide and should remain a fee based on current sq.ft metrics. The cost should NOT be leveraged against property ownership through taxes. Public trust and fairness to the residents is a way to successfully collect fees.

When I see the phrase “rural ambulance service fund,” it sounds as if public safety and emergency service readiness is an “us” and “them” situation when in fact Jefferson County ambulance services has always been as per WV code 7.15.4. Reassigning authority and making an established fire station invisible is not being responsible or accountable. Taking years to improve 30-minutes response times is unacceptable. And the fee that I pay living within that 88.9% rural part of Jefferson is indeed for services in code, not just supplies.

Public Comment for Jefferson County Commission for February 5, 2026

Now come **David Tabb**, a lifelong resident/taxpayer make comments on the following Agenda(s) Item(s): #2, Rural Ambulance Service Fund, #8 – City of Ranson and #10 – Governor Release of Addition County Fire Protection Fund.

I, David Tabb, would like to thank the JCESA for allowing the Blue Ridge Mountain Volunteer Fire Company (BRMVFC) to station an ambulance for 2+ days. Since the removal of BRMVFC's ambulance, BRMVFC purchased additional equipment such as, swift water boats/gear, wild land fire equipment gear along with fire trucks. This meant to house the JCESA ambulance and crew with the necessary accommodation, Engine 5-2 needed a place to stay. Mr. Tabb housed Engine 5-2 for 4+ days during some of the coldest time of this year.

The placement of an Ambulance on the mountain is essential regardless of weather conditions. The re-establishment of an Ambulance on the mountain should be permanent, as the community was accustomed.

The County Commission's meeting of 1/22/26, "so-called Town Hall meeting" topic was, "Healthy Living Starts Here". This phrase should be rewritten to state: "There was Healthy Living Already Here and what this County Commission did to Destroy it."

Agenda #2 – Rural Ambulance Service Fund

Not enough information to move forward.

Agenda #8 – City of Ranson

The Jefferson County Commission has previously stated that the Commission had no control over the boundaries/municipals that control the density and resources. Apparently, that is not true.

Agenda #10 – County Fire Protection Fund

The Governor released an additional \$120,000.00+ for distribution for the 7 Fire Companies; which brings the release to approximately \$30,951.78 each. The Governor's letter to the County Commission does not include the County Commission to control any required invoicing and or other restrictions before the release of these funds. Mr. Tabb is still waiting for confirmation of release by and through Governor Morrissey's Office.

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 February 5, 2026, and made affidavit upon affirmation of belief that the facts set forth are true and correct to the best of his knowledge.

DATED this 5th day of February, 2026



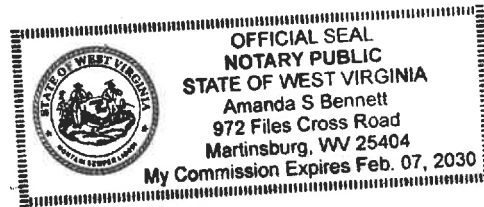
David C. Tabb

Sworn and subscribed before me this 5th day of February, 2026



Notary

My commission expires: 2/7/2030



JEFFERSON COUNTY COMMISSION
 NEW ADDITIONS & ASSESSED VALUES
 FOR THE YEARS 2020 THROUGH 2025

2020	CLASS 1 RATE 14.30	TAX RECEIVABLE
CLASS II	32,976,100	94,312
CLASS III	8,978,767	51,359
CLASS IV	8,592,851	49,151
TOTAL	<u>50,547,718</u>	<u>194,821</u>

2021	CLASS 1 RATE 14.30	TAX RECEIVABLE
CLASS II	38,493,700	110,092
CLASS III	6,431,430	36,788
CLASS IV	8,046,586	46,026
TOTAL	<u>52,971,716</u>	<u>192,906</u>

2022	CLASS 1 RATE 13.86	TAX RECEIVABLE
CLASS II	58,945,200	161,274
CLASS III	34,222,590	187,266
CLASS IV	99,837,284	546,310
TOTAL	<u>193,005,074</u>	<u>894,850</u>

2023	CLASS 1 RATE 13.04	TAX RECEIVABLE
CLASS II	87,977,600	229,446
CLASS III	79,604,593	415,218
CLASS IV	2,359,300	12,306
TOTAL	<u>169,941,493</u>	<u>656,969</u>

2024	CLASS 1 RATE 13.25	TAX RECEIVABLE
CLASS II	98,663,480	261,458
CLASS III	12,251,722	64,934
CLASS IV	17,301,966	91,700
TOTAL	<u>128,217,168</u>	<u>418,093</u>

2025	CLASS 1 RATE 13.05	TAX RECEIVABLE
CLASS II	131,802,400	344,004
CLASS III	88,637,579	462,688
CLASS IV	17,864,203	93,251
TOTAL	<u>238,304,182</u>	<u>899,944</u>

GRAND TOTAL	<u>832,987,351</u>	<u>3,257,583</u>
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Minutes

Board of Review and Equalization

Jefferson County Commission

Thursday, February 10, 2026

A hearing of the Jefferson County Commission seated as a Board of Review and Equalization was held on Thursday, February 10, 2026, during the second quarterly session at 1:30 p.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi (virtual), Vice President Cara Keys, Commissioner Steve Stolipher, and Commissioner Jack Hefestay. Also present were Lynn Dillow, Clerk of Administration; Steve Groh, Assistant Prosecuting Attorney; and Rhonda Willingham, Chief Deputy Assessor Clerk. The archived meeting of the Thursday, February 10, 2026 meeting is available on the Jefferson County Commission website.

Call to Order as a Board of Review and Equalization

The hearing was called to order at 1:30 p.m. by Commission Vice-President Cara Keys.

Commissioner Stolipher motioned to approve and accept the Letter of Mutual Agreement on behalf of Byron M and Tami Cato as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

As there were no citizens present to petition the board and hearing no objections, the meeting was recessed until the next meeting on Thursday, February 12, 2026 at 1:30p.m.

There being no further business, Commissioner Keys recessed the hearing at 1:32 p.m. until the next BORE hearing scheduled for February 12, 2026 at 1:30 p.m.

Recessed

The commission recessed at 1:32 p.m.

Pasha Majdi, PRESIDENT

ASSESSOR OF JEFFERSON COUNTY

Angela L. Banks

104 East Washington Street
Charles Town, WV 25414

http://jefferson.wvassessor.com

Office: (304) 728-3224
Fax: (304) 728-3383

LETTER OF MUTUAL AGREEMENT

6 Feb 2026

Cato, Byron M. & Tami D.
1084 River Road
Shepherdstown, WV 25443

Property:

Real
Parcel ID 02 1001600160000 Legal Description: Lot 1A (1.31ac) James Burr Technology Center
Personal Account #: _____

Date of Petition: _____ Date of Informal Meeting: _____ Written Evidence: _____
(§11-3-15c) 2/6/26 (§11-3-15g) 2/6/26 Submitted :(§11-3-15g) **Yes/No**

MUTUAL AGREEMENT

Pursuant to WV Code §11-3-15i, the Assessor and Petitioner have reached a mutual agreement on the property appraisal in question as follows:

Land	485,000	<u>185,600</u>
Building	<u>78,500</u>	
Mineral	<u>0</u>	
Total Appraisalment	<u>264,100</u>	

The parties acknowledge that by signing this Agreement they both waive the right to further appeal this matter.

Rhonda J. Willingham
ASSESSOR OR DEPUTY ASSESSOR

Jamie D Wells Cat
PETITIONER

DATE 2/10/26

DATE 6 Feb 2026

*Revised 2/10/26
RJV*

Rhonda Willingham

From: Mark Cato <info.gbccc@gmail.com>
Sent: Tuesday, February 10, 2026 11:45 AM
To: J Mickey
Cc: Rhonda Willingham
Subject: Re: Corrected Letter of Mutual Agreement

I accept the corrected form as amended.

Tami Wells Cato
Sent from my iPhone

On Feb 10, 2026, at 11:15 AM, J Mickey <jmickey@jeffersoncountywv.org> wrote:

Mrs. Cato,

As stated in our phone call, the appraised land value on the initial Letter of Mutual Agreement was incorrectly typed; instead of 185,000 it was supposed to be 185,600 – the total appraisement value was correct. Attached is the edited copy, signed by both parties and the correction to the land value. IF you are in agreement to this, please respond with a statement that indicates this and allows us to prove that you have verified the corrected value.

Best regards,

Jason Mickey

Jason Mickey
Sr. Tax Appraiser
Jefferson County Assessor's Office
104 E. Washington Street
Charles Town, WV 25414
(304)728-3224
jmickey@jeffersoncountywv.org

<Cato.pdf>

Minutes

Board of Review and Equalization

Jefferson County Commission

Thursday, February 12, 2026

A hearing of the Jefferson County Commission seated as a Board of Review and Equalization was held on Thursday, February 12, 2026, during the second quarterly session at 1:30 p.m. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Cara Keys, Commissioner Steve Stolipher, and Commissioner Jack Hefestay. Also present were Lynn Dillow, Clerk of Administration; Steve Groh, Assistant Prosecuting Attorney; Mark Thompson, Senior Tax Appraiser; Jason Mickey, Tax Appraiser; Monica Bennett, Tax Deputy; Angie Banks, Assessor; and Michael Holtz, petitioner. The archived meeting of the Thursday, February 12, 2026 meeting is available on the Jefferson County Commission website.

Call to Order as a Board of Review and Equalization

The hearing was called to order at 1:30 p.m. by Commission Vice-President Cara Keys.

The commission received sworn testimony from Angie Banks, Assessor, Mark Thompson, Senior Tax Appraiser, and Michael Holtz of 38 Shady Acres, Kearneysville, WV 25430 regarding the tax assessment on his real property.

- Commissioner Stolipher motioned to deny the petitioners request and ordered that the assessment shall remain as set by the Assessor. The motion was seconded by Commissioner Hefestay and approved unanimously. *Commissioner Keys cast her vote solely in her role as a member of the County Commission.*

Commissioner Stolipher motioned to approve the Letter of Mutual Agreement with ACKC LLC 1519 Macedonia Road, Buckhannon, WV 26201-9158 regarding Parcel 02 101150000000, #15 Burr Industrial Park. The motion was seconded by Commissioner Hefestay and approved unanimously. *Commissioner Keys cast her vote solely in her role as a member of the County Commission.*

There being no further business, Commissioner Keys recessed the hearing at 1:58 p.m. until the next BORE hearing scheduled for Tuesday, February 17, 2026 at 1:30 p.m.

Recessed

The commission recessed at 1:58 p.m.

IN THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
SITTING AS A BOARD OF REVIEW AND EQUALIZATION

IN RE: TAXPAYER ASSESSMENT REVIEW FOR

Michael & McKay Holz
38 Shady Grove Lane, Transville

ORDER

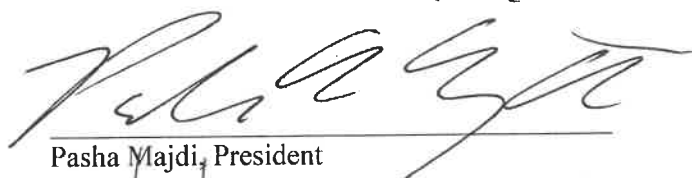
On the 12 day of February, 2026, came the above-named taxpayer in person, and came the Assessor, Angela Banks, by M. Thompson, deputy assessor, and by counsel, S. Gray, Assistant Prosecuting Attorney, for the purpose of a hearing on the taxpayer's "Application for Review of Property Assessment" on the property identified in Map 20A Parcel 10 Middleway.

Whereupon, the parties presented evidence to the Board of Review and Equalization, and 5 members of the Board voted that the assessment **was not** erroneous, and 0 members of the Board voted that the assessment **was** erroneous by clear and convincing evidence. The Board found that the following factors supported its finding that the assessment was erroneous:

- Accordingly, it is hereby ORDERED that the assessment shall remain as set by the Assessor.
- Accordingly, it is hereby ORDERED that the assessment on the identified property shall be reduced from \$ _____ (Appraisal) to \$ _____ (Appraisal) for the July 1, 2024 to June 30, 2025 tax year, and that the reduction is to the land the building or both.

COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA
SITTING AS A BOARD OF REVIEW AND EQUALIZATION

By:


Pasha Majdi, President

Entered:

2/12/2026

2026 BOARD OF REVIEW AND EQUALIZATION HEARINGS

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom Meeting Room located in the Historic Courthouse, 100 E. Washington Street, Charles Town, WV, beginning on Thursday, January 29, 2026 at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor for the Tax Year 2026.

The Commission will continue to sit as a Board of Review and Equalization on Tuesday, February 3rd, 2026, at 1:30 p.m., Thursday, February 5, 2026, at 1:30 p.m., Tuesday, February 10, 2026, at 1:30 p.m., Thursday, February 12, 2026, at 1:30 p.m., and Tuesday, February 17th, 2026, at 1:30 p.m.

Persons wishing to appear before the Commission should apply to the Jefferson County Assessor no later than Wednesday, February 11, 2026, to complete the proper forms and to schedule a hearing date before the planned final date of Tuesday, February 17, 2026.

Instructions for Taxpayer Assessment Appeal

A hearing before the County Commission of Jefferson County, sitting as a Board of Review and Equalization, for your appeal is scheduled for:

Name: MICHAEL HOLZ

Map & Parcel: 07 20A001000000000

Date: 2/12/26 Time: 1:30 PM

In matters of property appraisal, the appraisal and the assessed value placed on the property by the Assessor is presumed to be correct and may not be modified unless the property owner can prove to the Board of Review and Equalization that there is an error in the appraisal done by the Assessor. Citizens, property owners and taxpayers have an obligation to see that their concerns about their property appraisal are presented to the Board of Review and Equalization so that the Board may adequately review the taxpayer requests and protests.

For your hearing before the Board of Review and Equalization, you must present all supporting reasons, information or documentation (such as insurance policies on property) as to why your property is not correctly appraised (any errors you may find in your appraisal). The Board may only change an appraisal if there is an error in the appraisal. The appraisal cannot be changed simply because the taxpayer feels that the appraisal is too high. Rather clear and convincing evidence that substantiates an error has occurred must be provided by the Taxpayer. Also, the Board of Review and Equalization may not hear appeals on the issues of property classification or taxability of property.

Please remember that all property appraisals done by the Assessor are presumed correct. It is the responsibility of the taxpayer/property owner to provide the Board of Review and Equalization proof that there is an error in the appraisal. If there is an error, the Board of Review and Equalization will approve the appropriate corrections. We also want the appraisals to be correct.

APPLICATION FOR REVIEW OF PROPERTY ASSESSMENT

THIS COMPLAINT WILL NOT BE REVIEWED UNLESS FILED OUT IN DETAIL

KENNEDYSVILLE (City) West Virginia

FEB 11 (Date) 2026

To the Assessor of Jefferson County or the Jefferson County Board of Review and Equalization:
 Your complainant represents that the following described real estate is valued and assessed out of proportion to its true and actual value on the current tax roll and requests a review of the assessed valuation before the next period of liability is effective.

Property assessed in the name of MICHAEL + MARY S. HOLZ in 07 MIDDLEWAY District.

Address of property 38 SHADY ACRES 1A, KENNEDYSVILLE WV 25430

Lot No. <u>1 SHADY ACRES</u>	Block No. <u></u>	Acres <u>1.56</u>	Description <u></u>
Assessed Value - Land \$ <u></u>	Improvements \$ <u></u>	Total \$ <u></u>	

CONSTRUCTION BY COMPLAINANT		PURCHASE BY COMPLAINANT	
Cost of land	\$ <u>150,000</u>	Total purchase price	\$ <u>814,200</u>
Cost of construction or contract price	\$ <u></u>	Date purchased	\$ <u></u>
Date of Construction	\$ <u></u>	Cost of added improvements	\$ <u></u>
Cost of added improvements	\$ <u></u>	Face amount of fire insurance carried	\$ <u></u>
Face amount of fire insurance carried	\$ <u></u>	Offered for sale for	\$ <u></u>
Offered for sale for	\$ <u></u>	Date of offer	\$ <u></u>
Date of offer	\$ <u></u>	Monthly rental received, if rented	\$ <u>900</u>
Monthly rental received, if rented	\$ <u></u>	Present value in your opinion	\$ <u>215,000</u>
Present value in your opinion	\$ <u>215,000</u>		

REASON AND BASIS FOR COMPLAINT

- List the name and location of the three properties comparable to yours. If more space is needed, use back.
- ROSENBERGER 64 SHADY OAK LN KENNEDYSVILLE WV. 25430
 - HILL 159 SHADY OAK LN KENNEDYSVILLE WV. 25430
 - WHITTINGTON 134 SHADY OAK LN, KENNEDYSVILLE WV 25430

I do hereby certify that the above statements are true to the best of my knowledge and ability and that all questions on this petition pertaining to the property have been answered.

Signature of Complainant

[Signature]

Phone No:

304-839-3269

Assessor's Use Only
 D/M/P

1

Parcel ID: 07 20A003300000000
Tax Year: 2025
Deeded Owner: ROSENBERGER CHAD A
C/O:
Owner Address: 64 SHADY OAK LN
City: KEARNEYSVILLE
State: WV
Zip: 254303587
Deed Book/Page: 1324/78
Description: LT #31 SHADY ACRES
Year Built: 1973
Stories: 1
Square Foot Living Area: 1392
Rooms: 5
Bedrooms: 3
Full Baths: 1
Half Baths: 1
Heat Type: Central
Fuel Type: Electric
Heat System: Electric
Land Appraised (100%): 59200
Building Appraised (100%): 128900
Total Appraised (100%): 188100
Last Sale Date: 31-MAY-2024
Last Sale Amount: 240000
Legal Area: 0
Calculated Parcel Area (SF): 21475
County Tax Information: County Tax Info
Map Card Viewer: Map Card
Plat: Plat
State Info: State Info
State Assessment Info: State Assessment Info

2

Tax Year: 2025
Parcel: 07 20A001500000000
Deeded Owner: HILL WANDA L
Parcel ID: 07 20A001500000000
Tax Year: 2025
Deeded Owner: HILL WANDA L
C/O:
Owner Address: 159 SHADY OAK LN
City: KEARNEYSVILLE
State: WV
Zip: 254305554
Deed Book/Page: [383/716](#)
Description: SEC. 1- #23- PT. 24- SHADY ACRES.
Year Built: 1974
Stories: 1
Square Foot Living Area: 1632
Rooms: 7
Bedrooms: 3
Full Baths: 1
Half Baths: 1
Heat Type: Central
Fuel Type: Electric
Heat System: Electric
Land Appraised (100%): 70700
Building Appraised (100%): 123000
Total Appraised (100%): 193700
Last Sale Date:
Last Sale Amount: 0
Legal Area: 0
Calculated Parcel Area (SF): 0.5729
County Tax Information: [County Tax Info](#)
Map Card Viewer: [Map Card](#)
Plat: [Plat](#)
State Info: [State Info](#)
State Assessment Info: [State](#)

3

Tax Year: 2025
Parcel: 07 20A003600000000
Deeded Owner: WHITTINGTON JAMES F-LIFE
Parcel ID: 07 20A003600000000
Tax Year: 2025
Deeded Owner: WHITTINGTON JAMES F-LIFE
C/O:
Owner Address: 134 SHADY OAK LN
City: KEARNEYSVILLE
State: WV
Zip: 25430
Deed Book/Page: 1057/386
Description: LT #28 SHADY ACRES
Year Built: 1973
Stories: 1
Square Foot Living Area: 1040
Rooms: 5
Bedrooms: 3
Full Baths: 2
Half Baths: 0
Heat Type: Central
Fuel Type: Electric
Heat System: Electric
Land Appraised (100%): 59200
Building Appraised (100%): 86500
Total Appraised (100%): 145700
Last Sale Date:
Last Sale Amount: 0
Legal Area: 0
Calculated Parcel Area (SF): 20527
County Tax Infomation: [County Tax Info](#)
Map Card Viewer: [Map Card](#)
Plat: [Plat](#)
State Info: [State Info](#)
State Assessment Info: [State Assessment Info](#)

✓?

Tax Year: 2025
Parcel: 07 20A002200000000
Deeded Owner: CASTLE MARK L & MELISSA D
Parcel ID: 07 20A002200000000
Tax Year: 2025
Deeded Owner: CASTLE MARK L & MELISSA D
C/O:
Owner Address: 159 SHADY OAK LN
City: KEARNEYSVILLE
State: WV
Zip: 25430
Deed Book/Page: 858/136
Description: SEC 1 #19-SHADY ACRES
Year Built: 1973
Stories: 1
Square Foot Living Area: 1536
Rooms: 7
Bedrooms: 3
Full Baths: 1
Half Baths: 1
Heat Type: Central
Fuel Type: Electric
Heat System: Electric
Land Appraised (100%): 64300
Building Appraised (100%): 108200
Total Appraised (100%): 172500
Last Sale Date: 01-APR-1997
Last Sale Amount: 76500
Legal Area: 0
Calculated Parcel Area (SF): 23280
County Tax Infomation: County Tax Info
Map Card Viewer: Map Card
Plat: Plat
State Info: State Info
State Assessment Info: State



Dave Hardy
Secretary of Revenue

Dale W. Steger
State Tax Commissioner

STATE TAX DEPARTMENT

FILED
2011 JAN 29 P 1:19
OFFICE WEST VIRGINIA
SECRETARY OF STATE

ADMINISTRATIVE NOTICE 2021-15

**PROPERTY TAX
STATE TAX COMMISSIONER'S STATEMENT
CONCERNING METHODS BY WHICH
RESIDENTIAL REAL ESTATE IS APPRAISED STATEWIDE**

This notice will discuss the method by which local county assessors appraise residential real estate statewide through the use of an Integrated Assessment System (IAS).

DISCUSSION

Several years ago, the State Tax Department purchased real estate mass appraisal software called IAS. This software is installed on the network server in Charleston and is accessed through computers in each County Assessor's Office.

Generally, IAS will separately value raw land and structures. This software provides for the entry of data by the local Assessor concerning "comparable sales" of land in particular "neighborhoods" in the county and then prices the value of this land on a "price per front foot or square foot" or by acreage. All such data is entered by tax map and parcel number. In addition, this software contains "replacement cost" pricing features for structures that will allow the local Assessor to enter data such as the size and dimensions of a structure and its rooms, construction materials utilized, quality of construction, date of construction, present condition, style, mechanical systems such as air conditioning and/or furnace, bathrooms, porches, decks, garages, basements, chimneys, exterior and outbuildings. Data collected by the field data collectors/appraisers is entered upon a field card called a "property record card" or "review document" which corresponds to an IAS data entry screen. A data entry clerk then will enter the information taken from the field card into a computer. The IAS software then prices the improvements utilizing construction cost data particularized for that area of the State. A county modifier is utilized to modify the price of the improvements based upon current construction costs.

The local Assessor divides his or her county into "neighborhoods" giving consideration to similarities such as parcel size, roads, topography, costs, type and quality of improvements for land pricing. A neighborhood is "a geographical area exhibiting a high degree of homogeneity in residential amenities, land use, economic and social trends and housing characteristics". Sometimes a large subdivision, town or city will contain several "neighborhoods". Other times a subdivision or agricultural area will be unique and will stand alone as a single neighborhood.

Property Tax Division, 1124 Smith Street, P.O. Box 2389, Charleston, WV 25328-2389
Telephone 304-558-3900
Fax 304-558-1843

The County Clerk prepares a "Certificate of Transfer" which will state change of ownership, legal description and whether the transfer is deed stamp exempt or not and whether consideration was paid. The County Clerk provides these "Certificates of Transfer" to the Assessor.

The Assessor will receive a copy of the "Certificate of Transfer" for each such conveyance. The Assessor, by tax map and parcel number, will enter into the computer these "transfers" indicating the "consideration" paid for a particular parcel but also indicating by "validity code" whether the sale is a "valid sale", "involved additional parcels", "not open market", "changed after sale", "related person", "forced sale", "land contract", "construction costs" or "included personal property".

Based upon the "transfer" values, that are identified by the Assessor as being valid arms-length sales as defined by State law, the Assessor will generate a "price per front foot or square foot" for smaller parcels or a monetary per acre value for larger parcels in each neighborhood. Again all data is entered by tax map and parcel number. In those "neighborhoods" where there have been insufficient numbers of "transfers" of unimproved land to generate a "price per front foot or square foot" or a monetary per acre value, the Assessor will take a valid "transfer" price for an improved parcel, value the improvements and subtract the price of the improvements to arrive at a value for the land. This method, commonly referred to as a "land residual method", will then generate a "price per front foot" or a per acre value for the raw land in that neighborhood. Each parcel is physically reviewed and adjustments applied to reflect individual variations with each neighborhood.

Mapping is crucial to any mass appraisal. The county tax maps have been generated over the years utilizing recorded plats, recorded descriptions and aerial photography. Tax map and parcel numbers are assigned to each parcel in the county. Based upon lot measurement or acreage derived by mapping, lot dimensions or acreage is entered into the IAS system by tax map and parcel number for each lot or parcel. The "price per front foot" or acreage value for the neighborhood is then applied to each lot or parcel in the neighborhood, as the case may be, to arrive at an appraised value for the land. This appraised value will reflect market value for the subject land.

Field data collection is the key to "pricing" an improvement. The field data collector or appraiser will visit the structure. He will note on the "property record card" the type of structure, the exterior walls, the style of the structure, the age of the structure, the living accommodations to include total number of rooms, bedrooms, family rooms, plumbing, basement, heating, attic, physical condition, other features such as recreation room area, finished basement living area, basement garage, unfinished area, grade factor, cost and design factor and CDU (condition, desirability and utility factor). The field data collector or appraiser will measure the structure and other structures on the lot or parcel and note on the "property record card" the dimensions of each structure and will draw a ground floor sketch of the dwelling or main structure and additions. Finally, the field data collector or appraiser will visit the "other buildings and yard improvements" and note on the "property record card" the "type code", "quantity", "year", "size", "grade", and "condition" of the other improvements. The data entered on the "property record card" or "review document" is then entered into the IAS system by the data entry clerk and the IAS system then generates the depreciated replacement cost value, which is market value of the improvements.



The appraised values for improved real property thus determined are compared to the arms-length selling prices of properties that have recently sold to develop an appraisal/sales ratio for each neighborhood. Results from the appraisal/sales ratio are analyzed and neighborhood-pricing factors adjusted to bring the ratio in each neighborhood to within 10% plus or minus of average selling price.

For additional information concerning the appraisal of residential property using the IAS system, please contact the Property Tax Division of the State Tax Department at (304) 558-3940.

Notice of this determination will be filed in the West Virginia Register.

Issued: January 29, 2021



Dale W. Steager
State Tax Commissioner

State Tax Department
Property Tax Division
P. O. Box 2389
Charleston, WV 25328-2389

Operator on Duty 8:30 am - 5:00 pm
Monday through Friday
Phone: (304) 558-3940
FAX: (304) 558-1843





**WEST VIRGINIA
TAX DIVISION**

Eric Nelson
Secretary of Revenue

Matthew Irby
Tax Commissioner

February 2, 2026

Jefferson County
104 E Washington Street
Charles Town, WV 25414

Dear Angela L "Angie" Banks ,

Enclosed you will find the final sales ratio analysis for your county for the period of July 1, 2024 to June 30, 2025 for Tax Year 2026. This analysis determines your compliance with the PVC Monitoring Plan, that is supported by W.Va. §11-1C-7 and CSR 110-1Q-4.1.3.

The median or aggregate ratios of appraised values should be between 90% and 110% of market value and the COD should be 15 or less for residential improved property and 20 or less for all other property types. Per the three-year county monitoring plan, for any property where the sales price is more than plus or minus two standard deviations (+/- 2SD) from the median may be eliminated from the sales ratio calculation with the approval of the Tax Division.

Should you have any questions about this report, please email taxappraisalservices@wv.gov.

Sincerely,

Denise Walker
Assistant Director
Property Tax

DW/tg

cc:
Joseph Curry

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2/21/2026

Jefferson County
Tax Year 2026
FINAL RATIO REPORT EVALUATION

	NUMBER OF SALES	AGGR RATIO	OK? YES OR NO	MEDIAN	OK? YES OR NO	COD-	OK? YES OR NO	OVERALL OK? YES OR NO
RES IMP	1624	90.49	YES	91.74	YES	7.08	YES	YES
RES VAC	23	90.83	YES	93.56	YES	8.93	YES	YES
COM ALL	12	94.89	YES	91.21	YES	10.22	YES	YES
TOTAL LESS F&T	1659	90.56	YES	91.76	YES	7.14	YES	YES

AGGR
RATIO
 90 - 110 YES
 90 - 110 YES
 90 - 110 YES
 90 - 110 YES

MEDIAN
 90 - 110 YES
 90 - 110 YES
 90 - 110 YES
 90 - 110 YES

COD-
 15 OR LESS YES
 20 OR LESS YES
 20 OR LESS YES
 20 OR LESS YES

YES=COD & AGGR OR MED. YES
 NO=COD/NO OR MED OR AGGR NO

Note: Must have at least three (3) sales in a category to produce statistical results

SALES RATIO STUDY FROM NEIGHBORHOOD 0090 - SALES BETWEEN JULY 1, 2024 AND JUNE 30, 2025



COUNTY	TAX DIST	PARCEL ID	SALE DATE	PROPERTY CLASS	NBHD	LAND	BLDG	TOTAL APPRAISED	SALE PRICE	RATIO
19	07	07 1000500000000	6/26/2025	R	0090	\$170,400	\$441,200	\$ 611,600	\$ 690,000	88.64%
19	07	07 2002000000000	5/20/2025	R	0090	\$ 72,400	\$298,000	\$ 370,400	\$ 470,000	78.81%
19	07	07 4000900100000	5/23/2025	R	0090	\$111,100	\$388,000	\$ 499,100	\$ 599,900	83.20%
19	07	07 5000100090000	7/19/2024	R	0090	\$ 79,100	\$405,500	\$ 484,600	\$ 620,000	78.16%
19	07	07 5001900000000	7/19/2024	R	0090	\$ 88,000	\$120,300	\$ 208,300	\$ 200,000	104.15%
19	07	07 6000300000000	11/19/2024	R	0090	\$ 76,900	\$ -	\$ 76,900	\$ 88,000	87.39%
19	07	07 6000700000000	4/11/2025	R	0090	\$ 87,700	\$ -	\$ 87,700	\$ 67,500	129.93%
19	07	07 6001100000000	3/19/2025	R	0090	\$135,900	\$232,500	\$ 368,400	\$ 402,000	91.64%
19	07	07 6001200010000	2/26/2025	R	0090	\$140,900	\$217,800	\$ 358,700	\$ 480,000	74.73%
19	07	07 7000500070000	11/18/2024	R	0090	\$135,900	\$178,800	\$ 314,700	\$ 379,000	83.03%
19	07	07 7000500100000	5/28/2025	R	0090	\$200,900	\$180,700	\$ 381,600	\$ 489,000	78.04%
19	07	07 7000500240000	7/2/2024	R	0090	\$104,600	\$438,700	\$ 543,300	\$ 606,000	89.65%
19	07	07 7000500270000	9/9/2024	R	0090	\$119,400	\$268,600	\$ 388,000	\$ 449,999	86.22%
19	07	07 8000100140000	3/3/2025	R	0090	\$175,600	\$236,400	\$ 412,000	\$ 515,500	79.92%
19	07	07 1200090000000	12/5/2024	R	0090	\$103,900	\$248,600	\$ 352,500	\$ 437,000	80.66%
19	07	07 13000300190000	12/10/2024	R	0090	\$143,900	\$ -	\$ 143,900	\$ 190,000	75.74%
19	07	07 14000600070000	3/21/2025	R	0090	\$275,100	\$ -	\$ 275,100	\$ 305,000	90.20%
19	07	07 15000200020000	9/20/2024	R	0090	\$163,300	\$242,700	\$ 406,000	\$ 500,000	81.20%
19	07	07 19002000020000	7/24/2024	R	0090	\$157,700	\$337,600	\$ 495,300	\$ 600,000	82.55%
19	07	07 19002000030000	8/19/2024	R	0090	\$158,100	\$497,800	\$ 655,900	\$ 799,999	81.99%
19	07	07 19002100020000	9/9/2024	R	0090	\$157,800	\$284,800	\$ 442,600	\$ 565,000	78.34%
19	07	07 19002100030000	8/5/2024	R	0090	\$113,800	\$345,100	\$ 458,900	\$ 564,999	81.22%
19	07	07 19002100040000	4/16/2025	R	0090	\$105,600	\$ 33,400	\$ 139,000	\$ 190,000	73.16%
19	07	07 19002900000000	4/28/2025	R	0090	\$133,200	\$146,600	\$ 279,800	\$ 360,000	77.72%
19	07	07 20000300030000	6/26/2025	R	0090	\$182,300	\$378,800	\$ 561,100	\$ 776,610	72.25%
19	07	07 20000300050000	6/5/2025	R	0090	\$120,900	\$370,200	\$ 491,100	\$ 600,000	81.85%
19	07	07 20000800060000	7/27/2024	R	0090	\$123,200	\$342,200	\$ 465,400	\$ 595,000	78.22%
19	07	07 21000900000000	11/19/2024	R	0090	\$157,800	\$245,100	\$ 402,900	\$ 499,900	80.60%
19	07	07 21000900020000	8/23/2024	R	0090	\$ 67,800	\$ 19,900	\$ 87,700	\$ 120,000	73.08%
19	07	07 22003300120000	7/30/2024	R	0090	\$ 59,800	\$180,600	\$ 240,400	\$ 326,000	73.74%
19	07	07 24000600150000	9/20/2024	R	0090	\$227,800	\$257,900	\$ 485,700	\$ 575,000	84.47%
19	07	07 28000600100000	10/9/2024	R	0090	\$ 80,700	\$168,100	\$ 248,800	\$ 334,999	74.27%

SALES RATIO STUDY FROM NEIGHBORHOOD 0090 - SALES BETWEEN JULY 1, 2024 AND JUNE 30, 2025



COUNTY	TAX DIST	PARCEL ID	SALE DATE	PROPERTY CLASS	NBHD	LAND	BLDG	TOTAL APPRAISED	SALE PRICE	RATIO
19	07	07 28000900050000	7/11/2024	R	0090	\$128,700	\$161,400	\$ 290,100	\$ 425,000	68.26%
19	07	07 3C002600000000	3/7/2025	R	0090	\$ 49,600	\$114,800	\$ 164,400	\$ 225,000	73.07%
19	07	07 11A003900000000	2/28/2025	R	0090	\$ 99,200	\$148,100	\$ 247,300	\$ 290,000	85.28%
19	07	07 20A003400000000	12/27/2024	R	0090	\$ 96,900	\$218,100	\$ 315,000	\$ 335,000	94.03%

****THE HIGHLIGHTED SALE IS FROM WITHIN SHADY ACRES AND SOLD ON 12/27/2024****

AVERAGE APPRAISED/SALE PRICE RATIO	82.80%
MEDIAN APPRAISED/SALE PRICE RATIO	81.20%
COEFFICIENT OF DISPERSION	8.15%

SHADY ACRES SUBDIVISION - MEDIAN AND AVERAGE PERCENT CHANGE YAX YEAR 2025 TO TAX YEAR 2026



PARCEL ID	#	STREET	2026 APPRAISED VALUE	2025 APPRAISED VALUE	% CHANGE 2025 TO 2026
07 20A001300000000	51	SHADY ACRES LN	\$ 321,400	\$ 272,100	18.12%
07 20A001000000000	38	SHADY ACRES LN	\$ 240,700	\$ 200,000	20.35%
07 20A001600000000	93	SHADY ACRES LN	\$ 225,000	\$ 187,300	20.13%
07 20A002700000000	231	SHADY ACRES LN	\$ 303,500	\$ 248,300	22.23%
07 20A000300000000	182	SHADY ACRES LN	\$ 270,000	\$ 219,900	22.78%
07 20A000400000000	168	SHADY ACRES LN	\$ 300,900	\$ 255,500	17.77%
07 20A000600000000	126	SHADY ACRES LN	\$ 288,200	\$ 234,100	23.11%
07 20A000700000000	100	SHADY ACRES LN	\$ 275,900	\$ 234,500	17.65%
07 20A000800000000	76	SHADY ACRES LN	\$ 198,100	\$ 160,800	23.20%
07 20A001900000000	125	SHADY OAK LN	\$ 175,200	\$ 138,200	26.77%
07 20A002000000000	9	ENGLISH WALNUT PL	\$ 266,100	\$ 226,300	17.59%
07 20A002100000000	95	SHADY OAK LN	\$ 221,300	\$ 182,300	21.39%
07 20A002200000000	53	ENGLISH WALNUT PL	\$ 211,700	\$ 172,500	22.72%
07 20A002500000000	86	ENGLISH WALNUT PL	\$ 237,800	\$ 199,000	19.50%
07 20A002900000000	13	SHADY OAK LN	\$ 321,800	\$ 271,900	18.35%
07 20A003300000000	64	SHADY OAK LN	\$ 225,800	\$ 188,100	20.04%
07 20A003600000000	134	SHADY OAK LN	\$ 182,100	\$ 145,700	24.98%
07 20A001500000000	159	SHADY OAK LN	\$ 237,100	\$ 193,700	22.41%
07 20A001100000000	21	SHADY ACRES LN	\$ 262,400	\$ 211,900	23.83%
07 20A003400000000	88	SHADY OAK LN	\$ 315,000	\$ 233,500	34.90%
07 20A003700000000	152	SHADY OAK LN	\$ 230,300	\$ 194,100	18.65%
07 20A001700000000	115	SHADY ACRES LN	\$ 252,600	\$ 214,900	17.54%
07 20A002300000000	173	SHADY ACRES LN	\$ 350,100	\$ 298,700	17.21%
07 20A003200000000	42	SHADY OAK LN	\$ 249,500	\$ 212,900	17.19%
07 20A003500000000	112	SHADY OAK LN	\$ 207,100	\$ 170,500	21.47%
07 20A003100000000	22	SHADY OAK LN	\$ 277,500	\$ 241,200	15.05%
07 20A003000000000	6	SHADY OAK LN	\$ 259,100	\$ 210,500	23.09%
07 20A000100000000	232	SHADY ACRES LN	\$ 419,500	\$ 369,100	13.65%
07 20A001400000000	161	SHADY OAK LN	\$ 325,700	\$ 289,800	12.39%
07 20A003800000000	160	SHADY OAK LN	\$ 326,400	\$ 279,000	16.99%

****SUBJECT PROPERTY HIGHLIGHTED IN YELLOW****

****PETITIONER'S COMPARABLES HIGHLIGHTED IN ORANGE****

MEDIAN % CHANGE	20.09%
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AVERAGE % CHANGE	20.37%
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INDEX

Page 1 – Property record card of subject property

Pages 2 to 4 – Administrative Notice detailing residential real estate appraisal methodology

Pages 5 to 6 – Tax year 2026 final sales ratio analysis for Jefferson County showing compliance with the PVC Monitoring Plan

Pages 7 to 8 – Tax year 2026 sales ratio study for the subject property's group

Page 9 – Spreadsheet detailing the percent change of all parcels from tax year 2025 to tax year 2026 in Shady Acres subdivision

DOUBLE REVIEW

MARK

EL ID 07-20A-0010-0000-0000 DEED B/P 1215 / 83 CARD NO. 1 OF 1 TAX YEAR 2026 TIERBACK
 3SS 38 SHADY ACRES LN RESTRICTION
 0090 (CA11)---OWNER INFO.-----
 101 (CA13)---SALES INFORMATION-----
 JNT 1 HOLZ MICHAEL & MELANY S DATE 11/05/18
 CLASS 3 HEDGESVILLE WV 25427 08/14/06 2 150,000 4 3
 NG HEDGESVILLE WV 25427 08/01/91 2 64,000 4 2
 .CL R (CA16)---ENTRANCE INFO.---
 2)-----PROPERTY FACTORS-----
 4 ROLLING / / DATE 04/18/24 4 3 MEG
 TRF 1 WELLS / / 08/24/20 4 3 MEG
 9 RESIDENTIAL
 2)-----LEGAL----- (CA12)----- NOTES -----
 #1-SHADY ACRES NOTE C
 NOTE C
 NOTES:"RENTAL"
 NOTES:PT BRK FRONT

4)---- L A N D D A T A ----- C A L P T A B L E -----
 ACRE/SFT/UNITS PRICE INF-FAC BASE RATE /DECR LAND-VAL
 N CD FRONT DEPTH .56 195642.86 4 44 1.0093700.0093700.00 109,560
 1 1B HOMESITE

AL ACRES TOTAL LAND-VALUE 109,600
 24)--- OTHER BUILDING & YARD IMPROVEMENTS --- (CA12) MISC. IMPROV 0
 QM YEAR SIZE GRD MODS C FMDs VALUE TOT OBY & MISC IMPROV VALUE 660
 1 2006 120 C F F 30 660 GROSS BUILDING SUMMARY
 ME UTI DESC (CA22)-----A D D I T I O N S -----
 LINE LOW 1S 2ND 3RD AREA VALUE VALUE
 0 0 864 2,550
 1 33 1120 5,980
 2 13 480 1,260
 3 16 40 1,170
 4 11 72

ESTIMATE LAND	RSN	BUILDING	DATE	TOTAL	ID
REVIEW CODE					
PREV ASMT LAND:					
(CA23)					
C U R R E N T A P P R A I S E D V A L U E S					
C U R R E N T B U I L D I N G	109,600			131,100	TOTAL
R V W C D 1 C O S T A P P R O A C R S N 02 F I N A L V A L U E				240,700	
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ESTIMATE LAND					
REVIEW CODE					
PREV ASMT LAND:					
(CA23)					
C U R R E N T A P P R A I S E D V A L U E S					
C U R R E N T B U I L D I N G	109,600			131,100	TOTAL
R V W C D 1 C O S T A P P R O A C R S N 02 F I N A L V A L U E				240,700	
S T A T U S 7					
ESTIMATE LAND					
REVIEW CODE					
PREV ASMT LAND:					
(CA23)					
C U R R E N T A P P R A I S E D V A L U E S					
C U R R E N T B U I L D I N G	109,600			131,100	TOTAL
R V W C D 1 C O S T A P P R O A C R S N 02 F I N A L V A L U E				240,700	
S T A T U S 7					
ESTIMATE LAND					
REVIEW CODE					
PREV ASMT LAND:					
(CA23)					
C U R R E N T A P P R A I S E D V A L U E S					
C U R R E N T B U I L D I N G	109,600			131,100	TOTAL
R V W C D 1 C O S T A P P R O A C R S N 02 F I N A L V A L U E				240,700	
S T A T U S 7					
ESTIMATE LAND					
REVIEW CODE					
PREV ASMT LAND:					
(CA23)					
C U R R E N T A P P R A I S E D V A L U E S					
C U R R E N T B U I L D I N G	109,600			131,100	TOTAL
R V W C D 1 C O S T A P P R O A C R S N 02 F I N A L V A L U E				240,700	
S T A T U S 7					
ESTIMATE LAND					
REVIEW CODE					
PREV ASMT LAND:					
(CA23)					
C U R R E N T A P P R A I S E D V A L U E S					
C U R R E N T B U I L D I N G	109,600			131,100	TOTAL
R V W C D 1 C O S T A P P R O A C R S N 02 F I N A L V A L U E				240,700	
S T A T U S 7					
ESTIMATE LAND					
REVIEW CODE					
PREV ASMT LAND:					
(CA23)					
C U R R E N T A P P R A I S E D V A L U E S					
C U R R E N T B U I L D I N G	109,600			131,100	TOTAL
R V W C D 1 C O S T A P P R O A C R S N 02 F I N A L V A L U E				240,700	
S T A T U S 7					

PARCEL ID 07-20A-0033-0000-0000 DEED B/P 1324 / 78 CARD NO. 1 OF 1 TAX YEAR 2026 TIEBACK
 ADDRESS 64 SHADY OAK LN RESTRICTION / REV. FL / HMSD AG. USE N (CA21)-----DWELLING DESCRIPTION-----
 LUSE 101 (A11)-----OWNER INFO.-----
 LIV UNIT 1 ROSENBERGER CHAD A (CA13)-----SALES INFORMATION-----
 ZONING 64 SHADY OAK LN DATE 05/31/24 2 240,000 4 2
 TX CLASS 2 KEARNEYVILLE WV 25430-35 04/01/96 2 85,000 4 0
 PROP. CL R

(CA12)-----PROPERTY FACTORS----- (CA16)-----ENTRANCE INFO.-----
 TOPO 1 LEVEL / / DATE 08/26/24 4 3 MNB
 UTILITY 4 5 WELL / SEPTIC / / 04/18/24 4 3 MEG
 RDS/TRF 1 PAVED / /
 FRT 9 RESIDENTIAL
 (A12)-----LEGAL----- (CA12)-----NOTES-----
 LT #31 SHADY ACRES NOTE C
 NOTE C
 NOTES:BRK FRNT

(CA14)-----LAND DATA----- (CA15)-----BASE INFO.-----
 QTY ACRES/SFT/UNITS PRICE INTL-FAC BASE BASE INCR
 PE LN CD FRONT DEPTH / SIZE RATE /DECR LAND-VAL
 A 1 LB .46 210586.96 4 55 1.0093700.0093700.00 96,870
 HOMESITE

(CA11)-----CURRENT APPRAISED VALUE-----
 RVM CD 1 COST APPROAC RSN 02 Final Value DATE26-SEP-12 ID PJH
 STATUS 7
 ESTIMATE LAND BUILDING TOTAL
 REVIEW CODE BUILDING DATE ID
 PREV ASMT LAND: BUILDING TOTAL:
 (CA23)

TOTAL ACRES		TOTAL LAND-VALUE		TOTAL	
CA24)--- OTHER BUILDING & YARD IMPROVEMENTS ---	(CA12) MISC. IMPROV	96,900	0	16	16
TYPE QN YEAR SIZE GRD MODS C FMD\$	VALUE TOT OBY & MISC IMPROV VALUE	770	16	B	1
RS1 1 1975 280 D F F 15	770 GROSS BUILDING SUMMARY	0	16	B	1
FRAME UTI	DESC	0	16	B	1
	(CA22)-----A D D I T I O N S-----	0	16	B	1
	LINE LOW 1S 2ND 3RD AREA	0	16	B	1
	VALUE	0	16	B	1
	560	0	16	B	1
	256	0	16	B	1
	11	0	16	B	1
	88	0	16	B	1
	1,380	0	16	B	1

(CA12)
 PARCEL ID 07-20A-0022-0000-0000 DEED B/P 858 / 136 CARD NO. 1 OF 1 TAX YEAR 2026 TIEBACK
 ADDRESS 53 ENGLISH WAINUT PL
 NBRD 0090 RESTRICTION
 LUSE 101 (A111)---OWNER INFO.---
 LIV UNIT 1 CASTLE MARK L & MELISSA D
 TX CLASS 3
 ZONING 159 SHADY OAK LN
 PROP. CL R KEARNEYVILLE WV 25430
 DATE 04/01/97 2
 PRICE SR VAL 76,500 4 0

(CA12)---PROPERTY FACTORS---
 TOPO 4 ROLLING /
 UTILITY 4 5 WELL / SEPTIC /
 RDS/TRF 1 PAVED /
 FRT 9 RESIDENTIAL
 (A112)---LEGAL---
 SEC 1 #19-SHADY ACRES
 (CA16)---ENTRANCE INFO.---
 DATE 04/18/24 4 3 MEG
 08/24/20 4 3 MEG

(CA14)---LAND DATA---
 QTY ACRE/SFT/UNITS PRICE INFL-FAC
 PE LN CD FRONT DEPTH .53 198358.49 4 46
 A 1 LB HOMESITE 1.0093700.0093700.00 105,130

NOTES:
 C A L P T A B I E
 BASE BASE INCR
 SIZE RATE /DECR LAND-VAL
 1.0093700.0093700.00 105,130

TOTAL ACRES
 (CA24)---OTHER BUILDING & YARD IMPROVEMENTS---
 TYP QN YEAR SIZE GRD MODS C EMD% VALUE TOT OBY & MISC IMPROV VALUE
 RSI 1 2000 80 D F F 20 290 GROSS BUILDING SUMMARY
 FRAME UTI
 ALL 1 2000 110 D F F 20 290 (CA22)---A D D I T I O N S
 IS LEAN T LINE LOW 1S 2ND 3RD AREA VALUE

LINE	LOW	1S	2ND	3RD	AREA	VALUE
0					960	0
1					288	7,460
2					288	7,460
3					35	220
4					31	144
5					31	144
16					16	100

ESTIMATE LAND	RSN	BUILDING	DATE	TOTAL	ID
REVIEW CODE					
PREV ASMT LAND:		BUILDING		TOTAL:	

(CA23)
 MAP/ROUTE
 (CA21)---DWELLING DESCRIPTION---
 STORY HEIGHT 1.0
 EXT. WALL
 STYLE 01 Frame
 YR. BUILT 1973 REMODELED
 BASEMENT 2 CRAWL
 HEATING 3 CENTRAL
 FUEL TYPE 3 ELECTRIC
 SYSTEM 3 ELECTRIC
 ATTIC 1 NONE
 TOT RMS 7 BDRMS 3 FRMS 1
 FBTHS 1 HBTHS 1 ADDN 2 TOT-FIX 7
 PHYS. COND 2 GOOD
 INF/EXT 2 SAME
 M TRM AREA 0
 UNFTN AREA 0
 REC. RM AREA 0
 FBTA 0
 MBFP STACKS 1 OPENINGS
 PREPAB FIREPLACE 0 2200
 BSMR. GAR. (NO. CARS) 0
 MSC O.F. DES 0
 MSC O.F. DES 0
 S.F.L.A. 960
 S.F.L.A. 960
 (CA11)---CURRENT A P P R A I S E D V A L U E S
 CURRENT LAND 105,100 BUILDING 106,600 TOTAL 211,700
 RVM CD 1 COST APPROAC RSN 02 Final Value DATE26-SEP-12 ID PVH
 STATUS 7
 ESTIMATE LAND BUILDING DATE TOTAL ID
 REVIEW CODE RSN BUILDING DATE TOTAL ID
 PREV ASMT LAND: BUILDING TOTAL:

ASSESSOR OF JEFFERSON COUNTY

Angela L. Banks

104 East Washington Street
Charles Town, WV 25414

<http://jefferson.wvassessor.com>

Office: (304) 728-3224
Fax: (304) 728-3383

LETTER OF MUTUAL AGREEMENT

11 February 2026

ACKC LLC
1519 Macedonia Rd.
Buckhannon, WV 26201-9158

Attn: Andrew Call

Property:

Real
Parcel ID 02 1011500000000 Legal Description: #15 Burr Industrial Park
Personal Account #: _____

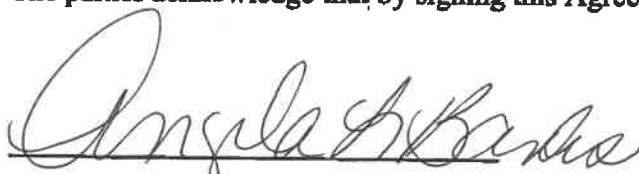
Date of Petition: _____ Date of Informal Meeting: _____ Written Evidence
(§11-3-15c) 2/11/2026 (§11-3-15g) 2/11/2026 Submitted : (§11-3-15g) **Yes/No**

MUTUAL AGREEMENT

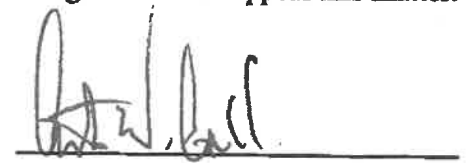
Pursuant to WV Code §11-3-15i, the Assessor and Petitioner have reached a mutual agreement on the property appraisal in question as follows:

Land	<u>312,500</u>
Building	<u>0</u>
Mineral	<u>0</u>
Total Appraisalment	<u>312,500</u>

The parties acknowledge that by signing this Agreement they both waive the right to further appeal this matter.



ASSESSOR OR DEPUTY ASSESSOR



PETITIONER

DATE 2/12/2026

DATE 2/11/2026

Angela L. Banks
2/12/2026
AK

ASSESSOR OF JEFFERSON COUNTY

Angela L. Banks

104 East Washington Street
Charles Town, WV 25414

<http://jefferson.wvassessor.com>

Office: (304) 728-3224

Fax: (304) 728-3383

LETTER OF MUTUAL AGREEMENT

11 Feb 2026

ACKC LLC
1519 Macedonia Rd.
Buckhannon, WV 26201-9158

Attn: Andrew Call

Property:

Real
Parcel ID 02 1011600000000 Legal Description: #16 Burr Business Park
Personal Account #: _____

Date of Petition: _____ Date of Informal Meeting: _____ Written Evidence
(§11-3-15c) 2/11/26 (§11-3-15g) 2/11/26 Submitted :(§11-3-15g) **Yes/No**

MUTUAL AGREEMENT

Pursuant to WV Code §11-3-15i, the Assessor and Petitioner have reached a mutual agreement on the property appraisal in question as follows:

Land	<u>385,600</u>
Building	<u>0</u>
Mineral	<u>0</u>
Total Appraisement	<u>385,600</u>

The parties acknowledge that by signing this Agreement they both waive the right to further appeal this matter.

Angela L. Banks
ASSESSOR OR DEPUTY ASSESSOR

DATE

2/12/2026

Andrew Call
PETITIONER

DATE

2/11/2026

*Keyed
2/12/26
es*

REQUISITIONS TO BE APPROVED

FEBRUARY 19, 2026

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
911- COMMUNICATIONS CENTER	26117		\$ 5,304.00	INFORMER SYSTEMS LLC	ANNUAL SCHEDULE EXPRESS RENEWAL 03/01/2025 TO 02/28/2026
COMMISSION	26124		\$ 25,700.00	BOLIVAR/HARPERS FERRY PUBLIC LIBRARY	HFB LIBRARY ROOF REPLACEMENT ARPA FUNDING ARP59
IT	26118		\$ 16,128.00	MEDIXSAFE INC	MEDIXSAFE_ESA_3 YR RENEWAL
IT	26122		\$ 17,942.00	QUALITY UPTIME SERVICE	UPTIME_BATT REPLACEMENT ECC_10FEB26_022668900_17942
MAINTENANCE	26119		\$ 5,494.05	SUPERIOR AUTO BODY LLC	SUPERIOR AUTO PAYMENT NEEDED WVCORP DIRECTLY PAID
MAINTENANCE	26120		\$ 19,200.00	TK ELEVATED	YEARLY ELEVATOR MAINTENANC AND SERVICE FOR 330 N
JCESA	26121		\$ 33,208.00	PROFESSIONAL HEALTH SERVICES, INC	ANNUAL PHYSICALS- ESA EMPLOYEES, 51 FULL TIME EMPLOYEES
JCESA	26123		\$ 9,905.00	PROGRESSIVE PRINTING	PRINTING & MAILING AMBULANCE DELIQUENT NOTICES
GRAND TOTAL			\$ 132,881.05		

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):

Part-time Bailiffs

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

- Hire Part-time Bailiff
- Adjust and fund 4 Bailiffs conversion to 1560 hours

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 Alan Best as a part-time Bailiff with a starting pay of 19.50/hr beginning February 23, 2026.
- I move to approve Dustin Miller, Samuel Ayersman, Russell Dorsey, and Tiffany Counselman be granted the ability to work up to 1560 hours.

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

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: February 19, 2026

Re: Fiscal Note: Sheriff's Office request to hire and increase hours

The Sheriff's Office is requesting to hire a part-time bailiff who is replacing a retired bailiff. No increased budget impact.

The Sheriff's Office is requesting to increase four part-time bailiffs' hours to 1560 from 1040.

The increase is with in the current FY26 budget using:

Salaries and Wages Bailiff Full Time 001700.410303

Retirement 001700.410600

However, I recommend a review in May 2026 to revisit for FY27 as the request stresses the FY26 wages budget.

REQUEST	1560
CURRENT	1040
HOURS	520
EMPEE	4
RATE	19.5
WAGES	40,560
TAXES	3,103
RETIREMENT	6,895
TOTAL	50,558

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**
Department or Organization: **County Clerk's Office**
Estimation of amount of time needed for appointment: **10 minutes**
Date Requested – 1st Choice: **February 19, 2026**
If a specific date is needed, please provide reason for specific date:
Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Recognition of the Jefferson County Winner for the WV Secretary of State's "I Voted" sticker contest**

Please provide the County Commission with a description of your request or presentation, including any background information:
The WV Secretary of State's Office is hosting West Virginia's first-ever "I Voted!" Sticker Contest to create interest in the state's upcoming Primary Election and to celebrate some of the state's best middle school artists. We are proud to recognize the Jefferson County winner. The artwork from the first place winner will now be sent to the WV Secretary of State's Office for the Regional Contest. Four (4) Regional Finalists will be announced on February 16th. Those four Regional Finalists will be judged and voted upon by the public on the WV Secretary of State's Facebook page. A State Winner will be announced on March 11th during WV Civics Learning Week at the State Capitol.

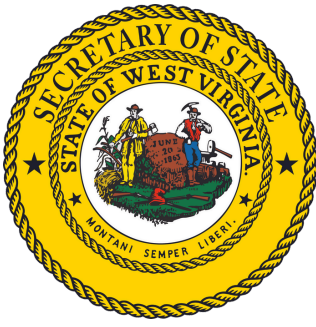
Is this a funding request? Y/N
If so, how much?
Provide exact financial impact/request:

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

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>



The WV Secretary of State's 2026 “I Voted!” Sticker Contest

Eligibility:

Open to all West Virginia 8th graders, including public school, private school, and home-schooled students.

Contest Overview:

Students will design an original “I Voted!” sticker to celebrate voter participation in West Virginia. The winning student's county will distribute the winning sticker to in-person voters in that county in the 2026 Primary Election.

Submission Guidelines:

1. Artwork Requirements:

- Must be original and created by the student; use of artificial intelligence will not be accepted.
- Design should include the phrase “I Voted” and reflect themes of voting, civic pride, and West Virginia identity.
- Design must fit within the circle on the provided template.
- Designs may be in black and white, or include up to three (3) different colors + white.
- No copyrighted images or logos.

2. Submission Deadline:

- Each student attending a public or private school wanting to submit artwork for the competition to their teacher on or before **Friday, January 23, 2026**.
- Each school or a parent/guardian of a home-schooled student will submit the student(s) design(s) to their respective County Clerks by **Tuesday, January 27, 2026**.

3. Submission Format:

- Submissions to the County Clerk may be made by U.S. Mail, or hand-delivery.
- To be considered, submissions must be received by the county clerk by close of business on **Tuesday, January 27, 2026**.

4. Judging Process:

HOW THE WINNERS WILL BE SELECTED:

(Step 1 - County Winners) Participating County Clerks will assemble a small group of anonymous judges to help the Clerk select the winning artwork (First, Second, and Third Place) for their county. The First Place winner (County Level Winner) in each county will be submitted by the County Clerk to the WV Secretary of State on or before **4:30pm on Thursday, February 5, 2026**.

(Step 2 - Regional Winners) Once received by the WV Secretary of State's Office, County Level Winners will be separated into four (4) Regions. From the County Level Winners submitted by the County Clerks, a First Place Winner will be selected from each of the four (4) Regions by an anonymous group of judges identified by the WV Secretary of State. The four regions are as follows:

REGION 1 COUNTIES (North): Brooke, Doddridge, Hancock, Harrison, Lewis, Marion, Marshall, Monongalia, Ohio, Pleasants, Ritchie, Tyler, Wetzel, Wirt, and Wood Counties.

REGION 2 COUNTIES (East): Barbour, Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, Pendleton, Preston, Randolph, Taylor, Tucker, and Upshur Counties.

REGION 3 COUNTIES (West): Braxton, Calhoun, Clay, Gilmer, Jackson, Kanawha, Mason, Putnam, and Roane Counties.

REGION 4 COUNTIES (South): Boone, Cabell, Fayette, Greenbrier, Lincoln, Logan, McDowell, Mercer, Mingo, Monroe, Nicholas, Pocahontas, Raleigh, Summers, Wayne, Webster, and Wyoming Counties.

(Step 3 - Statewide Winner) The First Place Winner in each of the four (4) Regions will be announced by the WV Secretary of State **on or before Monday, February 16, 2026**. Those four (4) First Place Winners will then be placed in an online only voting competition using the official WV Secretary of State's Facebook Page (<https://www.facebook.com/wvsos/>).

Online voting will begin on February 16, 2026. Facebook users will have the opportunity to vote for their favorite design from the four First Place Winners. One vote per person. **Online voting will end at 4:30pm on Friday, February 27, 2026.**

5. Winners Announced:

- The Statewide Winner will be announced by the WV Secretary of State at the State Capitol during WV Civics Learning Week scheduled for March 9-13, 2026.

6. Awards:

- State Winner: The winning design will be printed and distributed by the Secretary of State to the winning artist's County Clerk. Voters in the winning artist's home county will receive the winning "I Voted" sticker at the 2026 Primary Election. Other counties may choose to use the winning sticker design, or use a design from their home county.
- County Winners: Recognition by the Secretary of State and featured on official channels.

7. Additional Rules:

- By submitting an entry, students grant permission for their design and name to be used and promoted by the Secretary of State's Office and county clerks across the State.
- Entries that do not meet the guidelines will be disqualified.

CONTEST TIMELINE SUMMARY:

January 5, 2026 to January 22, 2026 - Official Contest Entry Forms Distributed to Middle School Teachers & Home School Outlets

January 23, 2026 - Deadline for Public or Private School Students to Submit Their Artwork to Their Teacher

January 27, 2026 at 4:30pm - Deadline for Public or Private Middle School Teachers or for Home School Parents to Submit Their Student(s) Entry Form(s) to Their Local County Clerk in Person or by US Mail Postmarked on or before January 21

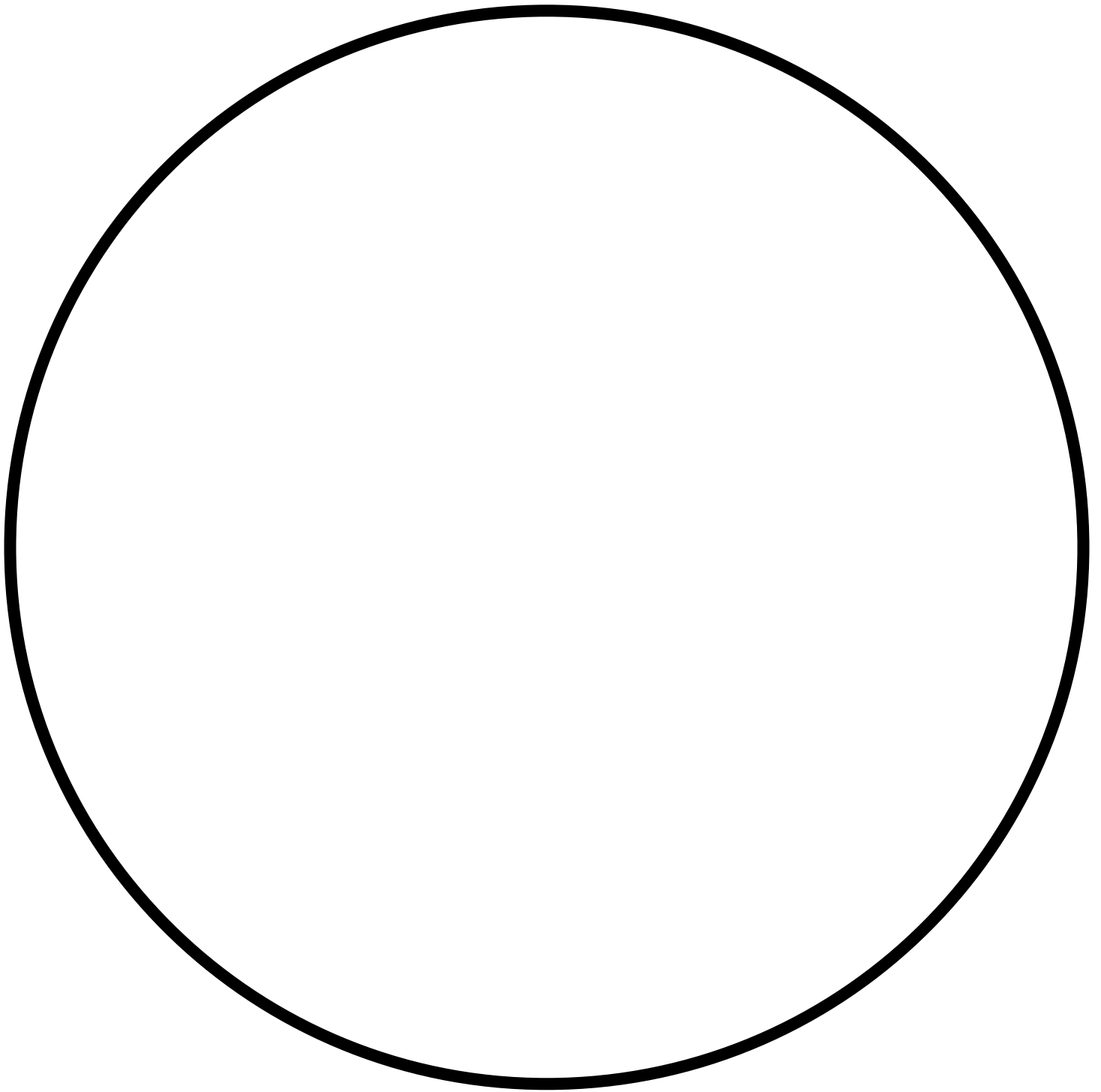
February 5, 2026 by 4:30pm - Deadline for County Clerks to Submit The First Place Winner from Their County to the WV Secretary of State's Office

On or Before February 10, 2026 - WV Secretary of State Announces First Place Winner in Each County

February 16 to February 27 at 4:30pm - WV Secretary of State announces the four (4) First Place Winners (One in Each Region). Then, Online Voting Takes Place to Allow the Public to Determine the Statewide Winner

At 4:30pm on Friday, February 27 - Online Voting Ends

March 9-13, 2026 at Civics Learning Week - WV Secretary of State Announces 2026 "I Voted" Winner



2026 "I Voted" Sticker Contest Entry Form

WV Secretary of State's Office

Student's Name _____ Age _____

Student's School _____

Address for School _____

Teacher's Name _____

Teacher's Email _____

County _____ County Clerk _____

Deadline to Submit to the County Clerk is by 4:30pm on January 27, 2026



2026 "I Voted" Sticker Contest Entry Form

WV Secretary of State's Office

Student's Name Arabella Piccalomini Age 13
Student's School Shepherdstown Middle School
Address for School 54 Minden Street Shepherdstown WV
Teacher's Name Stephanie Unger
Teacher's Email Sunger@K12.WV.US
County Jefferson County Clerk Jacqueline C. Shadle

Deadline to Submit to the County Clerk is by 4:30pm on January 27, 2026

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Cara Keys & Troop Leader Angelina Gray

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **February 19, 2026**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Girl Scout Troop 15099 Bat Box Resolution**

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: None

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

I motion to approve the resolution supporting Girl Scout Troop 15099 request for bat box support 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: Cara Keys

Email address: cara.a.keys@jeffcowv.gov

Phone Number: 240-367-5152

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

RESOLUTION OF THE JEFFERSON COUNTY COMMISSION

WHEREAS, Girl Scout Troop 15099 of Jefferson County, West Virginia, is dedicated to fostering leadership, environmental stewardship, and community service among its young members; and

WHEREAS, the construction and installation of bat boxes in public spaces promotes biodiversity by providing essential habitat for bats, which control insect populations, support pollination, and contribute to a healthy ecosystem vital to our community's agriculture and natural resources; and

WHEREAS, the new Shepherdstown Park and Sam Michaels Park represent exciting opportunities to enhance recreational and educational amenities while prioritizing wildlife conservation and environmental education for residents and visitors alike; and

WHEREAS, Girl Scout Troop 15099 has demonstrated commitment through planning, fundraising, and hands-on execution to purchase and install bat boxes at Shepherdstown Park and Sam Michael's Park, aligning with county goals for sustainable parks and youth engagement; and

WHEREAS, official support from the Jefferson County Commission would amplify this project by facilitating site approval, potential partnerships with local environmental groups, and public recognition to inspire further community involvement;

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Commission, sitting as the governing body of Jefferson County, West Virginia, that:

1. The Commission hereby expresses its strong support for Girl Scout Troop 15099's initiative to construct and install bat boxes in the new Shepherdstown Park and Sam Michael's Park.
2. The Commission authorizes and encourages collaboration with county parks staff to identify suitable locations, ensure compliance with relevant guidelines, and coordinate installation at an appropriate time.
3. The Commission commends Girl Scout Troop 15099 for their leadership and service, directing staff to frame this copy of this resolution to the troop as a token of appreciation.
4. This resolution shall serve as an official endorsement, assisting the troop in securing any necessary grants, materials, or volunteer support to complete the project successfully.

Adopted this 19th day of February 2026, by the Jefferson County Commission.

Commissioner Pasha Majdi, President

Commissioner Cara Keys, Vice President

Commissioner Jack Hefestay

Commissioner Mike Mood

Commissioner Steve Stolipher

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Laura Kuhn

Department or Organization: Fleet & Facilities Management

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **February 19, 2026**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of Furniture Donation for the Sheriff's Department/Jefferson County Schools Safety Building**

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

The Sheriff's Office is requesting approval to donate surplus cubicles to support its partnership with Jefferson County Schools (JCS) in establishing a School Safety Center. This center will serve as the primary hub for school safety operations in Jefferson County and as a shared workspace for law enforcement and JCS collaboration. The JCS Safety Director and School Safety Officers will be based at this location.

We currently have surplus cubicles available from the buildings at 330 North George Street and 393 North Lawrence Street. These cubicles exceed the County's operational needs. Approval is requested to donate six surplus cubicles for use at the School Safety Center.

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*):

Move to approve the donation of cubicles as requested for use by the Jefferson County Sheriff's Department and Jefferson County Schools for a School Safety Center.

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: LKUHN@jeffersoncountywv.org

Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Gabriel A. Areizaga

Department or Organization: Information Technology Department

Estimation of amount of time needed for appointment: 30 min

Date Requested – 1st Choice: **Thursday February 19, 2026**

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

Date Requested – 2nd Choice:

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

Contract/Award Approval for Website Modernization and Graphic Design Modernization to Vandalia Digital

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

Is this a funding request?

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 that the Jefferson County Commission approve the contract with Vandalia Digital for the Website Modernization Project and the Graphic Design Modernization Project. The Commission approved the issuance of the RFP on October 2, 2025. The solicitation remained open in accordance with County procurement requirements, during which the County received sixteen (16) submissions for Website Modernization and five (5) submissions for Graphic Design Modernization. Vandalia Digital was selected as the highest-scoring and most responsive proposer. The contract has been reviewed by legal counsel. Staff requests approval to execute the agreement.

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: Gabriel.a.areizaga@jeffcowv.gov

Phone Number: 304-268-0321

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



Branding and Website Modernization Agreement

Submitted to:
Jefferson County Commission

Professional Services Agreement

This Professional Services Agreement (“Agreement”) is entered into by and between Jefferson County Commission (“County”) and Infinity Marketing Solutions LLC, dba Vandalia Digital (“Contractor”), effective as of the date of last signature below.

Scope of Work

Contractor shall provide professional branding, graphic design, and website modernization services as outlined in Exhibit A (Branding & Graphic Design Scope) and Exhibit B (Website Modernization & Hosting Scope), both incorporated by reference. Services include discovery, design, development, accessibility compliance, testing, documentation, training, and launch support.

Deliverables

Branding & Graphic Design Deliverables

- Logo concepts and final approved logo
- Letterhead, business card, banner, and related branded materials
- Vector master files (AI, EPS, SVG)
- Print-ready PDFs and digital exports (PNG, JPG)
- ADA/WCAG accessibility documentation for branding assets

Website Modernization Deliverables

- Custom-designed, ADA-compliant WordPress website
- Migrated content, documents, and media assets
- WCAG 2.1 AA accessibility validation and documentation
- Secure cloud hosting configuration
- Staff training sessions and written documentation
- Final website launch and transition support

All deliverables are further detailed in Exhibits A and B.

Revision Structure

- Branding materials include up to five (5) structured revision rounds per item.
- Website design and development includes iterative review cycles at defined milestones, including design approval and pre-launch testing.
- Revisions outside the defined scope or exceeding included rounds require written approval and may be billed separately.

Project Schedule & Milestones

The project will be invoiced and reviewed based on the following milestones:

1. Project Start / Kickoff
2. Branding & Homepage Approval
3. Final Launch & Delivery

Detailed phase timelines are outlined in Exhibits A and B and may be adjusted by mutual written agreement.

Pricing & Payment Schedule

Branding & Graphic Design

Total Fixed Cost: \$5,250*

**30% off the original \$7,500 proposed for combined conditional cost savings.*

Website Modernization & Development

Total Fixed Cost: \$34,000

Hosting, Security & Ongoing Support (Optional, Post-Launch)

Annual Cost: \$11,000, billed quarterly, subject to separate renewal. This time frame will begin 60 days after launch.

Payment Milestones

Invoices shall be issued and payable within 30 days of receipt, split as follows:

- 33.33% (\$13,083.33) at Project Start
- 33.33% (\$13,083.33) upon Branding & Homepage Approval
- 33.34% (\$13,083.34) upon Final Launch

ADA / WCAG Compliance Commitment

Contractor commits to designing and developing all deliverables in alignment with WCAG 2.1 AA standards and applicable ADA requirements. Compliance measures include:

- Color contrast and typography validation
- Semantic structure and keyboard navigation
- Accessibility testing and remediation
- Written accessibility documentation provided at project completion

While full compliance is implemented and validated at launch, ongoing compliance may be affected by future content changes made by County staff outside Contractor control.

Ownership & Intellectual Property

Upon final payment, all final deliverables and associated intellectual property rights shall become the sole property of Jefferson County, without restriction. Contractor retains the right to display non-confidential work samples for portfolio purposes.

County Responsibilities

County agrees to:

- Provide timely feedback and approvals
- Designate a primary project contact
- Supply content, documents, and access as required
- Review and approve deliverables within agreed timelines

Delays in County feedback may impact project schedule.

Change Management

Any material changes to scope, deliverables, or timeline must be documented in writing through a mutually approved change order or addendum.

Hosting & Support Expectations

Vandalia Digital will provide managed cloud hosting and ongoing support services as described in the Proposal and this Agreement. Hosting services are designed to provide a reliable, secure, and resilient environment suitable for a public-facing government website.

The hosting environment includes a redundant server configuration designed to automatically assume operation in the event of an outage affecting the primary server, helping to minimize downtime and service disruption.

Support requests will be acknowledged within one (1) business day, and often sooner. Requests will be addressed in a timely manner based on the nature and scope of the issue, with clear communication provided regarding expected timing and resolution.

Automated backups of the website will be performed on a regular basis, with backups retained for a rolling period of thirty (30) days. A longer retention period may be available upon request.

In the event of a critical system issue or security-related incident, Vandalia Digital will notify the County as quickly as practicable and will communicate with transparency regarding the nature of the issue, steps taken to mitigate impact, and any recommended follow-up actions.

Termination

Either party may terminate this Agreement with thirty (30) days' written notice.

In the event of termination, the County shall pay Vandalia Digital for all work completed and approved through the effective date of termination.

Upon termination and receipt of all amounts due, Vandalia Digital shall provide the County with all work completed to date and will reasonably cooperate in transferring website files, assets, and administrative credentials necessary for the County or its designee to assume control of the website.

Nothing in this Agreement shall restrict or prevent the County from transitioning the website to another hosting provider or engaging another vendor following termination. Vandalia Digital shall not knowingly implement technical measures that would materially impede such a transition.

Any transition assistance requested beyond the delivery and transfer obligations described above may be provided subject to mutually agreed-upon scope and rates.

Deliverable Access and Credentials

All final deliverables produced under this Agreement shall be the property of the County, as provided elsewhere in this Agreement.

For clarity, ownership and access rights include, but are not limited to:

- Website source files, design assets, and related digital materials created specifically for the project
- Administrative-level credentials for the content management system (CMS)
- Administrative or owner-level access to the hosting environment and associated services, where applicable
- Any reasonable exports, documentation, or configuration information necessary for the County to operate, maintain, or transition the website independently

Third-party services, software licenses, or platforms not owned or controlled by Vandalia Digital may be subject to the terms and conditions of their respective providers.

Governing Law

The parties agree the Circuit Court of Jefferson County, West Virginia is the sole appropriate venue for any action arising out of this contract.

Entire Agreement

This Agreement, including all Exhibits and Addenda, constitutes the entire agreement between the parties and supersedes all prior proposals or representations.

Signatures

Infinity Marketing Solutions LLC
DBA Vandalia Digital

Jefferson County Commission

Signature: _____

Signature: _____

Name: Chris Wallace

Name: _____

Title: Agency Director

Title: _____

Date: _____

Date: _____

Exhibit A – Branding & Graphic Design Scope

(As detailed in the Graphic Design & Branding Proposal submitted January 30, 2026)

Exhibit B – Website Modernization & Hosting Scope

(As detailed in the Website Modernization & Hosting Proposal submitted January 30, 2026)



Proposal for Graphic Design & Branding Materials

Submitted to:
Jefferson County Commission



Dear Members of the Selection Committee,

Vandalia Digital is pleased to submit this proposal in response to Jefferson County's Request for Proposal for Graphic Design and Branding Materials. We appreciate the County's commitment to modernization, accessibility, and transparency, and we welcome the opportunity to support these priorities through thoughtful, civic-focused design.

We understand that Jefferson County is seeking branding materials that are modern, professional, and consistent, while also being fully ADA-compliant and scalable for long-term use across both print and digital platforms. Our team has carefully reviewed the RFP requirements and confirms our ability to meet or exceed all specifications, including the delivery of vector-based assets, and a structured revision process that allows for meaningful County feedback.

Vandalia Digital brings experience working with government and community-focused organizations where clarity, accessibility, and public trust are essential. We approach civic branding with an emphasis on usability, compliance, and longevity—ensuring that design assets are not only visually effective, but practical and adaptable for ongoing County operations.

We value collaboration and clear communication throughout the project lifecycle and are committed to delivering high-quality work that reflects Jefferson County's identity and public mission. Thank you for the opportunity to be considered. We look forward to the possibility of partnering with Jefferson County on this important initiative.

Sincerely,


Chris Wallace
Agency Director
Vandalia Digital

Company Overview

Legal Name: Infinity Marketing Solutions LLC DBA Vandalia Digital

Headquarters: Hurricane, West Virginia

Years in Operation: 9 Years

Vandalia Digital is a West Virginia-based digital and design firm specializing in modern, accessible, and scalable solutions for government, civic, and community-focused organizations. Our work is rooted in clarity, compliance, and usability—ensuring that public-facing materials serve all residents effectively.

Our organizational structure is intentionally streamlined to support responsive communication, efficient review cycles, and clear accountability. Each project is assigned a dedicated project lead, supported by designers and accessibility-focused reviewers to ensure all deliverables meet both creative and compliance requirements.

Key Personnel Assigned

- **Chris Wallace:** Overall coordination
- **Julianne Parsons :** Timeline management, County communication
- **Pedro Fuentes:** Visual identity development
- **Marie Linn :** Lead Web Designer, ADA/WCAG compliance review for color, typography, and layout

Vandalia Digital has experience supporting municipalities, civic organizations, and public-facing initiatives where accessibility, transparency, and consistency are essential. We understand the review processes, documentation needs, and public accountability inherent in government projects.

Project Understanding & Objectives

Jefferson County is seeking a cohesive suite of branding materials that reflects professionalism, civic identity, and modernization while remaining accessible and adaptable for long-term use. This project requires a balance of visual clarity, ADA compliance, and scalability across multiple formats and use cases.

Our objective is to deliver branding assets that:

- Reinforce Jefferson County's identity and public mission
- Maintain consistent visual standards across all materials
- Meet ADA accessibility requirements for contrast, typography, and legibility
- Scale seamlessly across print and digital applications
- Remain usable and relevant as County needs evolve

We recognize that public-sector branding must prioritize function, accessibility, and trust while still presenting a modern and forward-looking image.

Scope of Work & Approach

Phase 1: Discovery & Planning

- Stakeholder discussions to understand branding goals and usage scenarios
- Review of existing materials and visual standards
- Accessibility and contrast assessment
- Identification of design constraints and long-term needs

Phase 2: Design & Development

- Development of ADA-compliant, vector-based design concepts
- Creation of cohesive visual elements across all required items
- Design systems that support consistency and scalability

Phase 3: Revisions

- Structured feedback cycles
- Five (5) revisions per item to ensure alignment with County expectations

Phase 4: Final Deliverables

- Final, approved designs delivered in vector format (SVG, EPS, AI)
- Print-ready PDFs as well as Digital-use PNG and JPG exports
- Organized file structure for long-term usability

Custom Sample Design Submission

The following sample designs are provided to demonstrate Vandalia Digital’s approach to civic branding, accessibility, and scalability, rather than to represent final design selections. Two logo concepts are included to illustrate distinct, viable design directions for Jefferson County. The first concept is a newly envisioned mark that reflects the County’s natural beauty and landscape, incorporating a subtle gate form to symbolize Jefferson County as a gateway to West Virginia. The second concept is a modernized refinement of the existing County logo, developed to improve clarity, streamline visual elements, and enhance ADA accessibility while maintaining continuity with the current brand identity.

For each logo concept, a corresponding business card and letterhead mockup are included to demonstrate how the design system may be applied consistently across common County materials. These samples are intended as informed, preliminary concepts. Final direction, refinement, and validation will occur through the Discovery and Planning phase, in close collaboration with County stakeholders, to ensure alignment with Jefferson County’s vision, operational needs, and accessibility requirements.



ADA Compliance & Accessibility Documentation

Accessibility is integrated into our design process from initial concept through final delivery. All designs are reviewed for:

- Color contrast that meets or exceeds WCAG guidelines
- Typography selected for readability and clarity
- Clean layouts that support visual hierarchy and comprehension
- Scalability without loss of clarity or legibility

Documentation of accessibility considerations will be provided alongside final deliverables to demonstrate compliance with Jefferson County's requirements.

Design Tools & Deliverables

Vandalia Digital utilizes industry-standard professional design tools to ensure precision, consistency, and long-term usability.

All final deliverables will include:

- Vector master files (SVG, EPS, AI)
- Print-ready PDFs
- Digital-optimized PNG and JPG files

All assets will be delivered in formats that allow Jefferson County to reuse, resize, and reproduce materials without degradation or dependency on proprietary systems.

Project Timeline & Milestones

The proposed timeline is structured to ensure thorough review while maintaining momentum:

- **Project Kickoff & Discovery:** [1-2 weeks]
- **Initial Design Concepts:** [2-3 weeks]
- **Sample Review & Revisions:** [1-2 weeks]
- **Final Approval & Delivery:** [1-2 weeks]

Each phase includes defined milestones, review checkpoints, and designated responsibility for approvals. The timeline remains flexible to accommodate County feedback and internal review processes.

Ownership & Rights

Vandalia Digital confirms that upon project completion and final payment, Jefferson County shall own all copyrights and intellectual property rights to the final designs and deliverables, without restriction.

References

Putnam County Government Rebranding and Website

We worked with Putnam County Commission all departments of the Putnam County Government to give all of their assets a facelift. We rebranded each department, including all printed assets and website.

Tim Hanna
County Manager at Putnam County Commission
304-586-0201
thanna@putnamwv.org

Kanawha County Commission Rebranding and Website

We worked with Kanawha County Commission to create a new logo and refresh their branding to make them more compliant. We started with the Commission and County Clerk and are in talks to also bring their Sheriff and Assessor into the same system, as they now realize the importance of a unified structure for the residents.

Jeremy Young
County Manager at Kanawha County Commission
304-357-0628
jeremyyoung@kanawha.us

Advantage Valley Website and Marketing

We have worked with Advantage Valley for many years and have a hand in most of their marketing. We assist Marjorie with the website and all digital assets, as well as run a wide range of digital ads, based on the current needs.

Advantage Valley
Terrell Ellis
President & CEO
304-352-1165
terrell@advantagevalley.com

More references available upon request.

Itemized Cost Breakdown

Category	Description	Cost
Discovery & Planning	Stakeholder discovery, branding alignment, accessibility review, and planning for consistent application across all deliverables	\$1,000
Design & Revisions (All Branding Materials)	Design and development of all required branding materials including logo, letterhead, banner, and business card. Includes a minimum of three (3) design concepts per item, a minimum of five (5) revision rounds per item, ADA-compliant color, typography, and layout, and scalable vector-based design suitable for print and digital use	\$5,500
Final Deliverables & File Packaging	Organization and delivery of all master vector files, print-ready PDFs, digital exports (PNG/JPG), file naming conventions, and documentation for long-term County use	\$500
ADA Compliance Documentation	Accessibility documentation summarizing color contrast, typography, layout considerations, and confirmation of ADA/WCAG-aligned standards	\$500
Total Project Cost	All services and deliverables as outlined in the RFP	\$7,500

Conditional Cost Savings Statement

In the event that Vandalia Digital is also awarded Jefferson County's website design contract as part of a separate procurement process, Vandalia Digital will apply a 30% cost reduction to the total price of this Graphic Design & Branding Materials project.

This reduction reflects efficiencies gained through shared discovery, unified branding strategy, and coordinated project management across both initiatives. The application of this discount would be subject to mutual agreement and documented through an amended scope or contract addendum, as appropriate.



Proposal for Website Modernization and Hosting Platform

Submitted to:
Jefferson County Commission



Dear Jefferson County Procurement Office,

Vandalia Digital respectfully submits this proposal in response to Jefferson County's Request for Proposal for a Website Modernization and Hosting Platform. We appreciate the County's emphasis on accessibility, security, transparency, and long-term operational reliability as part of its digital modernization efforts.

We understand this project is a critical public-facing system that must serve residents, businesses, visitors, and County staff while meeting strict ADA and security requirements. Our approach focuses on delivering a secure, cloud-hosted website that is intuitive for non-technical users, reliable in daily operations, and scalable for future needs.

Vandalia Digital specializes in custom-built, accessibility-first WordPress platforms for government and civic organizations. We do not use pre-built themes or generic templates. Each system is designed specifically around the organization's mission, content, and compliance requirements to ensure long-term sustainability and ease of use.

As a West Virginia-based firm with experience supporting public-sector organizations, we bring both technical expertise and an understanding of public accountability and governance. We view this engagement as a long-term partnership focused on stewardship and reliability.

Thank you for your consideration. We welcome the opportunity to provide additional information or clarification during the evaluation process.

Sincerely,


Chris Wallace
Agency Director
Vandalia Digital

Company Overview

Legal Name: Infinity Marketing Solutions LLC DBA Vandalia Digital

Headquarters: Hurricane, West Virginia

Years in Operation: 9 years

Vandalia Digital is a West Virginia-based digital agency specializing in custom-built WordPress websites, accessibility-forward design, and secure hosting for government, healthcare, and civic organizations. We do not use pre-built themes or templates; every site is designed and engineered specifically for the client's mission, users, and compliance requirements.

Our team brings experience working with counties, municipalities, economic development organizations, chambers of commerce, and nonprofit institutions throughout the region. We are particularly experienced in translating complex public-sector requirements into clear, usable digital experiences for non-technical staff and diverse audiences.

Project Understanding & Objectives

Jefferson County requires a modern replacement for its legacy on-premise website that:

- Migrates all content to a secure, cloud-hosted environment
- Meets or exceeds WCAG 2.1 AA accessibility standards
- Supports secure online payments (IPC/PCI DSS compliant)
- Enables embedded video and livestreaming
- Provides actionable analytics and reporting
- Is easy for non-technical staff to manage
- Ensures security, scalability, and disaster recovery

Our proposal addresses each of these objectives through a phased, accountable implementation designed to minimize disruption while ensuring long-term sustainability.



Scope of Work Alignment

Discovery & Planning

- Stakeholder interviews with County departments
- Content audit and migration planning
- Accessibility and compliance gap analysis
- Information architecture and navigation planning

Design & Development

- Mobile-first, ADA-compliant custom design system
- High-contrast layouts, keyboard navigation, ARIA labels, and semantic structure
- Embedded media support (YouTube, Vimeo, livestreams)
- Secure payment integration possible, but would recommend a third party system that should already be in place with each department.
- Performance-optimized templates for speed and reliability

Content Migration

- Full migration of existing pages, documents, and media
- Redirect mapping to preserve SEO and public access
- Archival handling of legacy materials

Hosting & Infrastructure

- Secure, cloud-based managed WordPress hosting
- SSL encryption, firewall protection, malware scanning
- Daily automated backups with off-site redundancy
- Disaster recovery and uptime monitoring

Compliance & Security

- WCAG 2.1 AA accessibility implementation and validation
- Privacy policy and terms of use integration
- Ongoing security monitoring and alerts

CMS & Training

- Intuitive WordPress CMS with role-based access
- Custom admin dashboards for County staff
- Live virtual or in-person training sessions
- Written documentation and recorded tutorials

Support & Maintenance

- Ongoing technical support
- Defined SLA for uptime and issue resolution
- Monthly plugin and system updates
- Optional content updates and feature enhancements

Custom Sample Website Mockup

As part of this proposal, Vandalia Digital is providing a design mockup that includes the homepage hero section and primary navigation menu. This mockup is intended to demonstrate a more streamlined, user-friendly site structure, along with improved visual clarity, color usage, and overall aesthetic direction. All color selections and contrast ratios shown in the mockup are designed to align with ADA accessibility best practices. Full WCAG 2.1 AA accessibility compliance will be implemented and validated during the design and development phases of the project. This is a mockup without any client feedback or discovery session and is meant to be an educated guess, which is fully customized and will be adjusted to match needs uncovered in the discovery process.



Project Timeline & Milestones

Phase 1: Discovery & Planning (2–3 weeks)

Key deliverables: content audit, accessibility review, site architecture

Phase 2: Design & Prototype Development (2–3 weeks)

Key deliverables: design system, accessibility validation

Phase 3: Full Development & Migration (6–8 weeks)

Key deliverables: page builds, content migration, redirect planning

Phase 4: Testing & Compliance Validation (2–4 weeks)

Key deliverables: accessibility checks, performance testing, staff review

Phase 5: Training, Launch & Transition (1–2 weeks)

Key deliverables: staff training, final launch, documentation handoff

CMS Description

The website will be built on WordPress with:

- Role-based permissions for County staff
- Visual content editing without code
- Structured page templates to ensure accessibility consistency
- Media management for documents and video
- Audit-friendly revision history

Training will be provided to ensure County staff can confidently manage content without ongoing developer reliance.

Compliance Certifications

- WCAG 2.1 AA accessibility standards implemented and validated
- Secure privacy policy and terms of use integration

Hosting Architecture & Security

- Managed cloud hosting (no on-premise hardware)
- SSL encryption and firewall protection
- Daily backups with disaster recovery planning
- 24/7 monitoring and security alerts
- High-availability infrastructure

References

Putnam County Government Rebranding and Website

We worked with Putnam County Commission all departments of the Putnam County Government to give all of their assets a facelift. We rebranded each department, including all printed assets and website.

Tim Hanna

County Manager at Putnam County Commission

304-586-0201

thanna@putnamwv.org

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We worked with Kanawha County Commission to create a new logo and refresh their branding to make them more compliant. We started with the Commission and County Clerk and are in talks to also bring their Sheriff and Assessor into the same system, as they now realize the importance of a unified structure for the residents.

Jeremy Young

County Manager at Kanawha County Commission

304-357-0628

jeremyyoung@kanawha.us

Advantage Valley Website and Marketing

We have worked with Advantage Valley for many years and have a hand in most of their marketing. We assist Marjorie with the website and all digital assets, as well as run a wide range of digital ads, based on the current needs.

Advantage Valley

Terrell Ellis

President & CEO

304-352-1165

terrell@advantagevalley.com

More references available upon request.

Itemized Cost Breakdown

Category	Description	Cost
Discovery & Planning	Stakeholder interviews, content audit, accessibility & compliance review, site architecture	\$3,500
Custom Design & UX (Includes Prototype)	Mobile-first, ADA-compliant design system	\$8,500
Website Development	Custom WordPress development, page templates, accessibility implementation, performance optimization	\$12,000
Content Migration	Migration of core pages, documents, media assets; redirect mapping; legacy archival	\$5,000
Accessibility Validation	WCAG 2.1 AA testing, remediation, and documentation	\$3,000
Training & Documentation	Staff training sessions, admin documentation, recorded walkthroughs	\$2,000
Total Project Cost	All services and deliverables as outlined in the RFP	\$34,000

Hosting, Security, and Ongoing Support

To ensure the continued security, stability, and effectiveness of the website following launch, Vandalia Digital recommends ongoing hosting, security, and support services for Jefferson County. This annual service includes secure, cloud-based managed hosting with SSL encryption, firewall protection, daily automated backups, malware scanning, and continuous performance and uptime monitoring. Ongoing maintenance covers core system and plugin updates to ensure stability, security, and compatibility over time. The service also includes technical support with defined response times for issue resolution, as well as basic content updates such as page edits, document uploads, and routine content changes performed on behalf of the County. The annual cost for hosting, security, and ongoing support is \$11,000 per year, billed quarterly, and may be contracted separately or renewed annually at the County's discretion.



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: February 19, 2026

Re: Fiscal Note: Information Technology Website Design

Previously approved funding for branding and website modernization	\$100,000
Vendor Quote	<u>\$ 34,000</u>
Savings	\$ 66,000

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: **Feb. 19, 2026**

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

Date Requested – 2nd Choice:

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

1 Commission Ambulance Fee Exonerations

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

1 Present commission ambulance fee exonerations late fees, sales, items billed to current owner.

Is this a funding request? Y/N 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*):

Requested **motion to approve the Commission Ambulance fee exonerations 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 Exonerations Feb 19

Date	Cust #	Amount	Reason
1/30/2026	62540	\$ 100.00	BILLED IN ERROR FOR FY22 NEVER OWNED PROPERTY
1/30/2026	36700	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
1/30/2026	36700	\$ 15.00	DID NOT RECEIVE THE FY25 INVOICE
2/3/2026	54922	\$ 65.00	EXONERATE - PER ASSESSOR'S OFFICE (2ND DWELLING IS NO LONGER USED AS A LIVING UNIT)
2/3/2026	54922	\$ 55.00	EXONERATE - PER ASSESSOR'S OFFICE (2ND DWELLING IS NO LONGER USED AS A LIVING UNIT)
2/3/2026	54922	\$ 55.00	EXONERATE - PER ASSESSOR'S OFFICE (2ND DWELLING IS NO LONGER USED AS A LIVING UNIT)
2/3/2026	65972	\$ 55.00	SOLD 5/15/25 CUSTOMER BILLED ON 7/1/25 FOR FY26
2/4/2026	39275	\$ 44.00	SOLD 8/7/24 PRIOR TO THE FY25 INVOICES BEING ISSUED IN 6/2025 FOR NO BALANCE DUE AT TIME OF SALE
2/4/2026	39275	\$ 44.00	SOLD 8/7/24 CUSTOMER BILLED ON 7/1/25 FOR FY26
2/4/2026	66415	\$ 44.00	SOLD 6/28/24 PRIOR TO THE FY25 INVOICES BEING ISSUED IN 6/2025 FOR NO BALANCE DUE AT TIME OF SALE
2/4/2026	66270	\$ 44.00	DUPLICATE BILL SOLD 12/10/24 CUSTOMER 66270 ALSO BILLED FOR FY26
2/5/2026	66756	\$ 44.00	SOLD 7/26/24 PRIOR TO THE FY25 INVOICES BEING ISSUED IN 6/2025 FOR NO BALANCE DUE AT TIME OF SALE
2/5/2026	66756	\$ 44.00	SOLD 7/26/24 CUSTOMER BILLED ON 7/1/25 FOR FY26
2/5/2026	66457	\$ 44.00	SOLD 7/29/24 PRIOR TO THE FY25 INVOICES BEING ISSUED IN 6/2025 FOR NO BALANCE DUE AT TIME OF SALE
2/5/2026	66457	\$ 44.00	SOLD 7/29/24 CUSTOMER BILLED ON 7/1/25 FOR FY26
2/6/2026	54877	\$ 50.00	DUPLICATE BILL THE OWNER WAS BILLED TWICE IN ERROR FOR FY25 (CORRECT FY25 INVOICE 2424040)
2/6/2026	42232	\$ 34.00	PER ASSESSORS RECORDS HOMESTEAD EXEMPTION PROVIDED CLIENT DID NOT RECEIVE CREDIT AND SHE DID NOT RECEIVE THE FY26 INVOICE
2/6/2026	39716	\$ 54.00	PP SOLD IN 2020 CUSTOMER BILLED ON 7/31/23 FOR FY24
2/6/2026	39716	\$ 54.00	PP SOLD IN 2020 CUSTOMER BILLED ON 7/31/22 FOR FY23
2/6/2026	39716	\$ 54.00	PP SOLD IN 2020 CUSTOMER BILLED ON 7/31/21 FOR FY22
2/6/2026	39716	\$ 54.00	PP SOLD IN 2020 CUSTOMER BILLED ON 8/31/20 FOR FY21
2/9/2026	55552	\$ 165.00	SOLD 6/27/24 CUSTOMER BILLED ON 7/1/25 FOR FY26
2/9/2026	47863	\$ 5.00	DID NOT RECEIVE THE FY26 INVOICE
2/9/2026	64527	\$ 5.00	WAIVE LATE FEE FOR FY26
2/9/2026	67548	\$ 5.00	WAIVE LATE FEE FOR FY26
2/10/2026	38201	\$ 5.00	WAIVE LATE FEE - DID NOT RECEIVE FY25 INVOICE - WRONG MAILING ADDRESS
2/10/2026	38201	\$ 5.00	WAIVE LATE FEE - DID NOT RECEIVE FY26 INVOICE - WRONG MAILING ADDRESS
2/10/2026	62549	\$ 39.00	DUPLICATE BILL NEVER OWNED PROPERTY BILLED IN ERROR FOR FY 22 CUSTOMER NUMBER 46491 ALSO BILLED
2/10/2026	62549	\$ 39.00	DUPLICATE BILL NEVER OWNED PROPERTY BILLED IN ERROR FOR FY 23 CUSTOMER NUMBER 46491 ALSO BILLED
2/10/2026	62549	\$ 44.00	DUPLICATE BILL NEVER OWNED PROPERTY BILLED IN ERROR FOR FY 24 CUSTOMER NUMBER 46491 ALSO BILLED
2/10/2026	62549	\$ 44.00	DUPLICATE BILL NEVER OWNED PROPERTY BILLED IN ERROR FOR FY 25 CUSTOMER NUMBER 46491 ALSO BILLED
2/10/2026	62549	\$ 44.00	DUPLICATE BILL NEVER OWNED PROPERTY BILLED IN ERROR FOR FY 26 CUSTOMER NUMBER 46491 ALSO BILLED
2/10/2026	50503	\$ 55.00	SOLD 4/15/25 CUSTOMER BILLED ON 7/1/25 FOR FY26 IN ERROR
2/10/2026	50503	\$ 55.00	SOLD 4/15/25 CUSTOMER BILLED ON 7/1/25 FOR FY26 IN ERROR
2/10/2026	32758	\$ 5.00	WAIVE LATE FEE FOR FY26
2/12/2026	62896	\$ 5.00	WAIVE LATE FEE FOR FY25
	TOTAL	\$ 1,532.00	



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Steve Stolipher

COMMISSIONER

Mike Mood

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

From: David Bound

Date: February 19, 2026

Re: Fiscal Note: JC Commission Ambulance Bill Exonerations

JC Commission staff has provided a list of exonerations totaling \$1,532

The items listed as unlivable, or owner occupied have been confirmed with the Assessor's office records, duplicated billings have been confirmed and corrected by staff, and line items noted as sold will be billed to the owner as of July 1 of the current and future years.

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: **February 19, 2026**

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. Report by counsel on Jefferson County Commission's options for representation on Charles Town Utility Board and options to increase service to the citizens of Jefferson County.**

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

Re: Gap View Village HOA Meeting Minutes

From Mark Werner <mark_werner@outlook.com>

Date Tue 2/10/2026 10:32 AM

To Richard A. Sussmann <richard.sussmann@pmpbiz.com>

Cc Cc: Keith A. Stains <keith.stains@pmpbiz.com>; Ed Thomas <ed.thomas@pmpbiz.com>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; cai-info@CALonline.org <cai-info@CALonline.org>; caieducation@CALonline.org <caieducation@CALonline.org>; info@wvohoa.org <info@wvohoa.org>; mike.azinger@wvsenate.gov <mike.azinger@wvsenate.gov>; jason.barrett@wvsenate.gov <jason.barrett@wvsenate.gov>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; donna.boleyn@wvsenate.gov <donna.boleyn@wvsenate.gov>; laura.chapman@wvsenate.gov <laura.chapman@wvsenate.gov>; anne.charnock@wvsenate.gov <anne.charnock@wvsenate.gov>; charles.clements@wvsenate.gov <charles.clements@wvsenate.gov>; vince.deeds@wvsenate.gov <vince.deeds@wvsenate.gov>; scott.fuller@wvsenate.gov <scott.fuller@wvsenate.gov>; joey.garcia@wvsenate.gov <joe.garcia@wvsenate.gov>; amy.grady@wvsenate.gov <amy.grady@wvsenate.gov>; bill.hamilton@wvsenate.gov <bill.hamilton@wvsenate.gov>; craig.hart@wvsenate.gov <craig.hart@wvsenate.gov>; brian.helton@wvsenate.gov <brian.helton@wvsenate.gov>

Hello Richard A. Sussmann, CMCA, AMS, PCAM ®,

I am reaching out today in response to the very first proof of notice [notification](#) for the Gap View Village Homeowners Association annual meeting that I received in my mailbox on February 3, 2026. In addition, this seems like a good time to follow-up on the questions I have been asking since back in November 2025.

The very first proof of notice [notification](#) for the Gap View Homeowners Association annual meeting that I just recently received indicates that the topic of the notification is "RE: Rescheduled 2025 Gap View Village Homeowners Association Annual Meeting."

This is where it begins to get confusing. For example, rescheduled from when? Why was the meeting cancelled?

The very first proof of notice notification for the HOA annual meeting that I recently received indicates that the HOA annual meeting is "rescheduled" for February 10, 2026. When was the original scheduled date? Why was the original scheduled HOA annual meeting cancelled? The very first proof of notice notification for the HOA annual meeting just recently arrived in my mailbox on February 3, 2026. So far, the best I can tell by any other Gap View Village Homeowners Association members that I ask, all of the other HOA members received the first proof of notice notification for the HOA annual meeting in their mailboxes on February 3, 2026, as well. There is an exception for Gap View Village Homeowner Association members that live out of the state of West Virginia. As of February 5, 2026, no Gap View Village Homeowner Association member who I know, that lives out of state, has yet to receive the proof of notice notification for the HOA annual meeting.

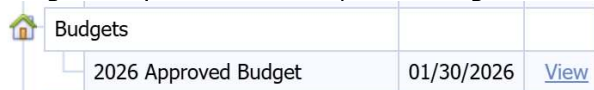
The Bylaws for Gap View Village Homeowners Association, Inc specifically states in Article III, Section 3.2: "Annual Meeting. Annual meetings of Lot Owners shall be held on the first Friday in January."

The Bylaws for Gap View Village Homeowners Association, Inc, specifically states in article III Section 3 .5: "Notice of Meetings. Except for budget meetings which will be noticed not less than 14 nor more than 30 days after the mailing of the summary, the secretary or other officer specified in the Bylaws shall cause notice to be hand-delivered or sent prepaid by United States mail to the mailing address of each Lot or to the mailing address designated in writing by the Lot Owner not less than 10 and no more than 60 days in advance of a meeting. No action shall be adopted at a meeting except as stated in the notice."

The Gap View Village Members received proof of notice notification of the annual Gap View Village Homeowners Association meeting scheduled for February 10, 2026, only 7 days prior to the scheduled meeting date. As of February 5, 2026, some of the out of state Gap View Village Homeowners Association haven't even received the proof of notice notification yet. This is in violation of The Bylaws for Gap View Village Homeowners Association, Inc.

How did the Gap View Village Homeowners Association realistically expect to receive any proxy or absentee ballots returned in time for the vote of an election on February 10, 2026 if the proof of notice notifications that were sent out were printed with postage on January 24, 2026, postmarked in Harrisburg, PA on January 27, 2026, and received by HOA members in their mailboxes on February 3, 2026? Best I can tell that was 11 days. So even if an HOA member completed the election ballot and returned it back in the mail on the same day that they received it in the mail, doesn't stand to reason that Gap View Village Homeowners Association would not begin receiving the voting ballots back until at the earliest, February 13, 2026. For an election scheduled for February 10, 2026.

Richard, in addition, Article III - Lot Owners - Section 3.2 states: "Budget Meeting. Meeting of Lot Owners to consider proposed budgets shall be called in accordance with Sections and of the Covenants . The budget may be considered at Annual or Special Meetings called for other purposes as well." Now here again, Richard. To my knowledge there has been no meeting that has been scheduled and / or taken place to consider the proposed budget for 2026. In fact, Richard, the [agenda](#) included in the very first, recent proof of notice [notification](#) for the Gap View Village Homeowners Association Annual Meeting received by the HOA members on February 3, 2026 indicates that the approval of the 2026 budget will take place at exactly 8:07 PM on February 10, 2026. But yet the 2026 "approved" budget was posted to the Gap View Village Homeowners Association web portal on January 30, 2026.



Budgets		
2026 Approved Budget	01/30/2026	View

Richard, (below thread) back on January 15, 2026 I had a couple of questions. I never received any answers yet. I haven't received any response. If you could just please answer those questions for me?

Richard, then (below thread) back on December 19, 2025, I asked if you could please allow me to review some HOA records. I haven't received any response. If you could please allow me to review these resources?

Richard, a 2024 Winter Gap View Village Newsletter listed the [Gap View Village Homeowners Association meetings for 2024](#). The annual meeting was scheduled for October, 9, 2024.

Richard, another 2024 Winter Gap View Village Newsletter listed the [Gap View Village Homeowners Association meetings for 2025](#). The annual meeting was scheduled for October 7, 2025

Richard, even a 2022 Winter Gap View Village Newsletter listed the [Gap View Homeowners Association meetings for 2023](#). The annual meeting was scheduled for October 11, 2023.

Richard, why are the Gap View Village Homeowners Association Annual Meetings seemingly always held in early October when the The Bylaws for Gap View Village Homeowners Association, Inc specifically states in Article III, Section 3.2: "Annual Meeting. Annual meetings of Lot Owners shall be held on the first Friday in January."

Moving on to the "rescheduled" annual meeting for February 10th, 2026. I believe it is safe for us to assume that, for whatever reason, The Gap View Village Community Manager and Board of Directors have taken it upon themselves to move the HOA annual meeting date from the date stated in the governing documents.

With that, if in fact the HOA annual meeting was rescheduled, it must have been rescheduled from it's originally scheduled date of October 7, 2025. The meeting apparently was canceled leading up to October 7, 2025, as Richard Sussmann has previously indicated on multiple occasions. The annual HOA meeting couldn't be rescheduled until 4 months later in February? What on God's green earth would cause such a delay to postpone the HOA annual meeting 4 months?

Based on past Gap View Village HOA annual meetings, it seems safe to say that proof of notice for the 2025 Gap View Village HOA annual meeting would have been mailed on 08/22/2025 and 09/07/2025. One of those mailings would have included proxy/absentee ballot, agenda, and a postage-paid return envelope. That is, unless the HOA annual meeting was canceled prior to 09/07/2025 and no mailings were sent. But then that would mean it took 5 months to reschedule the HOA annual meeting and then, when rescheduled, provided the HOA members proof of notice only 7 days prior to the scheduled meeting. That doesn't even make any sense. That isn't even logical.

But again, there is no evidence or any indication that there was ever an HOA annual meeting ever scheduled and / or ever canceled.

If the HOA annual meeting was scheduled, for whatever reason, for 10/07/2025. Then when proof of notice was mailed on 08/22/2025 and / or 09/07/2025, one of those mailings would have included proxy/absentee ballot, agenda, and a postage-paid return envelope. Therefore the HOA members would already have had all of these items prior to the 02/03/2026 mailing. The Pitney Bowes Postage machine would also have records & logs of the amount of postage processed around on one of those days, 08/22/2025 or 09/07/2025, where we would expect to match up the postage processed again recently on January 24, 2026 for the February 3rd, 2026 mailings. But why would we re-process all of that postage again? Why would we send out all of those envelopes again? For a "rescheduled" meeting. All of the HOA members would already have all of these items from the original proof of notice mailing. Why wouldn't the HOA request, either during the "cancelations or 02/03/2026 mailings, for the HOA members to us those previously received items?

But again, the best determination that I can make is, the very first time HOA members received any proof of notice for a Gap View Village Homeowners Association Annual Meeting was on February 3, 2026. As of February 5, 2026, some out of state HOA members had not yet received their proof of notice.

Finally Richard, The proof of notice notification mailed out for the Gap View Village Homeowners Association Annual Meeting that was received by at least most HOA members on February 3, 2026. [It is a piece of paper that was mailed in an envelope.](#) On the piece of paper it indicates that to participate in the Zoom meeting to "please click or copy the following link". Then there is a website URL nearly 100 characters long. My question is, how do you make clicking on a piece of paper work? Or, how do you copy a link off of a piece of paper? Seems to me if an HOA member wants to attend the HOA annual meeting they will need to type a nearly 100 character URL into the web browser. Then the proof of notice notification goes on to indicate that the purpose of this meeting being held on February 10, 2026 is to:

1. Approve the 2024 meeting minutes.
2. Elect five persons to the Board of Directors for a term of one year each.

What about approving any 2025 meeting minutes? Where are the meeting minutes from 2025? Why are we approving meeting minutes from 2024 in 2026? Also, you listed 2 purposes for the February 10, 2026 meeting. But then on the agenda included, it indicates approving the 2026 budget. Wouldn't that be purpose 3? That is pretty important, isn't it? Oh wait. That's right. Somehow, some way, the already "approved" 2026 budget was posted to the HOA website on January 30, 2026.

Oh, the proof of notice notification received on February 3, 2026 also indicates "A reminder email blast will be sent closer to the meeting date." How much closer to the meeting date can you get than the actual meeting date, Richard? I know, I know. All along it's been on your list of things to do today, the day of the meeting, right Richard?

I hope you are able to see how not much of any of this is making any sense at all, Richard. Please provide answers to the questions that I have been trying to get answered. Please provide me the access or ability to access the records that I have requested.

You are an epic failure and have failed the residents of Gap View Village miserably. You should be prosecuted for your behavior in the capacity of an HOA Community Manager.

Sincerely,

Mark Werner

From: Mark Werner <mark_werner@outlook.com>

Sent: Thursday, January 15, 2026 4:22 PM

To: Richard A. Sussmann <richard.sussmann@pmpbiz.com>

Cc: Cc: Keith A. Stains <keith.stains@pmpbiz.com>; Ed Thomas <ed.thomas@pmpbiz.com>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; cai-info@CALonline.org <cai-info@CALonline.org>; caieducation@CALonline.org <caieducation@CALonline.org>; info@wvohoa.org <info@wvohoa.org>; mike.azinger@wvsenate.gov <mike.azinger@wvsenate.gov>; jason.barrett@wvsenate.gov <jason.barrett@wvsenate.gov>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; donna.boleyn@wvsenate.gov <donna.boleyn@wvsenate.gov>; laura.chapman@wvsenate.gov <laura.chapman@wvsenate.gov>; anne.charnock@wvsenate.gov <anne.charnock@wvsenate.gov>; charles.clements@wvsenate.gov <charles.clements@wvsenate.gov>; vince.deeds@wvsenate.gov <vince.deeds@wvsenate.gov>; scott.fuller@wvsenate.gov <scott.fuller@wvsenate.gov>; joey.garcia@wvsenate.gov <joey.garcia@wvsenate.gov>; amy.grady@wvsenate.gov <amy.grady@wvsenate.gov>; bill.hamilton@wvsenate.gov <bill.hamilton@wvsenate.gov>; craig.hart@wvsenate.gov <craig.hart@wvsenate.gov>; brian.helton@wvsenate.gov <brian.helton@wvsenate.gov>; glenn.jeffries@wvsenate.gov <glenn.jeffries@wvsenate.gov>; patrick.martin@wvsenate.gov <patrick.martin@wvsenate.gov>; mark.maynard@wvsenate.gov <mark.maynard@wvsenate.gov>; robbie.morris@wvsenate.gov <robbie.morris@wvsenate.gov>; mike.oliverio@wvsenate.gov <mike.oliverio@wvsenate.gov>; rupie.phillips@wvsenate.gov <rupie.phillips@wvsenate.gov>; ben.queen@wvsenate.gov <ben.queen@wvsenate.gov>; rollan.roberts@wvsenate.gov <rollan.roberts@wvsenate.gov>; chris.rose@wvsenate.gov <chris.rose@wvsenate.gov>; randy.smith@wvsenate.gov <randy.smith@wvsenate.gov>; mike.stuart@wvsenate.gov <mike.stuart@wvsenate.gov>; tom.takubo@wvsenate.gov <tom.takubo@wvsenate.gov>; darren.thorne@wvsenate.gov <darren.thorne@wvsenate.gov>; eric.tarr@wvsenate.gov <eric.tarr@wvsenate.gov>; jay.taylor@wvsenate.gov <jay.taylor@wvsenate.gov>; jay.taylor@wvsenate.gov <jay.taylor@wvsenate.gov>; darren.thorne@wvsenate.gov <darren.thorne@wvsenate.gov>; ryan.weld@wvsenate.gov <ryan.weld@wvsenate.gov>; tom.willis@wvsenate.gov <tom.willis@wvsenate.gov>; mike.woelfel@wvsenate.gov <mike.woelfel@wvsenate.gov>; jack.woodrum@wvsenate.gov <jack.woodrum@wvsenate.gov>; Wayne.Clark@wvhouse.gov <Wayne.Clark@wvhouse.gov>; joe.funkhouser@wvhouse.gov <joe.funkhouser@wvhouse.gov>; chris.anders@wvhouse.gov <chris.anders@wvhouse.gov>; bill.ridenour@wvhouse.gov <bill.ridenour@wvhouse.gov>; dbound@jeffersoncountywv.org <dbound@jeffersoncountywv.org>; ldillow@jeffersoncountywv.org <ldillow@jeffersoncountywv.org>; jjames@jeffersoncountywv.org <jjames@jeffersoncountywv.org>; rgoodwin@jeffersoncountywv.org <rgoodwin@jeffersoncountywv.org>; ebenites@jeffersoncountywv.org <ebenites@jeffersoncountywv.org>; pmajdi@jeffersoncountywv.org <pmajdi@jeffersoncountywv.org>; jhefestay@jeffersoncountywv.org <jhefestay@jeffersoncountywv.org>; Patricia Rucker <patricia.rucker@wvsenate.gov>; Arlene Wentz <awentz@greatermd.bbb.org>; info@wvohoa.org <info@wvohoa.org>; info@greatermd.bbb.org <info@greatermd.bbb.org>; info@wvohoa.org <info@wvohoa.org>; rkieser@mybbb.org <rkieser@mybbb.org>; caieducation@CALonline.org <caieducation@CALonline.org>; government@CALonline.org <government@CALonline.org>; cai-info@CALonline.org <cai-info@CALonline.org>; mail@cai-wv.org <mail@cai-wv.org>

Subject: Re: Gap View Village HOA Meeting Minutes

Hi Richard,

Funny story. I was watching a hearing taking place in Washington yesterday. Senator Hawley was asking a one Dr. Verma a simple question that required a simple answer. I found myself briefly living vicariously through Senator Hawley while I allowed you, Richard Sussmann, to live vicariously through Dr. Verma. Check it out.

<https://www.foxnews.com/politics/hawley-moody-react-after-heated-senate-abortion-hearing-exchange-can-men-get-pregnant>

In any case, while watching that hearing I was reminded of you and I still haven't received any acceptable responses from you regarding my questions outlined through the thread below, which began as early as November 3, 2025. Over 2 months ago, Richard. Why is it so difficult to get reasonable, acceptable answers to simple questions?

Richard, again, can you please provide me answers to the questions that I have been asking in the thread below?

In addition, Richard, Within the Bylaws of Gap View Village Homeowners Association, Inc., Article III "Lot Owners", Section 3.1 states:

"Annual Meeting. Annual meetings of Lot Owners shall be held on the first Friday in January. At such meeting, the Directors shall be elected by ballot of the Lot Owners, in accordance with the provisions of Article II of the bylaws. The Lot Owners may transact other business at such meetings as may properly come before them."

Richard, tomorrow, January 16th, will be the third Friday in January. In addition to providing me acceptable answers to my afore mentioned questions, that will actually answer the questions that I have been asking you for since November 2025, can you please answer the following 2 questions as well?

1. Richard, I have no knowledge of and never received any notification for the annual meeting stated in Article III, Section 3.1 of the Bylaws of Gap View Village Homeowners Association, Inc. Can you please explain, Richard? Is there something that I am missing?
2. Richard, I have no knowledge of and never received a ballot for electing the Directors of the HOA as stated in Article III, Section 3.1 of the Bylaws of Gap View Village Homeowners Association, Inc. Can you please explain, Richard? Is there something that I am missing?

Richard, the two questions above simply piggy back onto the simple questions that I have been asking you in the thread below since November 2025. This is all becoming more disturbing and troubling for me, Richard. None of it seems to make any sense at all to me, Richard. None of it adds up. As I indicated to you on December 19, 2025, I don't believe you, Richard. Which is fine. It's possibly something I overlooked. Who knows? However, as it stands, I haven't received any responses or any confirmations or any clarifications from you. I want to believe. I am helping you help me believe you.

Sincerely,

Mark Werner

From: Mark Werner <mark_werner@outlook.com>

Sent: Friday, December 19, 2025 12:04 AM

To: Richard A. Sussmann <richard.sussmann@pmpbiz.com>

Cc: Cc: Keith A. Stains <keith.stains@pmpbiz.com>; Ed Thomas <ed.thomas@pmpbiz.com>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; cai-info@CALonline.org <cai-info@CALonline.org>; caieducation@CALonline.org <caieducation@CALonline.org>; info@wvohoa.org <info@wvohoa.org>; mike.azinger@wvsenate.gov <mike.azinger@wvsenate.gov>; jason.barrett@wvsenate.gov <jason.barrett@wvsenate.gov>; kevan.bartlett@wvsenate.gov <kevan.bartlett@wvsenate.gov>; donna.boleyn@wvsenate.gov <donna.boleyn@wvsenate.gov>; laura.chapman@wvsenate.gov <laura.chapman@wvsenate.gov>; anne.charnock@wvsenate.gov <anne.charnock@wvsenate.gov>; charles.clements@wvsenate.gov <charles.clements@wvsenate.gov>; vince.deeds@wvsenate.gov <vince.deeds@wvsenate.gov>; scott.fuller@wvsenate.gov <scott.fuller@wvsenate.gov>; joey.garcia@wvsenate.gov <joey.garcia@wvsenate.gov>; amy.grady@wvsenate.gov <amy.grady@wvsenate.gov>; bill.hamilton@wvsenate.gov <bill.hamilton@wvsenate.gov>; craig.hart@wvsenate.gov <craig.hart@wvsenate.gov>; brian.helton@wvsenate.gov <brian.helton@wvsenate.gov>; glenn.jeffries@wvsenate.gov <glenn.jeffries@wvsenate.gov>; patrick.martin@wvsenate.gov <patrick.martin@wvsenate.gov>; mark.maynard@wvsenate.gov <mark.maynard@wvsenate.gov>; robbie.morris@wvsenate.gov <robbie.morris@wvsenate.gov>; mike.oliverio@wvsenate.gov <mike.oliverio@wvsenate.gov>; rupie.phillips@wvsenate.gov <rupie.phillips@wvsenate.gov>; ben.queen@wvsenate.gov <ben.queen@wvsenate.gov>; rollan.roberts@wvsenate.gov <rollan.roberts@wvsenate.gov>; chris.rose@wvsenate.gov <chris.rose@wvsenate.gov>; randy.smith@wvsenate.gov <randy.smith@wvsenate.gov>; mike.stuart@wvsenate.gov <mike.stuart@wvsenate.gov>; tom.takubo@wvsenate.gov <tom.takubo@wvsenate.gov>; darren.thorne@wvsenate.gov <darren.thorne@wvsenate.gov>; eric.tarr@wvsenate.gov <eric.tarr@wvsenate.gov>; jay.taylor@wvsenate.gov <jay.taylor@wvsenate.gov>; jay.taylor@wvsenate.gov <jay.taylor@wvsenate.gov>; darren.thorne@wvsenate.gov <darren.thorne@wvsenate.gov>; ryan.weld@wvsenate.gov <ryan.weld@wvsenate.gov>; tom.willis@wvsenate.gov <tom.willis@wvsenate.gov>; mike.woelfel@wvsenate.gov <mike.woelfel@wvsenate.gov>; jack.woodrum@wvsenate.gov <jack.woodrum@wvsenate.gov>; Wayne.Clark@wvhouse.gov <Wayne.Clark@wvhouse.gov>; joe.funkhouser@wvhouse.gov <joe.funkhouser@wvhouse.gov>; chris.anders@wvhouse.gov <chris.anders@wvhouse.gov>; bill.ridenour@wvhouse.gov <bill.ridenour@wvhouse.gov>; dbound@jeffersoncountywv.org <dbound@jeffersoncountywv.org>; ldillow@jeffersoncountywv.org <ldillow@jeffersoncountywv.org>; jjames@jeffersoncountywv.org <jjames@jeffersoncountywv.org>; rgoodwin@jeffersoncountywv.org <rgoodwin@jeffersoncountywv.org>; ebenites@jeffersoncountywv.org <ebenites@jeffersoncountywv.org>;

pmajdi@jeffersoncountywv.org <pmajdi@jeffersoncountywv.org>; jhefestay@jeffersoncountywv.org <jhefestay@jeffersoncountywv.org>; Patricia Rucker <patricia.rucker@wvsenate.gov>; Arlene Wentz <awentz@greatermd.bbb.org>; info@wvohoa.org <info@wvohoa.org>; info@greatermd.bbb.org <info@greatermd.bbb.org>; info@wvohoa.org <info@wvohoa.org>; rkieser@mybbb.org <rkieser@mybbb.org>; caieducation@CALonline.org <caieducation@CALonline.org>; government@CALonline.org <government@CALonline.org>; cai-info@CALonline.org <cai-info@CALonline.org>

Subject: Re: Gap View Village HOA Meeting Minutes

Hi Richard Sussmann - Property Management People, Inc.,

Yes, I am aware what you noted in last week's response (11/5/25). What do you think prompted me to follow-up on November 11/7/2025 in effort to better help clarify what it is I was asking you and to make it as simple as possible for you to respond to me with the answers that I was looking for. You can't even do that, Richard. You can't even do that. As a Community Manager of an HOA you exhibit time and again that you are unable to provide clear & concise responses or answers to the HOA members for simple, basic inquires or questions. Your answers are short and evasive, and in most cases don't provide what anyone would deem an acceptable answer from an HOA Community Manager. That is, whenever you feel like responding at all. Your answers, along with your behavior in your role as an HOA Community Manager, are inexcusable and unacceptable. And this is your ongoing, continuous, demonstrated behavior.

I am sorry, Richard. I do not believe you.

I will be following up in more detail about your, what I like to call, "Lipstick on a Pig Traffic Sign Project". That is a whole different deal. It's coming. But for now...

I want to provide you with just a short summary as to why I don't believe you, as well as what you can do to remedy my disbelief in you.

- The meeting minutes from the July 10, 2024 Gap View Village Homeowners Association meeting states in section V. New Business "B. MOTION by Raley and seconded by Master to table the issue of replacing traffic signs to provide more time to review the number and location of the signs. The Motion carried by a vote of 4-0-0." It is important to note this is the last time that any Gap View Village Homeowners Association Board of Directors meeting minutes were made available to me. Over 1 year ago.
- The Winter 2024-2025 Gap View Village Homeowners Association Newsletter, distributed to Gap View Homeowners Association members on approximately January 22, 2025, offers congratulations to those people who were elected to the 2024-2025 Board of Directors. Those elections would have taken place at the October 2024 (annual meeting).
- The Winter 2024-2025 Gap View Village Homeowners Association Newsletter, distributed to Gap View Homeowners Association members on approximately January 22, 2025, indicates that there will be Gap View Village Homeowners Association Board of Directors meetings held in 2025 on January 21, April 8, July 8, October 7.
- I still have not been provided or been able to access or obtain meeting minutes from the January 21, 2025 meeting. If you feel as though you would like to make those meeting minutes available to me at this time, you can.
- I still have not been provided or been able to access or obtain meeting minutes from the April 8, 2025 meeting. If you feel as though you would like to make those meeting minutes available to me at this time, you can.
- I received notification for a Gap View Village Homeowners Association meeting on July 3, 2025 for the meeting being held on July 8, 2025. You have since indicated to me on multiple occasions when I have requested the meeting minutes that the meeting on July 8, 2025 was cancelled thus there are no meeting minutes available. I never received any notification that the meeting on July 8, 2025 was cancelled.
- You have indicated to me that the July 8, 2025 Gap View Village Homeowners Association Board of Directors annual meeting was cancelled thus there are no meeting minutes available.
- I never received any notification for the scheduled Gap View Village Homeowners Association Board of Directors annual meeting for October 7, 2025. That is to say, I also never received any notification or correspondence for voting and electing the Board of Directors at the annual meeting in October 2025.
- I never received any notification for the cancellation of the Gap View Village Homeowners Association Board of Directors annual meeting for October 7, 2025.

- According to Richard Sussmann. There are no meeting minutes available for any of the Gap View Homeowners Association Board of Directors meetings that were held in 2025. Or at least they are not being made available to me.
- According to Richard Sussman. No Gap View Homeowners Association Board of Directors meetings took place in July 2025 or October 2025. Richard Sussmann indicated that both meetings were cancelled.
- According to Richard Sussmann. No annual Gap View Village Homeowners Association Board of Directors took place on October 2025. Therefore No vote or election was conducted to elect the Board of Directors for the year 2026. In addition, the Gap View Village Homeowners Association did not conduct or closeout any year end business.
- In regard to traffic signs during a Gap View Homeowners Association Board of Directors meeting that took place on July 10, 2024. The Board of Directors voted unanimously to table the issue of replacing traffic signs to provide more time to review the number and location of the signs. But yet in July - August of 2025, one year later, the Gap View Homeowners Association sent out a separate notification to HOA members indicating that we "might have seen" that the Homeowners Association is "in the process" of replacing traffic signs. And, "the project is almost complete." So we went from tabling the idea one year ago to the next, separate, communication one year later, the project is almost complete.
- I have been unable to obtain, access, or receive meeting minutes from the Gap View Village Homeowners Association Board of Directors meetings for any of the meetings that took place in the entire year 2025. Gap View Village Homeowners Association has not provided any communication newsletter to it's HOA members for nearly 1 year now.

I would like to begin here, Richard.

1. Please forward to me the original notification sent out to Gap View Village HOA members regarding the cancelation of the Gap View Village Homeowners Association Board of Directors meeting that was to be held on July 8, 2025. It needs to be the original notification, Richard. Before you suggest that you no longer have the original, I want to encourage you to connect with the Information Systems team at Property Management People, Inc. You know, the same people that apparently don't know how to retrieve Zoom meeting attendee lists from a Zoom Meeting. Get them to restore this information from your data center backups. You are required to have and provide this information just the same as the meeting attendee lists from the Gap View Village Homeowners Association Board of Directors meetings - that you cannot provide. You are required to have and provide this information.
2. Please forward to me the original notification sent out to Gap View Village HOA members regarding the scheduling of the Gap View Village Homeowners Association Board of Directors annual meeting that was to be held on October 7, 2025. It needs to be the original notification, Richard. Before you suggest that you no longer have the original, I want to encourage you to connect with the Information Systems team at Property Management People, Inc. You know, the same people that apparently don't know how to retrieve Zoom meeting attendee lists from a Zoom Meeting. Get them to restore this information from your data center backups. You are required to have and provide this information just the same as the meeting attendee lists from the Gap View Village Homeowners Association Board of Directors meetings - that you cannot provide. You are required to have and provide this information.
3. Please forward to me the original notification sent out to Gap View Village HOA members regarding the cancellation of the Gap View Village Homeowners Association Board of Directors annual meeting that was to be held on October 7, 2025. It needs to be the original notification, Richard. Before you suggest that you no longer have the original, I want to encourage you to connect with the Information Systems team at Property Management People, Inc. You know, the same people that apparently don't know how to retrieve Zoom meeting attendee lists from a Zoom Meeting. Get them to restore this information from your data center backups. You are required to have and provide this information just the same as the meeting attendee lists from the Gap View Village Homeowners Association Board of Directors meetings - that you cannot provide. You are required to have and provide this information.

We will start there. If for any reason you are unable to provide the information to me please let me know with reasons explaining why. Or feel free to contact me to schedule time to meet to discuss.

To the people at Community Associations Institute and West Virginia Organization of Homeowners Associations. Please advise if anything in this correspondence that I have requested as an HOA member from an HOA Community

Manager is unreasonable or not allowed as an HOA member. In addition, please advise the same regarding my similar requests below on November 7th and 3rd.

Sincerely,

Mark Werner

From: Richard A. Sussmann <richard.sussmann@pmpbiz.com>
Sent: Monday, November 10, 2025 5:00 PM
To: Mark Werner <mark_werner@outlook.com>
Cc: Keith A. Stains <keith.stains@pmpbiz.com>; Ed Thomas <ed.thomas@pmpbiz.com>
Subject: RE: Gap View Village HOA Meeting Minutes

Greetings,

As noted in last week's response (11/5/25), there are no documents responsive to your request. Additionally, a notice will be provided when the Board reschedules the October meeting.

Regarding the newsletter, the Board's last approved edition was sent to the members in January of this year. When the Board approves another edition, it will be sent to the members.

Sincerely,

Richard A. Sussmann, CMCA, AMS, PCAM ®
Community Manager
Property Management People, Inc.
340 Edmond Road, Suite E
Kearneysville, WV 25430
Phone: 681-252-0217 x1902
Fax: 304-725-5986
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Please consider the environment before printing this e-mail.

From: Mark Werner <mark_werner@outlook.com>
Sent: Friday, November 7, 2025 3:23 PM
To: Richard A. Sussmann <richard.sussmann@pmpbiz.com>
Cc: Keith A. Stains <keith.stains@pmpbiz.com>; Ed Thomas <ed.thomas@pmpbiz.com>; kevan.bartlett@wvsenate.gov; cai-info@CALonline.org; caieducation@CALonline.org; info@wvhoa.org; mike.azinger@wvsenate.gov; jason.barrett@wvsenate.gov; kevan.bartlett@wvsenate.gov; donna.boleyn@wvsenate.gov; laura.chapman@wvsenate.gov; anne.charnock@wvsenate.gov; charles.clements@wvsenate.gov; vince.deeds@wvsenate.gov; scott.fuller@wvsenate.gov; joey.garcia@wvsenate.gov; amy.grady@wvsenate.gov; bill.hamilton@wvsenate.gov; craig.hart@wvsenate.gov; brian.helton@wvsenate.gov; glenn.jeffries@wvsenate.gov; patrick.martin@wvsenate.gov; mark.maynard@wvsenate.gov; robbie.morris@wvsenate.gov; mike.oliverio@wvsenate.gov; rupie.phillips@wvsenate.gov; ben.queen@wvsenate.gov; rollan.roberts@wvsenate.gov; chris.rose@wvsenate.gov; randy.smith@wvsenate.gov; mike.stuart@wvsenate.gov; tom.takubo@wvsenate.gov; darren.thorne@wvsenate.gov; eric.tarr@wvsenate.gov; jay.taylor@wvsenate.gov; jay.taylor@wvsenate.gov; darren.thorne@wvsenate.gov; ryan.weld@wvsenate.gov; tom.willis@wvsenate.gov; mike.woelfel@wvsenate.gov; jack.woodrum@wvsenate.gov; Wayne.Clark@wvhouse.gov; joe.funkhouser@wvhouse.gov; chris.anders@wvhouse.gov;

bill.ridenour@wvhouse.gov; dbound@jeffersoncountywv.org; ldillow@jeffersoncountywv.org; jjames@jeffersoncountywv.org; rgoodwin@jeffersoncountywv.org; ebenites@jeffersoncountywv.org; pmajdi@jeffersoncountywv.org; jhefestay@jeffersoncountywv.org; Patricia Rucker <patricia.rucker@wvsenate.gov>; Arlene Wentz <awentz@greatermd.bbb.org>

Subject: Re: Gap View Village HOA Meeting Minutes

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Hi Richard,

My apologies. I am not sure what the disconnect is. I communicate with a lot of different people. For the most part, I don't sense there is any sort of communication disconnect. However with you, Community Manager of my HOA, I seemingly always find myself either wondering why I never receive a response from you or I am staring at a response from you in my email thinking, "Huh?" There is a sense that you are resistant, or making an effort to not be open and transparent, or there is something to hide. I don't know.

Then I thought it could be me. I never claim to be smart. I can be pretty stupid. I thought maybe because you have an advanced college degree and all of those professional certifications that maybe your level of intellect is just too far advanced beyond my level for me to be able to comprehend.

So I thought of an idea. If you don't mind bearing with me and having some patience with my stupid self. This should be super easy for you and you would really be helping me out to have a clearer understanding.

Based on my recent inquires to you and your response to me, below I am going to provide what I believe to be our understanding regarding the inquiries to you that I had. All you will need to do is read our understandings and respond yes or no to confirm whether or not you have the same understanding. In fact, to make this super easy you can just respond with Y for yes or N for no.

1. The last Gap View Village Homeowners Association Board of Directors meeting took place in April 2025. There was no Gap View Village Board Directors meeting held July 2025 or October 2025 (annual meeting). Thus there are no meeting minutes available from July 2025 or October 2025 (annual meeting). Notifications for the July 2025 and October 2025 (annual meeting) Gap View Village Homeowners Association Board of Directors meetings were sent out to all Gap View Village Homeowners Association members. Subsequently, notification of cancelation for the July 2025 and October 2025 (annual meeting) Gap View Village Homeowners Association Board of Directors meetings were sent out to all Gap View Village Homeowners Association members. If there is a January 2026 Gap View Village Homeowners Association Board of Directors meetings held it will have been 9 months in between Gap View Village Homeowners Association Board of Directors meetings.
2. The last Gap View Village Homeowners Association Newsletter produced and distributed to all Gap View Village Homeowners Association members was "2024-2025 Winter Newsletter Final"
3. The Gap View Village Homeowners Association has discontinued publication of the Gap View Village Homeowners Association Newsletter.

Sincerely,

Mark Werner

From: Richard A. Sussmann <richard.sussmann@pmpbiz.com>

Sent: Wednesday, November 5, 2025 8:34 AM

To: Mark Werner <mark_werner@outlook.com>

Cc: Keith A. Stains <keith.stains@pmpbiz.com>; Ed Thomas <ed.thomas@pmpbiz.com>

Subject: RE: Gap View Village HOA Meeting Minutes

Greetings,

There are no documents responsive to your requests.

The October Board meeting was canceled. When the Board picks a new date, a notice will be provided.

Sincerely,

Richard A. Sussmann, CMCA, AMS, PCAM ®

Community Manager

Property Management People, Inc.

340 Edmond Road, Suite E

Kearneysville, WV 25430

Phone: 681-252-0217 x1902

Fax: 304-725-5986

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Please consider the environment before printing this e-mail.

From: Mark Werner <mark_werner@outlook.com>

Sent: Monday, November 3, 2025 5:31 PM

To: Richard A. Sussmann <richard.sussmann@pmpbiz.com>

Cc: Keith A. Stains <keith.stains@pmpbiz.com>; Ed Thomas <ed.thomas@pmpbiz.com>; cai-info@CALonline.org; caieducation@CALonline.org; info@wvohoa.org; mike.azinger@wvsenate.gov; jason.barrett@wvsenate.gov; kevan.bartlett@wvsenate.gov; donna.bolely@wvsenate.gov; laura.chapman@wvsenate.gov; anne.charnock@wvsenate.gov; charles.clements@wvsenate.gov; vince.deeds@wvsenate.gov; scott.fuller@wvsenate.gov; joey.garcia@wvsenate.gov; amy.grady@wvsenate.gov; bill.hamilton@wvsenate.gov; craig.hart@wvsenate.gov; brian.helton@wvsenate.gov; glenn.jeffries@wvsenate.gov; patrick.martin@wvsenate.gov; mark.maynard@wvsenate.gov; robbie.morris@wvsenate.gov; mike.oliverio@wvsenate.gov; rupie.phillips@wvsenate.gov; ben.queen@wvsenate.gov; rollan.roberts@wvsenate.gov; chris.rose@wvsenate.gov; randy.smith@wvsenate.gov; mike.stuart@wvsenate.gov; tom.takubo@wvsenate.gov; darren.thorne@wvsenate.gov; eric.tarr@wvsenate.gov; jay.taylor@wvsenate.gov; jay.taylor@wvsenate.gov;

darren.thorne@wvsenate.gov; ryan.weld@wvsenate.gov; tom.willis@wvsenate.gov; mike.woelfel@wvsenate.gov;
jack.woodrum@wvsenate.gov; Wayne.Clark@wvhouse.gov; joe.funkhouser@wvhouse.gov; chris.anders@wvhouse.gov;
bill.ridenour@wvhouse.gov; dbound@jeffersoncountywv.org; ldillow@jeffersoncountywv.org; jjames@jeffersoncountywv.org;
rgoodwin@jeffersoncountywv.org; ebenites@jeffersoncountywv.org; pmajadi@jeffersoncountywv.org; jhefestay@jeffersoncountywv.org;
Patricia Rucker <patricia.rucker@wvsenate.gov>; Arlene Wentz <awentz@greatermd.bbb.org>

Subject: Gap View Village HOA Meeting Minutes

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Richard,

I still am unable to locate the meeting minutes from the July 2025 Gap View Village HOA Board meeting. They don't seem to be located where you indicate that they are located. Maybe you can take a minute a point me to where I can find the meeting minutes. Better yet, perhaps you could easily, simply send the meeting minutes directly to me to be sure that I get them. This is ridiculous. I think I have requested these meetings minutes 6 times now. Why does an HOA member have to continue, repeatedly beg you for information that should be readily available to them? In addition, aren't the Gap View Village Board meetings held quarterly? If so, wouldn't that mean there would have been another board meeting in October 2025? I never received any notification about that meeting. Are there meeting minutes available for October 2025 as well?

Also, Richard, I have not received a 2025 Gap View Spring Newsletter - Final. I have not received a 2025 Gap View Summer Newsletter - Final. I have not received a 2025 Gap View Fall Newsletter - Final.

I have also requested these a few times as well. Did Gap View HOA discontinue the newsletters? If not, can you please direct me to where I can locate them. Or, you can easily, simply, send them directly to me if you like. It makes no sense to me why I have to keep repeatedly requesting this information.

Documents

Note	Added	Link
 Public		
 Architectural		
Architectural Change Application - Fillable	02/21/2024	View
Architectural Application	06/29/2015	View
 Architectural		
Architectural Guidelines	06/07/2010	View
 Budgets		
2025 Approved Budget	10/14/2024	View
 Governing		
Gap View P10-004 Homeowner Involvement in HOA	11/29/2010	View
Gap View P10-002 R&R Hiker Biker Trails	11/29/2010	View
Gap View A08-001 Committee Charter	11/29/2010	View
Gap View P07-001 Violation Policy	11/29/2010	View
Gap View P07-002 Collection Policy Resolution	11/29/2010	View
CCRs	11/29/2010	View
ByLaws	11/29/2010	View
Articles of Incorporation	11/29/2010	View



Other

Jefferson County Noise Ordinance

07/20/2022

[View](#)

Sincerely,

Mark Werner

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