



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, March 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/85293457403?pwd=Gcpb14WehnoPjI8jvAHJSR8ZChnKy r.1>

Meeting ID: 852 9345 7403

Passcode: 787789

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: Update on building transition plans

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. 4-34)

a. March 5, 2026 Regular Meeting DRAFT Minutes

2. Approval of Accounts Payable:

- | | |
|-------------------|---------------|
| a. March 5, 2026 | \$81,386.97 |
| b. March 12, 2026 | \$ 613,107.44 |

3. Approval of Manual Checks:

- | | |
|-------------------|---------------|
| a. March 5, 2026 | \$ 2,208.71 |
| b. March 12, 2026 | \$ 759,802.06 |

4. Approval of Payroll:

- | | |
|----------------------|---------------|
| a. February 27, 2026 | \$ 484,921.20 |
| b. March 13, 2026 | \$ 468,604.04 |

5. Approval of Requisitions: (pg. 35)

- | | |
|-------------------|---------------|
| a. March 19, 2026 | \$ 922,391.35 |
|-------------------|---------------|

6. Approval of Hires

- a. Approval to hire-Director of Economic Development-Executive Director
Jefferson County Development Authority

VI. Announcements

Please note:

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

Report if there are changes in the agenda if applicable.

VII. Public Comment

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

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

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

New Business

1. 6:05 pm Nikki Painter, County Clerk's Office **(pgs. 36-45)**
 - 1.1 Poll worker and alternate approval—2026 Primary
2. 6:15 pm Girl Scouts (GSUSA) Jefferson County Service Unit 15-08 (Keys) **(pg. 46)**
3. 6:30 pm Laura Kuhn, director of Fleet and Facilities Management **(pgs.47-56)**
 - 3.1 Request for approval of the Request for Qualifications (RFQ) to solicit a Commercial Real Estate Brokerage Firm for the sale of the County Commission buildings in downtown Charles Town
4. 6:45 pm David Bound, chief financial officer **(pgs. 57-64)**
 - 4.1 Commission Ambulance Fee Exonerations
 - 4.2 Budget Adjustments
 - 4.3 Public Safety and Mental Health Initiative Grant
5. 7:00 pm Boards and Commissions **(pg. 65)**
 - 5.1 Public Hearing: Eastern Panhandle HOME Consortium
6. 7:15 pm Nathan Cochran, Assistant Prosecuting Attorney **(pg. 66)**
 - 6.1 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.
 - 6.2 Report by counsel on Jefferson County Circuit Court Case No. CC-19-2023-C-221 and consideration of recent developments in the case.
7. 7:20 pm Edwina Benites-LM, county administrator **(pg. 67)**
 - 7.1 WV Legislative Session overview

IX. Additional public comment.**X. Adjourn****CORRESPONDENCE (pgs. 68-98)**

CTUB Meeting Minutes

David Tabb, letter

Gary Towne, email

William Foster, letter

