



JEFFERSON COUNTY COMMISSION

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

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

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PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Mike Mood

COMMISSIONER

Steve Stolipher

MEETING AGENDA

JEFFERSON COUNTY COMMISSION

Thursday, March 5, 2026

Commission meeting: 9:30 a.m.

County Commission Meeting Room

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

Zoom Broadcast (live):

<https://us06web.zoom.us/j/87936883404?pwd=bI9qokzmr5tZCUYslaG0zKOTyw7pm.1>

Meeting ID: 879 3688 3404

Passcode: 526700

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

I. Call to Order

II. Prayer – Moment of silence

III. Pledge of Allegiance

IV. Pledge of Allegiance to the West Virginia Flag

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

V. Consent Agenda

1. Approval of Minutes

- a. February 17, 2026 BORE DRAFT Minutes
- b. February 19, Regular Commission Meeting DRAFT Minutes

2. Approval of Accounts Payable:

- a. February 19, 2026 **\$ 395,119.57**
- b. February 26, 2026 **\$ 926,843.57**

3. Approval of Manual Checks:

- | | |
|----------------------|---------------|
| a. February 19, 2026 | \$ 477,245.48 |
| b. February 26, 2026 | \$ 30,535.74 |

4. Approval of Payroll:

- | | |
|----------------------|---------------|
| a. February 27, 2026 | \$ 484,921.20 |
|----------------------|---------------|

5. Approval of Requisitions:

- | | |
|------------------|---------------|
| a. March 5, 2026 | \$ 307,340.72 |
|------------------|---------------|

6. Approval of Hires

- | |
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| a. Approval to hire—Fellow—Jefferson County Development Authority |
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VI. Announcements

Please note:

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

Report if there are changes in the agenda if applicable.

VII. Public Comment

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

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

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

- | | | |
|----|---------|---|
| 1. | 9:40 am | Angie Banks, Jefferson County Assessor (pgs. 37-42)
1.1 Exonerations |
| 2. | 9:45 am | Years of Service Awards |

3. 10:00 am County Clerk Jacki Shadle and Nikki Painter, County Clerk's Office (pgs. 43-102)
 - 3.1 Reopen the estates of Mary M. Gruber and Claudia Jean Patterson
 - 3.2 Monthly Review of New Estates, Accountings and Waivers Of Final Settlements
 - 3.3 Petition to Remove Carol S. Blumenthal as Executrix on the Estate of Jo Jacob Miller
 - 3.4 Change Precinct 34 Voting location from Shepherdstown Elementary to Shepherdstown Middle School
 - 3.5 Primary Election Update
 - 3.6 Update on County Clerk services available at the new Jefferson County Government Complex

4. 10:15 am Adam Ward, Prosecuting Attorney's Office (pgs. 103-104)
 - 4.1 Approval to hire- Assistant Prosecuting Attorney- Jefferson County Prosecuting Attorney's Office

5. 10:20 am Tom Hansen, Jefferson County Sheriff's Office (pg. 105)
 - 5.1 Review and approve revised dog ordinance

6. 10:25 am GIS Layer added to pending transmission lines (Majdi/Keys) (pg. 106)

7. 10:45 am Boards and Commissions (pgs. 107-140)
 - 7.1 Approval of bylaws- The Jefferson County Emergency Services Council
 - 7.2 Consider the appointments, membership, and makeup of the following boards:
 - 7.2.1 Board of Zoning Appeals
 - 7.2.2 Eastern Panhandle Transit Authority
 - 7.2.3 HOME Consortium
 - 7.2.4 Water Advisory Committee: Charles Town Utility Board
 - 7.3 Recognition of a life of service- Martin Burke, Historic Landmarks Commission

8. 11:30 am Roger Goodwin, director of Engineering, Planning, and Zoning (pgs. 141-307)
 - 8.1 DR Horton, INC-Magnolia Springs Phase 2 file # 21-18-SD request for bond reduction
 - 8.2 BZA Variance Application Refund Requests
 - 8.3 Presentation of Calendar Year 2025 Annual Report for the Office of Impact Fees
 - 8.4 Presentation of the FY 2027 Capital Improvement Plan for the Office of Impact Fees
 - 8.5 Landowner Petition for a Zoning Map Amendment for

Shepherdstown Profit Center, LLC, Shepherdstown District, Map 8, Parcel 10.7 containing a total of approximately 2 acres. Request to schedule a Public Hearing and refer the application to the Planning Commission for recommendation on the consistency of the request with the Comprehensive Plan.

9. 12:00 pm Jessica James, chief human resources officer (pgs. 308-321)
 - 9.1 Consideration and Approval of County Leave Donation Policy
 - 9.2 Approval of merit pay increases consistent with Policy 217 for employees of non-elected departments and offices
10. 12:10 pm Gabriel Areizaga, director Information Technology Department (pg. 322)
 - 10.1 Brief the Commission prior to committing to any infrastructure purchase
11. 12:20 pm David Bound, chief financial officer (pgs. 323-333)
 - 11.1 Commission Ambulance Fee Exonerations
 - 11.2 FY 26 Budget Adjustments
12. 12:30 pm Eddie Benites-LM, county administrator (pgs. 334-341)
 - 12.1 Letter of support- Route 9 BUILD Grant
 - 12.2 JCC Community Project Funding requests
 - 12.3 Update regarding Commission requests of Engineering, Planning, and Zoning
 - 12.4 Update regarding commissioners voting on boards
13. 1:00 pm Nathan Cochran, Jefferson Prosecuting Attorney's Office (pg. 342)
 - 13.1 Report by counsel on Jefferson County Commission's options for representation on Charles Town Utility Board and options to increase service to citizens to Jefferson County

IX. Additional public comment.

CORRESPONDENCE