



# JEFFERSON COUNTY COMMISSION

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

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

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT  
Pasha Majdi

COMMISSIONER  
Jack Hefestay

COMMISSIONER  
Cara Keys

COMMISSIONER  
Mike Mood

COMMISSIONER  
Steve Stolipher

## MEETING AGENDA JEFFERSON COUNTY COMMISSION

Thursday, April 2, 2026

Commission meeting: 9:30 a.m.

County Commission Meeting Room

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

Virtual Stream: <https://www.youtube.com/@JeffCoWV>

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

Public comments are accepted in-person or via email- [info@jeffcowv.gov](mailto: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 (pgs. 5-9)
  - a. March 19, 2026 Regular Commission Meeting DRAFT Minutes
2. Approval of Accounts Payable:
  - a. March 19, 2026 \$ 241,980.55
  - b. March 26, 2026 \$ 824,398.48
3. Approval of Manual Checks:
  - a. March 19, 2026 \$ 6,311.88
  - b. March 27, 2026 \$ 152,474.94

4. Approval of Payroll:
  - a. March 27, 2026 \$ 482,158.82
5. Approval of Requisitions: (pg. 10)
  - a. April 2, 2026 \$ 234,048.88
6. Approval of Hires (pgs. 11-12)
  - a. Approval of Hires – 2 FF/EMT I positions for Jefferson County Emergency Services Agency
  - b. Approval of Promotions, Post-Probationary Increases, and Correction of Clerical Errors
  - c. Approval of Correction of Clerical Error

## **VI. Announcements**

*Please note:*

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

Report if there are changes in the agenda if applicable.

## **VII. Public Comment**

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

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

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

### **New Business**

1. 9:40 am Angie Banks, Jefferson County Assessor (pgs. 13-14)
  - 1.1 Exonerations
2. 9:45 am Years of Service Awards

3. 10:00 am Nikki Painter, County Clerk's Office **(pgs. 15-33)**
  - 3.1 Close the Estate of Mary M. Gruber
  - 3.2 Monthly Review of New Estates, Accountings and Waivers of Final Settlement
  - 3.3 Petition to Appoint Patricia Porter Hubbard as Administratrix of the Estate of Loreen H. Poe
  - 3.4 Petition to Appoint Anne Gardner, Administratrix of the Estate of Stephen Michael Wittkamper
  - 3.5 Add Precinct 27C to the 2026 Primary Election
4. 10:20 am Tom Hansen, Jefferson County Sheriff's Office **(pgs. 34-35)**
  - 4.1 Approval to move a part-time bailiff to full-time position Vacated by Willie Potter
5. 10:30 am Elaine Bartoldson, CEO/ executive director of Eastern Panhandle Transit Authority
  - 5.1 Update on transit routes
6. 10:45 am Review of commercial bonding policy
7. 11:00 am Boards and Commissions **(pgs. 36-70)**
  - 7.1 Consider the appointments, membership, and makeup
    - 7.1.1 Board of Zoning Appeals
    - 7.1.2 Planning Commission
8. 11:45 am David Bound, chief financial officer **(pgs. 71-73)**
  - 8.1 Commission Ambulance Fee Exonerations
9. 11:50 am Jessica James, chief human resources officer **(pgs. 74-90)**
  - 9.1 Approval of Amendments to the Leave Donation Policy and Associated documents
  - 9.2 Approval of Amendment to the Performance Appraisal Policy
  - 9.3 Approval of ESA Assistant Chief Position Description
10. 12:00 pm Eddie Benites, county administrator **(pgs. 91-94)**
  - 10.1 Change of meeting date to accommodate Early Voting
  - 10.2 Proclamation: May 2026 as Foster Care Awareness Month
11. 12:15 pm Nathan Cochran, Prosecuting Attorney's Office **(pg. 95)**
  - 11.1 Report by counsel on Jefferson County Commission's options for representation on Charles Town Utility Board and options to increase service to citizens of Jefferson County.
  - 11.2 Discussion, advice from counsel and possible action regarding ongoing opioids litigation and related issues
  - 11.3 Discussion, advice from counsel and possible action regarding revised Dog Ordinance

**IX. Additional public comment.**

**CORRESPONDENCE (pgs. 96-99)**

Letter from State Auditor

Pam S., email correspondence