



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, 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

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. 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

Minutes
Jefferson County Commission
Thursday, March 19, 2026

A town hall and meeting of the Jefferson County Commission was held on Thursday, March 19, 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, March 19, 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.

- March 5, 2026 Regular Meeting Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for March 5, 2026 **\$ 81,386.97**
- Accounts payable for March 12, 2026 **\$ 613,107.44**

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for March 5, 2026 \$ 2,208.71
- Manual checks for March 12, 2026 \$ 759,802.06

4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for February 27, 2026 \$ 484,921.20
- Approval of payroll for March 13, 2026 \$ 468,604.04

5. APPROVAL OF REQUISITIONS

The following item was approved without objection:

- Requisitions for March 19, 2026 \$ 922,391.35

6. APPROVAL OF HIRE

The following item was approved without objection:

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

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron

David Tabb

Christine Wimer

PRESENTATIONS

1. Nikki Painter, Jefferson County Clerk's Office

Poll Worker and alternate approval-2026 Primary

Commissioner Stolipher motioned to approve the poll worker and alternate lists as presented for the 2026 Primary Election. The motion was seconded by Commissioner Keys and approved unanimously.

2. Girl Scouts (GSUSA) Jefferson County Service Unit 15-08 (Keys)

The agenda item was a presentation. No official action was taken.

3. Laura Kuhn, director of Fleet and Facilities Management

Commissioner Stolipher motioned to approve the draft Request for Qualifications to solicit a commercial real estate brokerage firm. The motion was seconded by Commissioner Hefestay and approved unanimously.

4. David Bound, chief financial officer

Commission Ambulance Fee Exonerations

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

Budget Adjustments

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

Public Safety and Mental Health Initiative Grant

Commissioner Stolipher motioned to approve Public Safety and Mental Health Initiative grant application as presented, to sign the Appendix 1 document and SF-424 Application for Federal Assistance documents. The motion was seconded by Commissioner Mood and approved unanimously.

Commissioner Majdi motioned to allow the County Administrator to sign the Public Safety and Mental Health Initiative grant supporting documents. The motion was seconded by Commissioner Mood and approved unanimously.

5. Boards and Commissions

Public Hearing: Eastern Panhandle HOME Consortium

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

PUBLIC COMMENT:

Public comment was received by:

No public comment was received.

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

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

6. Nathan Cochran, Assistant Prosecuting Attorney

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.

Report by counsel on Jefferson County Circuit Court Case No. CC-19-2023-C-221 and consideration of recent developments in the case.

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

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

7. Edwina Benites-LM, county administrator

WV Legislative Session Overview

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

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

Jefferson County Commission March 19, 2026 Meeting Public Comment

--Offered by Jacquelyn Milliron

Item 6.1

3. Rebuttal to Commissioner *"Points of Information" to my February 19, 2026 Public Comment

(1) *"Commissioner Majdi would like to note for the record that Ms. Milliron's public comment stating that the CTUB public utility is completely owned by Charles Town is incorrect."* [pg.10, March 5, 2026 Agenda packet]

*Points of Information are post meeting ad hoc commissioner comments which are attached to the permanent record and posted with the meeting minutes, whereas rebuttals by citizens to the representations of the commissioners are not posted or voted on as a legal part of the meeting minutes for reference. The public's comments are simply adjoined in a packet.

- Rebuttal:
 1. Commissioner Majdi is incorrect. I stated "City of Charles Town," not Charles Town.
 2. While there are **many** references indicating that the Charles Town Utility Board belongs to the City of Charles Town, the most direct citation comes from PSCWV Case No. 22-0265-LRR-WS-C. On April 21, 2022, the City of Charles Town, a West Virginia municipal corporation and municipal utility, filed a response in which it made a declaration of ownership in the following statement [Case no. 22-0265-LRR-WS-C, April 21, 2022, Response to Staff's Initial and Final Joint Staff memorandum; page 1], as follows:

"Defendant City owns and operates a combined waterworks and sewerage system (the "System") pursuant to Chapter 8, Article 20 of the West Virginia Code ("the "Code"). Pursuant to the authority and provisions of Section 8-20-18 of the Code, Defendant City's Council did..., create the City of Charles Town Utility Board ("CTUB") and invest it with authority for the supervision and control of the System."

It should be noted that the City of Charles Town singly purchased the former Jefferson County Public Service District.

Jefferson County Commission December 18, 2025 Meeting Public Comment

– offered by Jacquelyn Milliron

1. Rebuttal to Commissioners’ Points of Information to my November 6, 2025 Public Comment

(1) *Jacquelyn Milliron stated that ambulance service across the county has been downgraded. That is inaccurate. (Majdi)*

- Rebuttal: The ambulance fleet has been reduced and response times have increased according to expert EMS. Bakerton response times increased specifically from 4-6 minutes to 12–14 minutes (Bakerton Future of Fire Townhall meeting @ ~33 minutes).

A resident in Bolivar can expect much larger wait times when the HF ambulance is out on a call. Having one at Bakerton may be someday a matter of life or death for nearby towns. Chief DeMeritt in 2022, “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](#)

So, yes, the entire county is negatively affected when the number of ambulances is reduced and response time is increased. This is patently a downgrade. The definition of downgrade is: to reduce to a lower grade, rank, or level of importance. If you do not agree, then prove me wrong by completing my FOIA on response times or publicly publish the response times as evidence.

(6) *Jacquelyn Milliron stated that the Commission plans to close down Bakerton Fire Hall. This is false. The Commission does not have the authority to close down Bakerton Fire hall. It is a privately owned company. (Stolipher)*

- Rebuttal: My comment was as follows: “*However, at the Shepherdstown meeting you stated that there were ideas to move the Bakerton Fire station to Route 230.*” At approximately 1 hour 25 minutes time stamp of the Shepherdstown Future of Fire Townhall meeting, Chief Sine stated: “*I feel Bakerton Fire Station at some point needs to be moved out onto Route 230. I have looked at the response times to make it work.*” The JCC appointed Chief Sine to the JCESA and the JCC hosted this townhall meeting.

2. Rebuttal to Commissioners’ Points of Information to my November 20, 2025 Public Comment

Jacquelyn Milliron stated that the county commission is raising water rates. The county commission has no control over water rates. The Charles Town Utility board sets the water rates, and we have among the highest in the country. (Majdi)

- Rebuttal: In my statement, I used the word leveraging, not rate-making. Leveraging means use (something) to maximum advantage (Oxford). Furthermore, the statement by the commissioner that the Charles Town Utility Board sets rates is incorrect. Rate setting for CTUB customers is the responsibility of the City of Charles Town Council.

It was also claimed that the commission is withholding information. The commission asserts that we are the most transparent county commission in history as partially evidenced by our town halls. (Majdi)

- Rebuttal: This commission claims to be the “most transparent county commission in history” but simultaneously withholds information by not fulfilling or completing my FOIAs. The definition of withholding is: “refusal to give something that is due or desired.” (Oxford).

REQUISITIONS TO BE APPROVED

APRIL 2, 2026

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
911	26152		\$ 40,000.00	CAROLINA RECORDING SYSTEMS LLC	EVENTIDGE NEXLOG 70 DX RECORDING SYSTEM
COUNTY COMMISSION	26150		\$ 114,211.00	WVCORP WV COUNTIES SELF INSURANCE RISK POOL	WORKERS COMPENSATION
IT	26151		\$ 22,055.00	ESRI	ESRI ONE YEAR RENEWAL GIS
IT	26153		\$ 39,250.00	VANDALIA DIGITAL	VANDALIA DIGITAL WEBSITE/GRAPHIC LOGO DESIGN
IT	26156		\$ 8,929.71	INSIGHT PUBLIC SECTOR IN	JCC (393) GOV INFASTRUCTURE VMWARE LICENSE 3YR
JCESA	26154		\$ 9,603.17	ESO SOLUTIONS INC.	02/09/26-02/08/2027- ANNUAL LICENSE-FIRE
GRAND TOTAL			\$ 234,048.88		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



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

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **April 2, 2026 – Consent Agenda**

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 Hires – 2 FF/EMT I positions for the Jefferson County Emergency Services Agency
- Approval of Promotions, Post-Probationary Increases, and Correction of Clerical Errors
- Approval of Correction of Clerical Error

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

1. Staff is requesting the approval of two FF/EMT I hires for the Jefferson County Emergency Services Agency
2. Following a recent internal review, it was identified that post-probationary pay increases scheduled to take effect in September 2025 were not processed at that time due to administrative oversight.

These increases are part of the County’s established compensation structure and were intended to be applied upon successful completion of the probationary period. The affected employees have met all eligibility requirements, and the adjustment reflects compensation they would have received had the increases been processed as scheduled.

We are requesting Commission approval to implement these salary adjustments to the original effective date as a correction of a clerical error.

3. Staff is requesting correction of a clerical error in merit calculation and authorize the Clerk’s Payroll to provide additional compensation owed to employee Angel Poe.

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*):

- I move to approve the hire of Cael Nick as a Firefighter/EMT I with the Jefferson County Emergency Services Agency at a rate of \$21.27, effective Sunday, April 5, 2026. Upon successful completion of six-month probationary period, employee's pay will increase to \$21.80
- I move to approve the hire of Kristal Bradley as a Firefighter/EMT I with the Jefferson County Emergency Services Agency at a rate of \$21.27, effective Sunday, April 5, 2026. Upon successful completion of six-month probationary period, employee's pay will increase to \$21.80.
- I move to approve the post-probationary increase to \$29.86 for Renee McConnel Linn of the Jefferson County Emergency Services Agency for her advancement to Paramedic II, effective March 29, 2026.
- I move to approve correction of the clerical error and authorize the Clerk's Payroll Office to issue payment in the amount of \$89.28 to Jefferson County employee, Angel Poe
- I move to approve the promotions as noted below and correct the clerical error re: effective date of the post-probationary increase and provide compensation owed to the following:

Employee Name	New Title	Previous Hourly Rate	New Hourly Rate	Total Due
Harrison Mariano	FF/EMT II	\$21.27	21.80	\$317.03
Carson Mongold	FF/EMT II	\$22.51	23.06	\$687.81
Bryce Danko	FF/EMT II	\$21.27	21.80	\$532.70
Meghan Fox	FF/EMT II	\$21.27	21.80	\$94.34
Charles Lopp	FF/PAR II	\$32.60	33.42	\$155.19
Joshua Smith	FF/EMT II	\$21.27	21.80	\$616.31
Devin Nimmo	FF/PAR II	\$28.07	28.77	\$534.63
Makenzie Shanholtz	FF/EMT II	\$21.27	21.80	\$739.91

Attach supporting documents for request, or request may be denied.
If not attached, explain:

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

Contact information: Jessica James

Email address: Jessica.d.james@jeffcowv.gov

Phone Number: 304-728-3282

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks

Department or Organization: Assessor of Jefferson County

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **April 2nd, 2026**

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

Date Requested – 2nd Choice:

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

Exonerations

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

I recommend the motion to approve the exoneration(s) as listed.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**
Department or Organization: **County Clerk**
Estimation of amount of time needed for appointment: **10 minutes**
Date Requested – 1st Choice: **April 2, 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. Close the estate of Mary M. Gruber**
- 2. Monthly Review of New Estates, Accountings and Waivers of Final Settlements**
- 3. Petition to Appoint Patricia Porter Hubbard as Administratrix, CTA of the Estate of Loreen H. Poe**
- 4. Petition to Appoint Anne Gardner, Administratrix of the Estate of Stephen Michael Wittkamper**
- 5. Add Precinct 27C to the 2026 Primary Election**

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

- 1. The estate of Mary M. Gruber will need to be closed. It was reopened on March 5th to gain access to a safety deposit box. The box was empty therefore no additional assets were found.**
- 2. List of Estates opened Accountings and Waivers of Final Settlement received since February 2026**
- 3. The Commission has received a petition to appoint Patricia Porter Hubbard as Administratrix, CTA for the Estate of Loreen H. Poe for the reasons stated in the petition submitted by Ms. Hubbard's counsel.**
- 4. The Commission has received a petition to appoint Anne Gardner, Administratrix of the Estate of Stephen Michael Wittkamper for the reasons stated in the petition submitted by Ms. Gardner's counsel.**
- 5. Our office was notified on March 18, 2026, that the Order correcting the county boundary could not change the lines drawn by the legislature. Only the Legislature can move legislative district boundaries pursuant to the W. Va. Constitution at Article XI, Section 12. So, the House district borders must follow the original House borders passed by the Legislature, and they can't change until after the next census and subsequent redistricting in 2031.**

The magisterial district and voting precinct lines can be adjusted by the county, just the legislative boundaries cannot. Therefore, we had to create a small precinct that included the 97th Delegate District and Middleway Magisterial District. With the passage of SB481, two precincts can operate in the same location using the same equipment and poll workers. We created Precinct 27C for the 38 voters that this would affect. They will vote in the same precinct but will receive the correct ballot style.

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

- 1. To close the estate of Mary M. Gruber**
- 2. To approve the list of Estates opened Accountings and Waivers of Final Settlement received since March 2026**
- 3. To appoint Patricia Porter Hubbard as Administratrix, CTA of the Estate of Loreen H. Poe**
- 4. To appoint Anne Gardner, Administratrix of the Estate of Stephen Michael Wittkamper**

VIA UPS NEXT DAY DELIVERY

March 3, 2026

Jefferson County Commission
110 N. George Street
Charles Town, WV 25414



Re: *Petition for Substitution of Estate Administrator*
(Gregory H. Wittkamper)

To Whom It May Concern:

Enclosed for the Commission's consideration, please find an original *Petition for Substitution of Estate Administrator* and proposed *Order*.

Should the same meet the Commission's approval, Petitioner respectfully requests entry of the Order. Alternatively, should a hearing be required, please accept this as a request for the parties to attend virtually as counsel for Petitioner is located in Charleston, West Virginia.

Thank you for your consideration in this matter. Should you require anything additional, please do not hesitate to contact me.

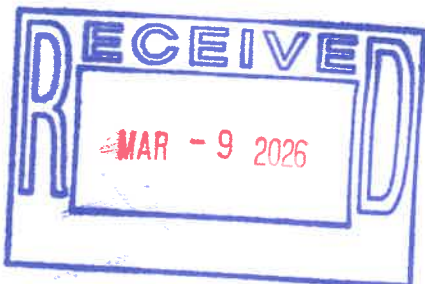
Very truly yours,

CALWELL LUCE DITRAPANO PLLC
A Professional Limited Liability Company

By: 
Amanda J. Davis
adavis@cldlaw.com

AJD/tmc

Enclosures



**BEFORE THE COUNTY COMMISSION
OF JEFFERSON COUNTY, WEST VIRGINIA**

IN RE: ESTATE OF STEPHEN MICHAEL WITTKAMPER

**ORDER GRANTING PETITION FOR
SUBSTITUTION OF ESTATE ADMINISTRATOR**

On a previous day, cam Petitioner, Anne Gardner, by counsel, and Petitioned the County Commission of Jefferson County for Substitution of Estate Administrator. Mrs. Gardner, by counsel, moved the Commission to grant her Petition, to remove Gregory H. Wittkamper as the Administrator of the Estate of Stephen Michael Wittkamper, and to appoint Anne Gardner as the replacement Administratrix of the Estate of Stephen Michael Wittkamper. In support of her Petition, counsel for Mrs. Gardner represented as follows:

1. Stephen Michael Wittkamper died intestate on April 24, 2021. On April 20, 2023, Gregory H. Wittkamper was duly qualified as administrator of his estate.
2. Gregory H. Wittkamper was the father of Stephen Michael Wittkamper. Anne Gardner is the widow of Gregory H. Wittkamper and the stepmother of Stephen Michael Wittkamper.
3. Following his appointment on April 20, 2023, Gregory H. Wittkamper initiated a wrongful death civil action on behalf of the Estate that is pending in the United States District Court for the Northern District of West Virginia.
4. Subsequent to initiation of the aforementioned lawsuit, Gregory H. Wittkamper was diagnosed with cancer and relied on his wife, stepmother of Stephen Michael Wittkamper, Anne Gardner, to respond to counsel regarding the wrongful death case.
5. In June 2025, Gregory H. Wittkamper died.
6. Petitioner Anne Gardner is the stepmother of the decedent Stephen Michael

Wittkamper who helped raise him from a young age and is the natural mother of Stephen Michael Wittkamper's younger sister.

7. Petitioner Anne Gardner has assisted counsel in the wrongful death civil action due to the illness of administrator.

8. Petitioner Anne Gardner is willing and able to assume the duties of the administratrix of the estate of Stephen Michael Wittkamper.

9. Counsel for the Estate of Stephen Michael Wittkamper represented to the Commission that the civil action is set for trial in April 2026, and the Estate's position and claims will be negatively impacted if the Petition is not granted.

Based on the uncontested representations described above, the Commission hereby GRANTS the Petition and ORDERS as follows:

1. Gregory H. Wittkamper is removed from the position of Administrator of the Estate of Stephen Michael Wittkamper;
2. The Clerk of the Jefferson County Commission is authorized to appoint Anne Gardner as the Administratrix of the Estate of Stephen Michael Wittkamper upon Mrs. Gardner's satisfaction of the standard requirements for said appointment.

Entered on this _____ day of _____, 2026.

Jefferson County Commission

**BEFORE THE COUNTY COMMISSION
OF JEFFERSON COUNTY, WEST VIRGINIA**

IN RE: ESTATE OF STEPHEN MICHAEL WITTKAMPER

PETITION FOR SUBSTITUTION OF ESTATE ADMINISTRATOR

Now comes the Petitioner, Anne Gardner, by counsel, pursuant to West Virginia Code §44-1-4 *et seq.*, and hereby petitions the County Commission of Jefferson County to remove the currently appointed Administrator of the Estate of Stephen Michael Wittkamper, and to appoint the Petitioner, Anne Gardner, as the replacement Administratrix. In support of her petition, Anne Gardner states as follows:

1. Stephen Michael Wittkamper died intestate on April 24, 2021. On April 20, 2023, Gregory H. Wittkamper was duly qualified as Administrator of his Estate. The *Letter of Administration* is attached as **Exhibit A**.

2. Gregory H. Wittkamper was the father of Stephen Michael Wittkamper.

3. Following his appointment on April 20, 2023, Gregory H. Wittkamper initiated a wrongful death lawsuit on behalf of the estate against Jefferson County Sheriff's Department, Sheriff Thomas Hanson, Deputy K.J. Stipanovic, Deputy C. Ellis, Deputy R. Jenkins, and Deputy T. Steply. Said lawsuit is pending in the United States District Court for the Northern District of West Virginia, styled, *Gregory H. Wittkamper, Administrator of the Estate of StephenMichael Wittkamper v. Jefferson County Sheriff's Department, Sheriff Thomas Hanson, Deputy K.J. Stipanovic, Deputy C. Ellis, Deputy R. Jenkins, and Deputy T. Steply*, Civil Action No. 3:23-CV-00177. The relevant portion of the Complaint bearing the Clerk's stamp is attached hereto as **Exhibit B**.

4. Subsequent to initiation of the aforementioned lawsuit, Gregory H. Wittkamper was diagnosed with cancer and relied on his wife and stepmother of Stephen

Michael Wittkamper, Anne Gardner, to respond to counsel regarding the wrongful death civil action.

5. In June 2025, Gregory H. Wittkamper died.


6. Petitioner Anne Gardner is the stepmother of the decedent Stephen Michael Wittkamper, and also is the natural mother of Stephen Michael Wittkamper's sister.

7. Petitioner Anne Gardner has assisted counsel in the wrongful death civil action due to the illness of Administrator.

8. Petitioner Anne Gardner is willing and able to assume the duties of the Administratrix of the estate of Stephen Michael Wittkamper.

Wherefore, for the reasons stated above, Petitioner Anne Gardner respectfully requests that the County Commission of Harrison County issue a decree removing Gregory H. Wittkamper as the Administrator of the Estate of Stephen Michael Wittkamper and appointing the Petitioner as the successor administratrix of the Estate of Stephen Michael Wittkamper.

**Anne Gardner, Petitioner
By Counsel**



Amanda J. Davis, Esq. (WV Bar No. 9375)
L. Danté diTrapano, Esq. (WV Bar No. 6778)
Timoth D. Houston, Esq. (WV Bar No. 10858)
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and

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and

John F. Hussell, Esq. (WVSB #6610)
R. Brandon Johnson, Esq. (WVSB 5581)
WOOTON, DAVIS, HUSSELL & JOHNSON, PLLC
300 Summers Street, Suite 1230
P.O. Box 3971
Charleston, WV 25339
304-345-9455 Telephone
304-345-4607 Facsimile
john.hussell@wdhjlaw.com

United States of America

State of West Virginia



County of Jefferson, ss:

Letter of Administration

Estate of STEPHEN MICHAEL WITTKAMPER

I, Jacqueline C Shadle, Clerk of Jefferson County, in the State of West Virginia, do hereby certify that GREGORY H WITTKAMPER was on the 20th day of April, 2023, appointed by the County Clerk of the Jefferson County Commission as administrator(s) of the Estate of STEPHEN MICHAEL WITTKAMPER, duly qualified as such by taking oath prescribed by law, and by giving approved bond in the sum of \$0.00, as required by law.

NOW THEREFORE, be it known that said appointment is now in full force and effect and that full faith and credit are due and should be given to all the acts of the said GREGORY H WITTKAMPER as such administrator(s) of the Estate of STEPHEN MICHAEL WITTKAMPER, as well in all jurisdictions, as elsewhere.

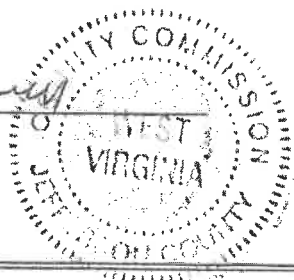
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Jefferson County Commission at my office in said County on the 8th day of October, 2024.

Handwritten signature of Jacqueline C. Shadle

Jacqueline C Shadle
Clerk of Jefferson County

By Handwritten signature of Joseph Burwell

Joseph Burwell
Deputy Clerk





West Virginia E-Filing Notice

CC-19-2023-C-77

Judge: David Hammer

To: Thomas White
legal@white-law.com

NOTICE OF FILING

IN THE CIRCUIT COURT OF JEFFERSON COUNTY, WEST VIRGINIA
Gregory H. Wittkamper, Administrator of Estate of Stephen Michael Wittkamper, Administrator v.
Sheriff
CC-19-2023-C-77

The following complaint was FILED on 4/20/2023 10:59:30 PM

Notice Date: 4/20/2023 10:59:30 PM

Tina Renner
CLERK OF THE CIRCUIT COURT
Jefferson County
PO Box 1234
CHARLES TOWN, WV 25414

(304) 728-3231
circuitclerk@jeffersoncountywv.org

BEFORE THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA

**RE: IN THE MATTER OF THE
ESTATE OF LOREEN H. POE**

**PETITION FOR APPOINTMENT OF PATRICIA PORTER HUBBARD
AS ADMINISTRATOR CUM TESTAMENTO ANNEXO (with Will attached)**

COMES NOW, Patricia Porter Hubbard, and being first duly sworn, petitions the County Commission of Jefferson County, West Virginia, to allow her to qualify as Administrator Cum Testament Annexo (CTA) of the Estate of Loreen H. Poe, pursuant to W.Va. Code § 44-1-2 and 4.

1. Patricia Porter Hubbard is and has for many years been a citizen and resident of Jefferson County, West Virginia. Her home is at 18 Brookline Drive, Charles Town, West Virginia, 25414.

2. Patricia Porter Hubbard was a friend of Loreen H. Poe, a resident of Jefferson County, West Virginia.

3. Loreen H. Poe died on January 12, 2026.

4. Patricia Porter Hubbard searched in the home of Loreen H. Poe for a Will and found none.

5. Patricia Porter Hubbard on February 12, 2026, appeared and qualified as Administratrix of the Estate of Loreen H. Poe.

6. Thereafter, Patricia Porter Hubbard located a document dated October 3, 1996, which appeared to be the Last Will and Testament of Loreen H. Poe (hereafter referred to as "Will").

7. Patricia Porter Hubbard then presented the Will to the Jefferson County Probate Clerk's Office.

8. The Will names Loreen H. Poe's sister, Gail M. Brown, to serve as Executrix, and Elizabeth Anne Fazenbaker, as substitute or successor Executrix if Gail M. Brown "fails or declines to act."

9. Gail M. Brown resides in California and declined to serve. She signed the attached Nomination and Waiver for Appointment of Administrator C.T.A., declining to serve as Executrix and requesting the appointment of Patricia Porter Hubbard.

10. Patricia Porter Hubbard and her counsel have spoken with the husband of Elizabeth Ann Fazenbaker and sent her a similar Nomination and Waiver form.

11. Patricia Porter Hubbard understands that Mrs. Fazenbaker has some severe health problems. She has not qualified to administer the estate of Loreen H. Poe. Nor has she returned or executed the Nomination and Waiver form.

12. More than sixty days have passed since Loreen H. Poe's death.


13. Pursuant to W.Va. Code § 44-1-2 and 4, under these circumstances Patricia Porter Hubbard should be appointed for administer the Estate of Loreen H. Poe.

14. A copy of this Petition is being mailed to Elizabeth Anne Fazenbaker by Priority Mail via U.S. postal service, and to Gail M. Brown via regular U.S. Mail.

WHEREFORE, Patricia Porter Hubbard prays that the County Commission grant her petition and appoint her as Administratrix CTA of the Estate of Loreen H. Poe, and for such further relief as may be just.



F. Samuel Byrer (WV State Bar #571)
Law Office of F. Samuel Byrer, PLLC
P.O. Box 597
202 West Liberty Street
Charles Town, West Virginia 25414
Telephone (304) 724-7228
sam@byrerlaw.com

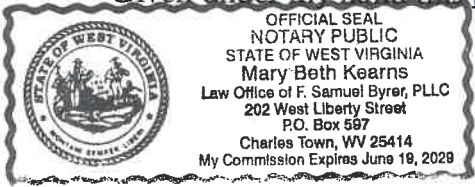

Patricia Porter Hubbard, Petitioner


STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, to-wit:

I, Mary Beth Kearns, a Notary Public of said state and county, do certify that Patricia Porter Hubbard, whose name is signed to the writing above, bearing the 24th day of March, 2026, has this day acknowledged the same before me in my said state and county.

Given under my hand this 24th day of March, 2026.





Notary Public

NOTARIAL STAMP:

NOMINATION AND WAIVER FOR APPOINTMENT OF ADMINISTRATOR C.T.A.

To the County Commission of Jefferson County, West Virginia or the Clerk in vacation or recess:

I, Gail Marion Brown, hereby waive my right to qualify as Administrator C.T.A. of the Estate of Loreen Helen Poe, deceased, and nominate and ask you to appoint Patricia Porter Hubbard, as such Administrator C.T.A.

Given under my hand this 25 day of February, 2026.

Gail Marion Brown
Gail Marion Brown

STATE OF _____

COUNTY OF _____, to-wit:

**Certificate Attached for
California Notary Wording**

I, _____, a Notary Public of said state and county, do certify that Gail Marion Brown, whose name is signed to the writing above, bearing the ____ day of _____, 20____, has this day acknowledged the same before me in my said state and county.

Given under my hand this _____ day of _____, 20____.

Notary Public

NOTARIAL STAMP:

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

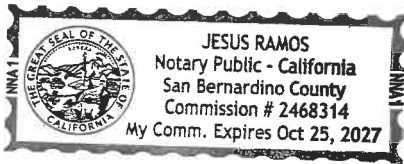
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }
County of San Bernardino }

On February 25, 2026 before me, Jesus Ramos, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Gail Marion Brown
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Handwritten Signature]
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

Corporate Officer – Title(s): _____

Partner – Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer is Representing: _____

Signer's Name: _____

Corporate Officer – Title(s): _____

Partner – Limited General

Individual Attorney in Fact

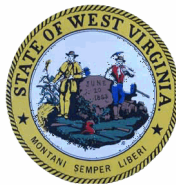
Trustee Guardian or Conservator

Other: _____

Signer is Representing: _____

United States of America

State of West Virginia



County of Jefferson, ss:

Appointment List

Notice is hereby given that the following estate(s) have been opened for probate from 2/25/2026 thru 3/25/2026 in the Jefferson County Clerk's Office at PO Box 208, Charles Town, WV 25414-0208.

ESTATE NUMBER: **5087**
APPOINT DATE: 02/26/2026
ESTATE NAME: **MARGIE JANE COURTNEY**
ADMINISTRATRIX JANIE ARLENE COURTNEY

ESTATE NUMBER: **5224**
APPOINT DATE: 03/17/2026
ESTATE NAME: **MERVIN ROYCE JACKSON**
ADMINISTRATRIX AMY MICHELLE CARROLL

ESTATE NUMBER: **5521**
APPOINT DATE: 02/26/2026
ESTATE NAME: **STANLEY WILLIAM DUNN JR**
EXECUTOR VICTOR STANLEY DUNN

ESTATE NUMBER: **5532**
APPOINT DATE: 03/03/2026
ESTATE NAME: **CARMELINA MAE DUCKWORTH**
EXECUTRIX MARY L BOWERS

ESTATE NUMBER: **5549**
APPOINT DATE: 03/23/2026
ESTATE NAME: **RONALD WAYNE COLLINS**
EXECUTOR ROBERT SUKER
ATTORNEY BRAUN HAMSTEAD
HAMSTEAD & ASSOCIATES LLC
507 S FAIRFAX BLVD
CHARLES TOWN, WV 25414-1479

ESTATE NUMBER: **5556**
APPOINT DATE: 02/26/2026
ESTATE NAME: **MATTHEW SCOTT FOSTER**
ADMINISTRATOR ROBERT WAYNE FOSTER

ESTATE NUMBER: **5564**
APPOINT DATE: 02/26/2026
ESTATE NAME: **KELLY JEAN KOHLI**
ADMINISTRATOR SANJAY KOHLI

ESTATE NUMBER: **5570**
APPOINT DATE: 03/02/2026
ESTATE NAME: **ELMUS LEE COEBURN JR**
ADMINISTRATOR BRIAN DAVID COEBURN

ESTATE NUMBER: **5572**
APPOINT DATE: 03/02/2026
ESTATE NAME: **MARY GRACE ANDRION CAPULONG**
ADMINISTRATRIX JACQUELINE ANDRION CAPULONG-NACIONAL

ESTATE NUMBER: **5573**
APPOINT DATE: 03/02/2026
ESTATE NAME: **RICHARD TODD COYLE**
CO ADMINISTRATOR WILLIAM SCOTT COYLE
CO ADMINISTRATRIX ANNE WILSON PORTREY
ATTORNEY SAMUEL BYRER
202 W LIBERTY STREET
CHARLES TOWN, WV 25414

ESTATE NUMBER: **5577**
APPOINT DATE: 03/06/2026
ESTATE NAME: **ANDREW EARL BURNETTE**
ADMINISTRATRIX TINA FAY ELLER

ESTATE NUMBER: **5578**
APPOINT DATE: 03/06/2026
ESTATE NAME: **JEAN ANN ROBERTS**
CO EXECUTOR WALTER JUNIOR ROBERTS
CO EXECUTRIX SHEENA MARIE HUNTER
CO EXECUTRIX TINA ROBERTS LEE

ESTATE NUMBER: **5580**
APPOINT DATE: 03/09/2026
ESTATE NAME: **VICTOR R GARBARINI**
ADMINISTRATOR PAUL E GARBARINI

ESTATE NUMBER: **5585**
APPOINT DATE: 03/11/2026
ESTATE NAME: **SYLVIA JUNE ADAMS**
EXECUTOR DAVID E ADAMS

ESTATE NUMBER: **5586**
APPOINT DATE: 03/12/2026
ESTATE NAME: **WILLIAM DALE RINKER**
ADMINISTRATRIX DONNA VIRGINIA RINKER
ATTORNEY JAMIE L HILL
MYERS HILL & ASSOCIATES
299 ROCK CLIFF DRIVE
MARTINSBURG, WV 25401

ESTATE NUMBER: **5588**
APPOINT DATE: 03/13/2026
ESTATE NAME: **HELEN LOUISE SMITH**
EXECUTOR RAYMOND EUGENE SMITH

ESTATE NUMBER: **5590**
APPOINT DATE: 03/16/2026
ESTATE NAME: **ROSEMARY B BIRCHARD**
EXECUTOR CHARLES DEAN BRUMLEY
ATTORNEY CRAWFORD LAW GROUP
120 N GEORGE STREET
STE. 100
CHARLES TOWN, WV 25414

ESTATE NUMBER: **5591**
APPOINT DATE: 03/17/2026
ESTATE NAME: **DIANA L PENROD**
CO ADMINISTRATRIX WENDY LIANE PENROD
CO ADMINISTRATRIX CORINNA PENROD STENGER

ESTATE NUMBER: **5592**
APPOINT DATE: 03/17/2026
ESTATE NAME: **BETTY MARIE NEWMAN**
EXECUTRIX DENA MICHELLE WHITEN

ESTATE NUMBER: **5595**
APPOINT DATE: 03/19/2026
ESTATE NAME: **BARBARA EICHEL JOHNSON**
EXECUTOR THOMAS K JOHNSON
ATTORNEY HENRY W MORROW JR
P.O.BOX 459
CHARLES TOWN, WV 25414

ESTATE NUMBER: **5599**
APPOINT DATE: 03/23/2026
ESTATE NAME: **FRANCES LORETTA WILSON**
CO EXECUTOR HAROLD VICTOR HINES JR
CO EXECUTOR JOSEPH VINCENT CEPELKA

ESTATE NUMBER: **5600**
APPOINT DATE: 03/23/2026
ESTATE NAME: **DAWN RENEE SNYDER**
ADMINISTRATRIX APRIL HILLIARD

ESTATE NUMBER: **5606**
APPOINT DATE: 03/25/2026
ESTATE NAME: **MICHELLE ALISHA PRICE AKONO**
ADMINISTRATRIX CHELSEA TAYLOR GARNER

ESTATE NUMBER: **5612**
APPOINT DATE: 03/25/2026
ESTATE NAME: **JANET BELLE SHACKELFORD**
EXECUTOR BENJAMIN MICHAEL SHACKELFORD

TOTAL ESTATES: **24**

Subscribed and sworn to before me on 3/25/2026

President of the County Commission



Jacqueline C Shadle
Clerk of Jefferson County

By _____

Joseph Burwell
Deputy Clerk

Regular Term

April 2026

State of West Virginia, County of Jefferson, to-wit:

At a regular Term of the County Commission of said County and State, begun and held at the Jefferson County Commission Meeting Room thereof, on Thursday, April 2, 2026 at 9:30AM.

PRESENT: County Commissioners: Pasha Majdi, Mike Mood, Steve Stolipher, Jack Hefestay, Cara Keys

The following Accountings and Waivers of Final Settlement were this day examined by the Commission and there being no exceptions thereto, and none appearing on the face thereof, same are ordered approved and recorded as follows:

Accountings

Estate of Larry Breeden Sr, deceased, First and Final Accounting, Ashley Files and Larry Breeden Jr, Co-Administrators

Estate of Alvin Marshall Russell, deceased, First and Final Accounting, Diane Russell, Executrix

Estate of Gene A. Wilson, deceased, First and Final Accounting, Glynis R. Wilson, Executrix

Waivers of Final Settlement

Estate of Kathryn Lynn Adams, deceased, Bank of Charles Town, Administrator

Estate of Rita Marie Bound, deceased, Christa M. Engle and David Joseph Bound, Co-Executors

Estate of Scott Lyle Butts, deceased, Gwendolyn Anne Grisham, Executrix

Estate of Ellen Elizabeth Dalgarn, deceased, Traci B. Huff, Administratrix

Estate of Eugene Morison Dawson, deceased, Eric Eugene Dawson, Executor

Estate of Betty Louise Grey, deceased, Robert Irving Grey Jr, Executor

Estate of Leonard Edward Housden Jr, deceased, Kelly Housden,
Administratrix

Estate of Frank Cornelius Khare Jr, deceased, Cheryl Alexander Brown,
Executrix

Estate of Edna May King, deceased, Ronald R. Milton, Executor

Estate of Margaret Ann Wilson, deceased, Jerry Wayne Wilson Sr, Executor

**Accountings and Waivers of Final Settlement submitted from the
Fiduciary Commissioners: Michael A. Bush, Bradley C. Snowden and D.
Frank Hill**

Estate of Barbara Jean D. Ingersoll, deceased, Interim Accounting, Victor N.
Hagerstrom Jr, Executor

Estate of Richard E. Meehleib, deceased, First and Final Accounting, Alan
Meehleib, Executor

Estate of Stanley E. Stiles, deceased, Fourth and Final Accounting, David H.
Oswald, Executor

President of the County Commission

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Tom Hansen

Department or Organization: Sheriff's Office

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice:

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

Date Requested – 2nd Choice:

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

Fulltime Bailiff

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

Approval to move a part-time bailiff to fulltime to fill fulltime position vacated by Willie Potter

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*):

I move to approve the conversion of Thomas Twigg from a part-time to a fulltime 80hr Bailiff beginning April 20,2026.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

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

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

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: April 2, 2026

Re: Fiscal Note: Sheriff's Office request to promote

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

The Sheriff's Office is requesting to increase the part-time bailiff to full time.

The increase is with in the current FY27 budget:

Salaries and Wages Bailiff Full Time available	\$307,527.00
Salaries and Wages Bailiff Full Time annualized	<u>\$284,161.80</u>
Savings	\$ 23,365.20

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM

Department or Organization: Boards and Commissions

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: January 8, 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. Consider the appointments, membership, and makeup of the following boards:
 - a. Board of Zoning Appeals
 - b. Planning Commission

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

See attached

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 Internet/Wi Fi Y Telephone for conference call Y

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

PRESIDENT
Pasha Majdi

VICE PRESIDENT
Mike Mood

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

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

From: Edwina Benites-LM, county administrator

Re: Boards and Commissions, April 2, 2026

1. Approval of bylaws- The Jefferson County Emergency Services Council
2. Consider the appointments, membership, and makeup of the following boards:
 - a. Board of Zoning Appeals
 - b. Planning Commission

Board of Zoning Appeals:

There are two openings on the Board of Zoning Appeals. The following applicants were nominated for an interview

- Andrew Di Lima (*Hefestay*)
- Colin Stine (*Hefestay*)
- John Quinn (*Stolipher, Mood*)
- Dave Wiegand (*Stolipher, Mood*)

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

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

Suggested motion: Motion to appoint _____ and _____ to the Jefferson County Board of Zoning Appeals for a 3-year term ending January 1, 2029.

Planning Commission

There are three openings on the Jefferson County Planning Commission. The following applicants were nominated for an interview:

- Brad Luttrell (*Stolipher*)
- Nick Russo (*Stolipher*)
- Tim Smith (*Stolipher, Mood*)
- Krista Edwards (*Keys*)
- Chris Garcia (*Keys, Mood*)
- John Henry Dale (*Hefestay*)
- Caylyn Stamm (*Hefestay*)
- Adam Shively (*Hefestay*)
- Mike Dick (*Mood*)

Meeting dates: The Jefferson County Planning Commission meets the second and fourth Tuesday of every month at 7:00 p.m. in the Jefferson County Commission Meeting Room- 393 N. Lawrence.

Bylaws link:

<https://www.jeffersoncountywv.org/home/showpublisheddocument/26018/638563726557770000>

Code Links: <https://code.wvlegislature.gov/8A-2-4/>

Terms: 3-year terms opening in March

- Residents of the county
- At least 3/5ths must have been resident for a least three years prior to appointment
- May have business interests before the Planning Commission- notwithstanding other sections of Code
- May serve on various planning commissions at the same time

Suggested motion: Motion to appoint _____, _____, and _____ to the Jefferson County Planning Commission for 3-year terms ending March 31, 2029.

Aaron Saul Di Lima

Bachelor's Regents of Arts Degree in Social Work
Shepherd University - Shepherdstown, WV
August 2018 to May 2022

Youth Service Worker

WV Department of Health and Human Resources - Martinsburg, WV

January 2023 to Present

- Managing and assessing cases of youth exhibiting mental or behavioral issues, which place themselves or others at risk.
- Working to increase the clients functionality within societal and family systems.
- Working to increase whole family functioning.
- Working when needed across departmental and institutional lines with, but not limited to, facilities for mental health, reform schools, probation, child protective services, economic services, law enforcement, hospitals, and with the judicial system.
- Travel undertaken for the transporting minors to and from placement facilities in and out of state, and for monthly visitations with said minors in state custody.
- Workload average of 40 active cases, and 20 watch list cases.

Job Coach

Arc of the Eastern Panhandle - Jefferson County, WV

September 2022 to June 2023

- Helping clients with disabilities prepare for, train for, and apply for jobs.
- Limited travel throughout local area to attend to client needs, by providing on the job supervision.

Utility Worker

Shepherdstown Sweet Shop Bakery - Shepherdstown, WV

June 2019 to December 2022

- General utilities work including but not limited to ensuring sanitary measures were implemented in terms of the handling of food.

Personal Care Aide

Private Employer - Harpers Ferry, WV

2016 to September 2022

- Ensuring the physical safety and comfort of aged clients through help in daily activities such as cooking, cleaning, hygiene, laundry, maintenance of home, and medication administration.
- Providing transportation to and from doctors' appointments, and church and community activities.

Senior Student Intern

West Virginia Parent for Resource Information and Development Education Agency - Shepherdstown, WV

August 2021 to May 2022

- Served as research assistant to manager, collecting data on possible future enhancements to programs from other private and public organizations dealing in the education of foster and pre- adoptive parents.
- Served as an educator of foster and pre-adoptive parents via an online classroom format on state and federal law and policy relating to foster care and adoption as well as the means that result in the effective parenting of foster children.
- Compiled a directory of public resources for foster and pre-adoptive parents that are located within the state of West Virginia.

Server/Utility Worker

Domestic Bar and Restaurant - Shepherdstown, WV

August 2017 to June 2019

- Providing customer service to patrons, including waiting on tables, as well as addressing quality issues.
- General utilities work including but not limited to ensuring sanitary measures were implemented in terms of the handling of food.

Stocker & Cashier

Harpers Ferry National Historical Park Association Bookstore - Harpers Ferry, WV

August 2016 to June 2017

- Stocking and organizing of literature in both storage and store
- Answering questions solicited by the customer about items being sold in store, historic nature of the bookstore building, town, and information about the local area.
- Served as a substitute park docet when needed.

I wish to serve on the zoning commission. I have served on the Farmland Protection Board and the Water Advisory Commission. I am a farmer and the farmer's perspective is important in zoning decisions. The Ranson City Council votes on rezoning Cranes Lanes exemplifies the problem of not having input from farmers. The first vote was 4 to 2 in favor of rezoning. After the second hearing at which many farmers made their comments. The vote was 4 to 1 against rezoning.

Farming is the most dangerous business in the US. Children in residential areas must be protected from the hazards of farming. Farmers set rules for their families to protect their children from farm hazards. These basic rules should be considered in zoning decisions. They will not be included without the input of at least one farmer on the commission. I volunteer to be that farmer.

December 17, 2025

Edwina Benites-LM
P.O. Box 250
Charles Town, WV 25414
boards@jeffersoncountywv.org

RE: Jefferson County Board of Zoning Appeals Opening Position January 2026

Dear Commission:

Please find attached, my signed application for Boards, Committees or Commissions.

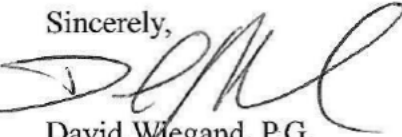
I currently am a member of the Jefferson County BZA and am applying to continue to serve. I have lived in Jefferson County for over 32 years.

I retire in 2 weeks. I have worked in the Engineering & Environmental Consulting business for about 40 years. I have a degree in Geology and have been a Professional Geologist for over 30 years. During my career, I have been involved in thousands of development projects. My primary role was to investigate and provide recommendations for subsurface conditions, in addition to numerous environmental conditions related to soil and groundwater. I have worked with contaminated soil and groundwater sites, storm water management and building construction inspection and testing. I have extensive knowledge in understanding engineering plans and specifications, as well as how they comply with government ordinances, regulations and policy. I am very familiar with construction plans, permitting and the sequence of construction. I have been accepted in the Maryland and Virginia courts as an expert in the field of geotechnical engineering and environmental consulting.

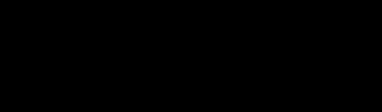
While on the BZA from 2023-2026 I have always been prepared for each case. I take time to review the material submitted and review the applicable sections of the Jefferson County Zoning and Land Development Ordinance, as well as West Virginia Code Chapter 8A. I am very familiar with the Ordinance, Codes and Rules of Conduct applied to the BZA. I review each case independently and listen to all citizen testimony in detail.

I have been involved in numerous community boards and charities, and look forward to getting more involved during my retirement. While many people move down South to retire, my wife and I will not leave West Virginia, and will stay in Jefferson County.

Sincerely,



David Wiegand, P.G.



Dwiegand01@gmail.com

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: DAVID WIEGAND

Home Telephone Number: [REDACTED]

Work Address: RETIRED (12/31/25)

Work Phone Number: —

Mobile Phone Number: [REDACTED]

E-mail Address: dwiegand@specializedengineering.com
dwiegandd@gmail.com

Party Affiliation: (Building Commission applicants only) _____

Occupation: ENGINEERING/GEOLOGY

Education: High School FT. EDWARD HS

College POTSDAM UNIVERSITY

Trade/Business School _____

Are you a United States citizen? Yes X No

Are you a West Virginia resident? Yes X No

Are you a resident of Jefferson County? Yes X No

Address: [REDACTED]

Magisterial District: ?

Are you a Jefferson County registered voter? Yes X No

Do you pay personal property tax?

Yes X No

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

JEFF Co BZA 2003-6; 2023-25; 40 yrs of ENGINEERING, CONSTRUCTION & ENVIRONMENTAL CONSULTING EXPERIENCE
SEVERAL BOARDS: CHAMBER of COMM. (Pres) HABITAT; YMCA; Fred Mt. INS Board (14 yrs, several positions) Rotary Fred Co. Frederick Organization Memberships and Positions Held: Health development committee
2- MD Condo Boards (pres 5 yrs) legal expert witness in MD & VA Geotechnical & Environmental cases. Membership in numerous other charity giving organizations.

Please list any felonies, convictions or convictions of moral turpitude or any other offenses to reflect poorly on Jefferson County.

None

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading and adhering to the County's Ethics and Robert's Rules as provided in a packet to me when obtaining my Oath of Office. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature:  Date: 12-17-25

J. Tyler Quynn

ityquynn@gmail.com

[REDACTED]

[REDACTED]

[REDACTED]

SUMMARY OF QUALIFICATIONS

Experience in code interpretation and enforcement, building inspection, real estate planning and development; public and private water and wastewater (sewer) installation and maintenance

PROFESSIONAL MEMBERSHIPS & CERTIFICATIONS

- International Code Council (ICC) Member [REDACTED]
 - ICC Certified Residential Building Inspector
 - ICC Certified Residential Combination Inspector
 - ICC Certified Residential Electrical Inspector
 - ICC Certified Residential Mechanical Inspector
 - ICC Certified Residential Plumbing Inspector
 - ICC Certified Property Maintenance & Housing Inspector
- Virginia Erosion & Sediment Control Inspector [REDACTED]
- West Virginia 1-S Wastewater Operator Certification
- Maryland Real Estate Sales License (Inactive)
- Planning Commission Certificate Program, University of Maryland/Maryland Department of Planning

WORK HISTORY

1974 - Present Self Employed

Owner/Developer:

Real Estate Development/Construction/Renovation/Management

- Acquire, develop, manage real property & improvements; coordinate with investors; estimate profit potential, plan & schedule projects; collect rents; maintain records; prepare legal and tax information

Page Two

- Initiate & manage land subdivision process
- Navigate federal, state, & local regulations to obtain wastewater discharge, treatment plant & other site, building, & construction permits

2002 - 2005 Jefferson County, West Virginia, Public Service District

Operations Manager

- Supervise Field Staff & Operations
- Maintain & trouble-shoot water/sewer systems, pump stations, mains & meters
- Develop & implement education & inspection program
- Produce specifications for materials & equipment purchases
- Coordinate with engineers & other professional to design/build PSD projects

2001 - 2002 County of Loudon Virginia (Leesburg)

Engineering Specialist, Bond Management Administrator

- Maintain records of County's public improvement & grading bond programs
- Conduct Legal & technical review of surety bonds, letters of credit, supporting documentation & performance bond extensions & submissions
- Provide technical assistance to project field managers concerns; E & S conservation & other field issues

Zoning Inspector, Department of Building & Development

- Conduct field investigations & document evidence & information
- Perform residential & commercial pre-occupancy final site inspections for conformance to plans & specification regarding:
 - Grading, drainage, erosion & sediment controls
 - Emergency Service, Fire Protection, & Handicapped Access
 - Roadway entrance, parking, traffic control devices & markings
 - Sidewalks & exterior lighting
 - Review & inspect all conditions of approval for Special Exceptions
 - Landscaping

Page Three

1983 – 1985 City of Frederick, Frederick Maryland

Department Head, Director of Building Permits/Inspections

- Receive applications, review & approve plans (residential, commercial, assembly, institutional, multi-family); calculate fees; issue permits; perform required inspections; issue *Certificates of Occupancy, Stop Work* & other orders; prepare reports & maintain official records
- Investigate citizen complaints
- Investigate fire damage
- Provide technical guidance to property owners, contractors, the professional community & the courts regarding life safety, building & fire codes & municipal ordinances
- Prepare annual budget

1974 – 1979 American Building Contractors

Construction Superintendent & Carpenter

- Supervise employees & subcontractors (10-15) in residential & commercial construction
- Construct concrete formwork for high rise apartment buildings, office buildings & public underground transportation systems

EDUCATION

- Bachelor of Arts, *Industrial Technology*, California State University, Fresno
 - California State Teaching Credential: Carpentry and Building Construction
 - Dale Carnegie Effective Speaking & Human Relations
 - Continuing Education*: Real Estate: Realtor, Land Development, Land & Environmental Planning, Planning Process & Zoning, Construction, Codes, Code Enforcement, Legal Aspects of Code Administration, Business Law, Business Technology, Technical Trades, various Manager & Board Member seminars WV Public Service Commission
- *Extensive list of CEU's will be provided upon request

VOLUNTEER SERVICE

2009 – Present Jefferson County (West Virginia), Board of Zoning Appeals

MEMBER/CHAIR

- Hear requests for administrative appeals, variances and special exceptions (Conditional Use Permit)
- Conduct site assessments
- Research, analyze, & interpret relevant codes & regulations
- Inform applicants & community during public hearing process
- Duties of Chair:
 - Preside over meeting/hearing
 - Maintain order
 - Swear in witnesses
 - Facilitate discussion among Board members
 - Ensure all decisions are made according to established zoning regulations and legal proceedings
 - Spokesperson for the Board
 - Sign documents for the BZA
 - Meeting Minutes, Findings of Fact, post Decision documentation
 - Ruling on procedure
 - Performing other duties as approved by the BZA

Page Five

2012 - City of Charles Town (West Virginia) Board of Zoning Appeals

MEMBER/CHAIR

City of Charles Town (West Virginia) Planning Commission – need dates

1995 – 1998 Frederick County (Maryland), Board of Zoning Appeals

MEMBER/VICE-CHAIR

1999, 2000 Honduras outreach project, All Saints Church, Frederick MD

Construction Project Co-Coordinator

- Coordinate construction to mitigate damage from Hurricane Mitch including building church walls, residential houses, & medical clinic

MILITARY SERVICE

1965 – 1967 United States Marine Corps

Jonathan “Adam” Shively

E-mail: 4StateRealEstate@gmail.com

OBJECTIVE

To earn a Board position with the Jefferson County Planning Commission.

WORK HISTORY

Samson Properties, November 2022-Present

Senior Agent

- Listing and Buyers Agent of Residential, Commercial, Land, and Farm Properties
- Produce over \$18,000,000 in sales volume annually
- Manage all sales and marketing activities for land development projects, luxury lot and home sales, and commercial projects in the 4-state area of WV, VA, MD and PA
- Maintain sales budgets while meeting and exceeding sales goals in all categories

4 State Real Estate LLC, October 2015-November 2022

Owner/Agent

- Owner and operator of 4 State Real Estate LLC, independent Real Estate Office
- Managed all company functions as the owner
- Trained all new agent and oversaw growth and productivity
- Growth leader interviewing, selecting, and adding 2-4 new agents annually
- Lead Listing Agent with team of 22-28 Licensed Agents
- Produced over eighteen million dollars in sales volume annually as an individual
- Led Company Production of over three hundred transactions annually and over eighty million dollars in volume

Keller Williams Rice Realty/Keller Williams Realty Centre--4 State Real Estate LLC, April 2007-2015

Agent/Owner

- Managed all sales and marketing activities for land development projects, luxury lot and home sales, and commercial projects in the tri-state area
- Maintained sales budgets while meeting and exceeding sales goals in all categories
- Led Keller Williams Real Estate Agents through Associate Leadership Council
- Balanced duties of Real Estate Agent, Community Sales Director, and Recruitment Coordinator

Portrait Homes Mid-Atlantic Division, March 2006-April 2007 (Reduction in force due to market condition)

Vice President of Sales

- Created and managed training agenda for newly hired sales representatives
- Completed Annual Plan 2007 and maintained all sales related budgets
- Researched and Created Advertising Four Million Dollar Advertising Budget for Mid-Atlantic Division
- Maintained Advertising budget and cut large scale advertising to meet budget restrictions of start-up division

Ryan Homes (NVR) Washington Tri-State Division, 2002-2006

Sales and Marketing Representative

- Marketed and sold average of twenty million dollars in sales volume each year
- Managed numerous sites with customer service ratings in the 90% range over two-year period
- Trained and assisted in the promotions of eight different Sales Consultants over four-year period
- Maintained community marketing budget of \$24,000 monthly

Montgomery County Public Schools, 1998-2002

World Studies Teacher/Varsity Basketball/Lacrosse Coach

- Met the needs of various learning styles and a diverse clientele while in charge of 120 students
- Developed and monitored a teacher mentoring program for 40 at-risk youth
- Managed operations of basketball program at Varsity High School level
- Managed operations of lacrosse program at Varsity High School level

EDUCATION

Frostburg State University

- BS in Social Science and Certification in Secondary Social Science Education
- Overall GPA: 3.60, Major GPA: 3.54, Cum Laude

Real Estate Licenses

- West Virginia
- Maryland
- Virginia
- Pennsylvania

RELATED ACTIVITIES AND RECOGNITIONS

- Topped \$32 Million in Individual Production in 2025 settling over 70 properties
- Topped \$18 Million in 2013-2024 Individual Production
- Top 1000 Agents in United States according to Real Trends
- Topped \$80 Million in 2015-2021 in Company Sales
- Top Producer 2007-2024
- Keller Williams Regional Top Producing Team 2008-2015
- SRES Real Estate Designation (Senior Real Estate Specialist)
- Certified Distressed Property Expert
- Residential Land Specialist Designation
- Board Member, Local School Improvement Committee
- Business Partner, Shepherdstown Elementary School/Middle School
- Assistant Coach and Director of Player Personnel with AAU Basketball Program, The WV Runnin Rebels
- Youth Basketball Coach with Jefferson County Parks and Recreation/Ranson Parks and Recreation
- Financial Supporter of Jefferson High School and Washington High School Athletic Departments

COMPUTER EXPERIENCE

- Word, Works, Word Perfect, Outlook, Excel, PowerPoint, Publisher, Lotus Notes, PC based applications
- Professional and Social Networking via Facebook, Twitter, Linked In, Instagram, Next Door

PERSONALITY CHARACTERISTICS

- Organized
- Forward Thinking
- Looks for the Win-Win
- Encouraging
- Positive
- Outgoing
- Motivating
- Self-Motivated
- Confident
- Creative
- Focused
- Entrepreneurial
- Action Oriented
- Responsive
- Decisive
- Prepared

Bradford D. Luttrell

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

February 27, 2026

Jefferson County Commissioners,

My name is Brad Luttrell. I reside and operate a farm in Jefferson County along with my wife and son. I have been a farmer in the county for over 40 years. My family is very involved with our church, First Baptist Church of Ranson, Jefferson County 4-H, and the Jefferson County Farm Bureau.

Jefferson County is my home, and I would like to serve its future.

At this time, I am applying for a position on the Jefferson County Planning Commission. I submit this letter and resume for your consideration of this appointment.

Sincerely,



Bradford D. Luttrell

Bradford D. Luttrell

luttrell815@gmail.com



Education

James Wood High School – Winchester, VA

1982

Member of Future Farmers of America

Employment Experience

Farmer

1979-Present

Purebred & Commercial Beef Cattle Operation

Farmers Livestock Exchange & Fauquier Livestock Exchange

1983-2010

Oversaw receiving of livestock

Organized sale of livestock

Southern States Winchester Cooperative

2008-2014

Field Sales and Service

Rockingham Cooperative Farm Bureau

2014-Present

Field Sales and Service

Responsible for working with customers, recommending and

supplying agronomy and livestock needs, responsible for

inventory and record keeping

Volunteer / Community Service

Missions Committee member at First Baptist Church of Ranson

2020-Present

Director and past President of the Jefferson County Farm Bureau

2016-Present

Caylyn Stamm

Certificates:

- Environmental professional with Chesapeake Bay Landscape Professionals (CBLP) Level 1 certification, educated on sustainable landscape design, stormwater management, and native plantings. Certified April 2025.

Experience:

JUNE 2018 - MAY 2019

Fresh Thyme Farmer's Market, Bridgeville PA - *Front End Supervisor*

- Handled all customer interactions and facilitated merchandise returns daily.
- Balanced multiple register drawers daily and supervised 10+ cashiers simultaneously.
- Worked with cash handling, register audits, and change orders.
- Obtained an understanding of health-food and plant medicine.

MAY 2019 - MAY 2022

Your CBD Store, Bethel Park PA - *Consultant/Sales Associate*

- **Therapeutic Cannabis Experience:** Worked with and managed practical medicines.
- **Hospitality:** Consulted independently with clients and recommended solutions based on their needs and ailments.
- Built rapport and relationships throughout interactions with returning customers.
- **Inventory Management:** Managed inventory input for multiple store locations.

NOVEMBER 2022 - CURRENT

C3 Cycle Tech, Berryville VA - *Motorcycle Parts Expert/Sales*

- **Online Listings Management:** Create and manage detailed online listings for used motorcycle parts, including comprehensive descriptions, accurate fitment information, researching manufacturer part numbers, ensuring accuracy and authenticity of each component and competitive pricing.
- **Market Research:** Conduct market research to determine competitive pricing and optimize inventory turnover. Stay updated on industry trends and part demand.
- **Customer Interaction:** Provide excellent customer service by answering inquiries, addressing concerns, and offering expert advice on part compatibility.
- **Quality Assurance:** Perform thorough inspections and quality checks of all parts to ensure they meet high standards before listing them for sale.

References:

Denise Muijer, *Manager Your CBD Store:* [REDACTED] • Ameen Purdie, *Manager:* [REDACTED] •

Moriah Manley, *Manager C3 Cycle Tech:* [REDACTED]

Christopher J. Garcia, AICP, Assoc. AIA

• chrisgarcia_iniraq@hotmail.com

SUMMARY

Management-level architectural designer and planner with 20+ years of experience in federal, local government, and private-sector environments. Expertise in facility planning, urban design, zoning administration, and military installation planning. Proven leader in complex, multi-stakeholder projects and large-scale planning initiatives.

CORE SKILLS

- Military Facility & Installation Planning
- Urban Design & Comprehensive Planning
- Zoning & Land Use Administration
- Project & Program Management
- Military Construction (MILCON)
- Historic Preservation
- Cost Estimating & Economic Analysis
- Construction & Contract Management
- GIS & AutoCAD
- Leadership & Team Development

PROFESSIONAL EXPERIENCE

HDR, Inc. – Remote Position, Home Office in Colorado Springs, CO

Senior Planner | Aug 2025 – Present

- Lead installation planning, space management, and district development plans for DOD installations worldwide - Serve as primary team lead for day-to-day oversight for junior planners - Oversee facility programming, regulatory compliance, and planning documentation - Manage internal planning-related deliverables and provide QA/QC oversight

Selected Projects: - Marine Corps Base Camp Lejeune Installation Master Plan (on-going long-range comprehensive plan) – Misawa Air Base (Japan) District Development Plan (Technical SME / analyst for small area development plans) – USSPACECOM Planning Charette Report (space planning SME for new service command center)

US Air Force – Joint Base Anacostia-Bolling, Washington, DC

Acting Planning Section Chief | Aug 2022 – Jul 2025

- Lead military installation planning, space management, and district development in an urban base environment - Serve as primary liaison for stakeholders, consultants, and decision-making bodies - Oversee facility programming, regulatory compliance, and planning documentation - Manage consultant deliverables and provide QA/QC oversight

Selected Projects: - Facility Space Optimization Plan (SME for space authorization and real property data) - Historic Bolling District Plan (Lead planner for land use and site planning) - 87,000 SF Ambulatory Care Center (MILCON planning lead) - Honor Guard Campus Development Plan (Client liaison and planning coordinator)

Town of Herndon, VA – Community Development Department

Development Program Planner / Deputy Zoning Administrator | Mar 2018 – Jul 2022

- Administered zoning ordinance and development review processes - Provided planning, urban design, and historic preservation guidance - Prepared technical reports and presented to boards and commissions

Loudoun County, VA – Department of Planning & Zoning

Community Planning Program Manager | Dec 2015 – Mar 2018

- Managed countywide comprehensive planning programs, initiatives, and consultant teams - Led stakeholder engagement and interagency coordination efforts - Oversaw budget, contracts, and multidisciplinary planning teams

Selected Projects: - Envision Loudoun Comprehensive Plan (Countywide planning lead) - Silver Line Comprehensive Plan Amendment (Transit-oriented development planning)

Government Services IPT, Largo, MD

Planning Project Manager | May 2010 – Jan 2016

- Directed federal facility planning, programming, and design charrettes - Managed client relationships, budgets, and subcontractors - Delivered MILCON studies, concept designs, and cost analyses

URS Corporation – Federal Planning Team, Gaithersburg, MD

Senior Planner | Jan 2008 – May 2010

- Supported federal facility planning, construction, and security projects - Developed programming documents and infrastructure assessments

City Architect’s Office and Planning & Zoning Department, City of San Antonio, TX

Senior Planner / Intern Architect | 1996 – 2008

- Led community planning, code development, and design review efforts - Supported municipal architecture and construction administration

MILITARY EXPERIENCE

United States Marine Corps (Retired Reserve) | 1993 – 2015

- United States Marine Corps, Individual Ready Reserve, January 2013 – August 2015

- United States Marine Corps, 4th Civil Affairs Group, USMC, Washington, DC; Civil Affairs Detachment Chief / Group Operations Chief, October 2009 – January 2013
 - United States Marine Corps, 'B' Company, 4th Light Armored Reconnaissance Battalion, 4th Marine Division, USMC, Frederick, MD; Radio Chief, Company Gunnery Sergeant. March 2008 – July 2009
 - United States Marine Corps, 4th Reconnaissance Battalion, 4th Marine Division, USMCR, San Antonio, TX; Radio Chief, Company Gunnery Sergeant. August 1993 – March 2008
 - United States Marine Corps, 4th Civil Affairs Group, USMC, Washington, DC; Civil Affairs Staff Noncommissioned Officer, April 2006 – May 2007 (Deployed to Al Anbar Province, Iraq in support of combat operations)
 - United States Marine Corps, D Company, 4th Reconnaissance Battalion, 4th Marine Division, USMC, Albuquerque, NM; Radio Chief. February 2003 – August 2003 (Deployed to Iraq in support of combat operations)
 - United States Marine Corps, Reconnaissance Detachment, Marine Forces UNITAS, II Marine Expeditionary Force, USMC, Camp Lejeune, NC; Radio Chief. April 2002– December 2002 (Deployed to Central / South America with Special Purpose Marine Air-Ground Task Force)
-

EDUCATION

B.S., Architecture – University of Texas at San Antonio

M.S., Environmental Biology (in progress) – Hood College

CERTIFICATIONS & AFFILIATIONS

- American Institute of Certified Planners (AICP)
 - American Planning Association (APA)
 - Associate Member, American Institute of Architects (AIA)
 - Certified Zoning Administrator (VA, expired)
 - Former LEED Green Associate
-

AWARDS

- APA Roxie L. Anderson Planning Excellence Award (APA San Antonio Chapter)
 - Loudoun County EMPACT Awards (multiple)
 - USAF Civil Engineering Squadron Performance Awards, Outstanding Civilian Service Medal
 - USMC Individual, Service, & Unit Decorations with combat service awards
-

COMMUNITY INVOLVEMENT

- JCYSL Youth Soccer Coach/Referee
- Veterans organizations (VFW, American Legion, Marine Corps League)
- St. Agnes Catholic Church volunteer (Eucharistic Minister / Lector)

Michael Dick

*Planning
Commission*



Skills: Works well with others
Enjoys talking to people.

Education: Graduated Martinsburg High School in 1969
Graduated James Rumsey Vo-Teck in 1969-1970
Graduated James Rumsey Vo-Teck in 1970-1971
Attended Shepherd College 1989-1991

Work experience: 45 years in retail grocery, mostly in management
Responsible for scheduling, inventory control,
Profit margin and customer service

Community service:

Member of the South Jefferson Ruritan Club,
served as President 15 times, currently co-manager
of the Ruritan kitchen at the Jefferson County Fair.
Member of the Jefferson County Historical Society
Sit of the Board of Directors at the South Jefferson
Public Library, and Treasurer for the Friends of the
Library (fund raising entity).
Member of the Jefferson County Fair Association.
Chair of the Administrative Board for the Summit
Point United Methodist Church in Summit Point.
Treasurer for the Summit Point Street Light Committee

Hobbies: Turkey and deer hunting, fishing. Working with wood projects
And remodeling our home.

JOHN HENRY DALE, M.Sc., CTS

NYC |

JohnHenryDale@gmail.com | www.Linkedin.com/in/JohnHenryDale/

SENIOR STREAMING MEDIA & SOLUTIONS ENGINEER

AV ENGINEERING | LIVE STREAMING | SOLUTIONS ENGINEERING | AUDIO/VIDEO PRODUCTION | BROADCAST ENGINEERING

Performance-driven, process-focused and AVIXA CTS-certified, Senior AV & Solutions Engineer with 20+ years of transferable experience in envisioning and building highly flexible and stable next-generation IT, AV and Multimedia streaming and programming tools to drive user experience and success. Proven track record of success in consistently exceeding expectations, KPIs, metrics, and target sales goals on a year-over-year basis while negotiating mutually beneficial agreements with key clients and stakeholders.

IMMEDIATE VALUE OFFERED

- ❖ **Subject matter expertise** in the entire live and on-demand audio and video encoding supply chain (MPEG-DASH, HLS, H.264, WebRTC, RTMP/S, RTSP) from content acquisition to delivery, using Jira, Confluence, Google sheets, and Airtable project management solutions to support agile methodologies for live and on-demand streaming multimedia engineering products and services.
- ❖ **Transferable expertise** in consolidating legacy features and capabilities to support next-generation tools and services while improving quality and performance of multimedia programming systems and features.
- ❖ **Administer content remediation** workflows for on-demand multimedia products while acting as a technical resource to other departments to address and resolve problems.
- ❖ **Leverage agile methodologies** to cultivate innovative solutions, facilitate continuous process improvements, streamline operations, and generate cost optimization while driving organization-wide efficiency, effectiveness, and productivity.
- ❖ **Provide data-driven and insightful recommendations** via comprehensive presentations and reports to clearly communicate schedules, risks, issues, and processes to a variety of business, creative, and technical audiences.
- ❖ **Possess both solutions and audio/video engineering background** that allows for strategic engagement at the C-level as well as with software developers and IT architects.
- ❖ **Excellent communicator** able to partner with project managers, product stakeholders and technical leads outside their area to coordinate work, deliverables, and schedules.
- ❖ **Manage multiple projects and initiatives** from concept to execution while leading agile ceremonies, such as daily stand-ups, sprint plannings, backlog refinements, retrospectives, and demos for 2-3 teams concurrently.

CORE COMPETENCIES

- Audio-Video-Over-IP Engineering
- Live Event Direction / Production
- Enterprise Video Sales Engineering
- Jira / Confluence mgmt. Experience
- SaaS Implementation Engineering
- Network and Cyber Security
- Cloud-based media Encoding
- Client Relationship Management
- Product Roadmap Development
- Cross-Cultural Communications
- Strategic Planning & Analysis
- Immersive Media Production
- Technical Troubleshooting
- Partnership Development
- Spatial Audio Integration
- AR / VR / MR/ HMD Tech
- Audio Video Production
- Regulatory Compliance
- Contract Negotiations
- Change Management
- Project Management
- Resource Allocation
- Client Engagement

PROFESSIONAL EXPERIENCE

IPTV ENGINEER | FORTÉ – HARPERS FERRY, WV

02.2024 - PRESENT

Specialize in the installation, configuring, and troubleshooting of IPTV engineering and product solutions for Google and YouTube TV's OTA, D2S and fiber network streaming video infrastructure using a fundamental understanding of IPTV principles, functionality, and terminology.

- ◆ On-site and remote installation and configuration of applications, interfaces, and products based on system/client requirements.
- ◆ Develop configuration requirements, drawings, and documents for manufacturer applications and products.
- ◆ Provide support in developing, implementing, and testing system moves, adds and changes.
- ◆ Plan and execute assigned tasks within deadlines.
- ◆ Assist in system solutions analysis, design, development, and testing activities.
- ◆ Develop and maintain configuration policies and procedures.
- ◆ Review and recommend changes to existing configuration processes.

- **Build, Test and Workflow Creation** of Cloud-Based Media Systems (Transcode, Edit, Rendering, Delivery)
- **Analyze and resolve** configuration issues in a timely manner.
- **Deploy and troubleshoot Evertz** video encoding and RF software and hardware.

Operate within a multifaceted and all-encompassing live stream production management role, overseeing day-to-day responsibilities, including delivering robust services to broadcasters by maintaining advanced creative and content visions for best-in-class streaming experiences on LinkedIn Live. Provide in-depth insights on setup, testing, and management of live video encodes.

- ◆ **Audio and Video Engineering (A1 / V1)**, direction and production in a dynamic, global financial media organization. live events, IPTV, video conferencing platforms (Zoom, Webex, MS Teams, etc.), training room management and general infrastructure support.
 - ◆ **Producing high profile events** including audio and video mixing, camera framing and operation, lighting, stage management, and sophisticated audio/video switching and AVOIP control systems including Allen & Heath dLive 5000 mixers, Black Magic ATEM 2ME Production Studio 4K, Crestron AV control systems, Biamp IP Audio, Christie and Purelink video matrix switchers.
 - ◆ **AV Solutions Architecture and Engineering** for complex, multi-destination, fully redundant, live streaming and broadcast enterprise event productions.
- **Build, Test and Workflow Creation** of Cloud-Based Media Systems (Transcode, Edit, Rendering, Delivery)
 - **Monitor broadcaster live streams** in collaboration with internal engineering teams to ensure 100% system up-time.
 - **Ensure author bespoke workflow** while crafting sophisticated streaming designs.

- ◆ **Utilized proof-of-concept and technical demonstration expertise** to facilitate highly visible and prestigious enterprise video customers, including AT&T, Mercedes-Benz, Prudential, GSK, LiveU, AVI-SPL, Kaplan, and Paramount.
 - ◆ **Orchestrated SaaS white label product scope/definitions** for organization managed service agreement to facilitate AT&T'S Media-Vu product launch.
 - ◆ **Administered** all aspects of information-sharing initiatives as a central repository of knowledge for cross-functional teams across the organization.
 - ◆ **Contributed towards** delivering best-in-class platforms to create, distribute, and measure success of live and on-demand video for intelligent enterprise.
 - ◆ **Involved in value alignment discussions**, high-impact product demos, competitive analyses, RFP responses, and proof-of-concepts delivery.
 - ◆ **Crafted and delivered** engaging and compelling product demonstrations.
- **Collaborated with sales and channel teams** to perform pre-demo outcomes analysis and achieve client requirements.
 - **Acquired advanced expertise** regarding all aspects of technology partner ecosystem and enterprise video landscape.
 - **Collected and analyzed** product and technology feedback from prospective clients to influence product roadmap.
 - **Strategically partnered** with cross-functional teams to close win-win agreements with new/existing customers.

Operate within a multifaceted and all-encompassing live stream production management role, overseeing day-to-day responsibilities, including delivering robust services to broadcasters by maintaining advanced creative and content visions for best-in-class streaming experiences on LinkedIn Live. Provide in-depth insights on setup, testing, and management of live video encodes.

- ◆ **Produced multiple large-scale enterprise live streaming video events** for leading Fortune 500 organizations, including Salesforce, New York Times, Wall Street Journal, EY, Adobe Max, Samsung, Nestlé, and GlaxoSmithKline.
 - ◆ **Maintain satisfactory testing, staging, and redundancy** for partners before broadcasting while meeting aggressive timeline requirements with precision.
 - ◆ **Deliver comprehensive** education, insights, and information to broadcasting partners on a worldwide basis regarding appropriate streaming solutions.
 - ◆ **Strategically work** with LinkedIn Stream Force team, supporting prestigious clients to achieve advanced creative and content vision for live streaming experiences on LinkedIn Live using complex network AV/streaming solutions.
 - ◆ **Conduct quality testing** on broadcaster live streams using Jira to ensure 100% up-time while communicating customer feedback for feature optimization and technical troubleshooting requests through LinkedIn streaming encoder service.
- **Define viewer experience** and streaming distribution requirements while enabling broadcaster streams to LinkedIn Live.
 - **Monitor broadcaster live streams** in collaboration with internal engineering teams to ensure 100% system up-time.
 - **Ensure author bespoke workflow** while crafting sophisticated streaming designs.
 - **Facilitate end-to-end setup, testing, and management** of live video encodes using StreamYard, Restream, Zoom, MS Teams, and Elemental and Teradek hardware encoders with accuracy.

- ◆ **Rebranded onboarding processes** for valued customers while delivering advisory and consultation in alignment with client business requirements.
 - ◆ **Resolved largest in-depth troubleshooting ticket** as well as improved client trust and renewed contract to generate revenue growth on a yearly basis.
 - ◆ **Successfully onboarded Citibank** —one of the largest financial institutions and prestigious client for the organization from inception to completion.
 - ◆ **Drove and closed seamless delivery and execution** of enterprise streaming video software products to large Fortune 100 companies, including Citigroup, Coca-Cola, Qualcomm, Novartis, Allianz Global Investors, GlaxoSmithKline, Campbell Soup Company, GoDaddy, Nationwide, Alcoa, John Deere, and Merck.
 - ◆ **Performed an integral role**, facilitating end-to-end activation and onboarding of new clients in NORAM, EMEA, and LATAM using API-integrated combination of Jira Service Manager, Confluence, and Salesforce cloud CRM solutions.
 - ◆ **Transformed streaming** “Implementation” process into “Activation,” involving dynamic, international, and intra-departmental collaboration on conceptual and technical differences between processes to optimize customer journey lifecycle.
 - ◆ **Achieved 100% revenue growth on a yearly basis**, coupled with 1000% growth in viewers from 2019 Q1 to 2021 Q1 (2M to 20M); 19M hours viewed (2021 YTD); 2.45M Hive Agents installed; and 9M WebRTC Viewers (2021 YTD).
- **Strategically worked** with unified communications department to achieve seamless transition with zero errors while facilitating proper formatting regarding back-end integration of 20K+ data lines.
 - **Used Hive’s custom Power-BI-based analytics dashboard** to deliver in-depth live event analytics reporting for clients.
 - **Enabled multiple implementations and onboarding** in Spanish for LATAM customers across Argentina and Mexico.
 - **Utilized extensive technical knowledge** to deliver robust services to key clientele.
 - **Employed latest software and tools**, encompassing Confluence, Jira, Zendesk, Microsoft Teams and Power BI, Stream, Skype Business Broadcast, Panopto, TalkPoint, ON24, and Office 365 Suite.

- ◆ **Completed distance education technology initiatives**, including producing yearly performance art productions and workshops in an efficient manner.
 - ◆ **Supported academic conferences** via state-of-the-art live stream technology as well as transatlantic multi-site international real-time collaborations.
 - ◆ **Produced and managed** NWS Distance Learning/IT infrastructure initiatives, involving creating workflows to drive technology remediation effectiveness.
 - ◆ **Executed procedural changes** to enable continuous improvement of service delivery and IT operational procedures by following industry best practices.
 - ◆ **Partnered with IT management team** to implement commercial technologies while modernizing enterprise technology solutions for faculty and students.
- **Pioneered end-to-end** immersive media efforts from audiovisual perspective.
 - **Administered all aspects** of production 360 video presentation initiatives.
 - **Oversaw experimentation**, beta testing, evaluation, recommendation, and purchasing of equipment and software.
 - **Ensured strict compliance** with government and educational regulations regarding IT systems and processes.

- ◆ **Delivered broad range** of IT and A/V support from configuring exchange and active directory to audio/video engineering, Tandberg & Polycom conferencing support, live webcasting, video conferencing, and web design using browser-based and text editors with command line, SSH server, and client programs.
 - ◆ **Employed latest programs, languages, and technologies**, encompassing Adobe CS suite, WordPress, Drupal, Microsoft Office 2010, Active Directory, Exchange, FileMaker, Dreamweaver, Wirecast, DSLR camera A/V workflows, Final Cut Pro, GitHub, Emacs, SublimeText2, TortoiseGit, browsers, VLC, Ustream, LiveStream, Cumulus, HTML, CSS, PHP, JavaScript, Wowza Media Server, Amazon Web Services (CloudFront), and Facebook for developers.
- **Provided robust** social media tech support to valued clientele across highly visible platforms, encompassing Facebook, Twitter, YouTube, and Vimeo.
 - **Oversaw extensive PC and A/V hardware** troubleshooting, testing, upgrades, PC re-builds, and modifications.
 - **Utilized Adobe Premiere and Final Cut Pro** to facilitate video editing initiatives.

- ♦ **Supervised all aspects** of marketing, licensing, website design, video player design, server load balancing, streaming video, and audio testing for various multicast live video streams, event production, and management activities.
- ♦ **Successfully launched** online music streaming TV channel service platform.
- **Provided creative and technical direction** for The Venue Project —live streaming web TV channel, focusing on music, arts, and local broadcasting events.

EDUCATION QUALIFICATIONS & COURSES

THE UNIVERSITY OF EDINBURGH — EDINBURGH, SCOTLAND**2007**— **MASTER OF SCIENCE (M.Sc.) DIGITAL COMPOSITION & PERFORMANCE**

THESIS/COMPOSITION: “SYZYGY”, WRITTEN FOR 8.1/3-D AMBISONIC SPATIAL AUDIO FORMAT USING COMMON LISP MUSIC, ABLETON LIVE, AND PRO TOOLS; USED FIBONACCI SERIES NUMBERS FOR NOTE FREQUENCY VALUES AND COMPOSITIONAL STRUCTURE

KENYON COLLEGE — GAMBIER, OH**1999**— **BACHELOR OF SCIENCE (B.S.) INTERNATIONAL STUDIES (LATIN AMERICA)**

LINKEDIN COURSES: WHAT IS SCRUM? | HTML ESSENTIAL TRAINING**ARTIFICIAL INTELLIGENCE (AI) FOR BUSINESS LEADERS AND CONFLUENCE AI FOR IMMERSIVE VIDEO**

TECHNOLOGY SKILLS | LANGUAGE PROFICIENCY

MS 0365 JAVASCRIPT | PYTHON | SALESFORCE | AIRTABLE | JIRA | CONFLUENCE | POWER BI

BILINGUAL FLUENCY IN THE ENGLISH AND SPANISH LANGUAGES | LIMITED WORKING PROFICIENCY: FRENCH AND PORTUGUESE

Krista L. Edwards


kristaedwads2014@gmail.com


February 14, 2026

BY ELECTRONIC MAIL

Jefferson County Commission
c/o Edwina Benites
County Administrator
124 East Washington Street
P.O. Box 250
Charles Town, West Virginia 25414

Re: Letter of Interest – Planning Commission

Dear President Majdi and Commissioners:

I write to express interest in a voluntary position on the Jefferson County Planning Commission.

As outlined in my enclosed resume, I spent most of my professional career as a lawyer in private practice, representing railroads and other corporate clients in litigation and regulatory matters. In 2006 I was appointed Chief Counsel of the newly-established Pipeline and Hazardous Materials Safety Administration (PHMSA) within the U.S. Department of Transportation. PHMSA is the federal agency charged with establishing and enforcing standards for the safe movement of oil, natural gas, and all other hazardous materials by all modes of transportation. In 2007 I was named Deputy Administrator of PHMSA. I served in that role (and for six months as Acting Administrator) until the end of the Bush Administration (January 2009) and have since devoted my time and energy to family, home, and garden/ecological restoration.

I believe my background and experience are well-suited to the Planning Commission role. As a lawyer and government official, I spent most of my career addressing complex and often technical matters requiring the interpretation and application of laws and regulations. In law practice, I regularly participated in contested matters before various tribunals, including courts and regulatory agencies. Although I do not

have direct professional experience in land use or zoning law, I'm confident that my general legal training, years of private practice, and experience as a regulatory official would serve me well in understanding and applying applicable standards, evaluating land use proposals and policies, and working with other Commissioners and staff to promote the highest standards in transparency and public service. Moreover, I have no conflicts of interest that would interfere with my service. My husband and I have owned our home in Jefferson County for more than twenty years, but we have no business or other financial interests in matters that may come before the Planning Commission.

If appointed, I'll commit the time and effort necessary to serve effectively and conscientiously. I've paid enough attention to recent proceedings to appreciate the challenges facing the Planning Commission and that the role of Commissioner is not an easy one. In a community undergoing such rapid and widespread growth, there necessarily will be growing pains, some development will be controversial, and decisions constrained by legal standards will not always be the most popular.

Ultimately, I'm applying for the position because I love Jefferson County, care about its future, and believe that I could make a positive difference in the work of the Planning Commission. I am committed to the rule of law, to transparency, integrity, and common sense. I respect the role of the County Commission as the governing authority, and I would be honored to serve.

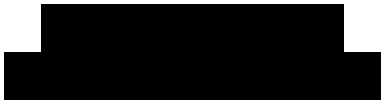
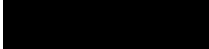
I am happy to share more about my background and perspective in an interview or otherwise.

Respectfully,

Krista L. Edwards

ENC.

Krista L. Edwards


kristaedwards2014@gmail.com


PROFESSIONAL EXPERIENCE

Deputy Administrator 2007-2009

Pipeline and Hazardous Materials Safety Administration

U.S. Department of Transportation

Leadership of agency charged with establishing and enforcing standards for the safe movement of oil, natural gas, and all other hazardous materials by all modes of transportation, including pipeline and air, rail, and motor carriage. Served as Acting Administrator in 2007.

Chief Counsel 2006-2007

Pipeline and Hazardous Materials Safety Administration

U.S. Department of Transportation

George W. Bush appointee as first Chief Counsel of newly-established federal agency. Advised agency leadership, represented agency in legal matters within the federal government, and supervised agency legal staff in regulatory matters and civil enforcement proceedings.

Partner

SIDLEY AUSTIN LLP (Washington, D.C.) 1997 - 2006

Member of the Transportation and Labor and Employment practice groups. Advised and represented corporate clients in regulatory matters and disputes before various tribunals, including state and federal courts, arbitration panels, and federal agencies, with emphasis on labor-management relations in the railroad industry.

Associate

SIDLEY & AUSTIN (Chicago, IL and Washington, D.C.) 1988-1997

Varied litigation and regulatory practice, with emphasis on the railroad industry.

EDUCATION

Northwestern University School of Law, 1988, J.D. *cum laude*, Order of the Coif, Articles Editor, *Northwestern Law Review*.

Northern Illinois University, 1984, B.A. Political Science, *summa cum laude*.

NICHOLAS RUSSO

[REDACTED]
[REDACTED]
Nickrusso249@gmail.com

OBJECTIVE

To assist as a business owner in bringing new business into Jefferson County, West Virginia to improve the community and economy.

EXPERIENCE

Corporal | US Marine Corps

Infantry

Trained Designated Marksman

Maximum K9 | Apprentice

Hands-on experience under experienced dog trainer for bite work

First-hand experience learning odor work to apply to real world scenarios

3DK9 | Handler

Handled narcotics K9 on contracts located in North East US

Global Guardian | Handler

K9 Handler for explosive and security contracts

Sources handlers to fulfill contracts

QRF Solutions K9 | Co-Owner

Master trainer at police K9 training facility

Teaches group and one on one classes about odor, patrol, tracking, and K9 law

CERTIFICATIONS

- AMPWDA (American Maintrailing Police Work Dog Association) Master Trainer
- Virginia DCJS (Department of Criminal Justice Services) K9 instructor
- AKC (American Kennel Club) Evaluator
- Therapy Dogs United Evaluator
- Virginia DCJS Bail Enforcement Agent
- Virginia DCJS certified handgun, advanced handgun, pistol, shotgun
- Virginia DCJS certified unarmed security, armed security
- CPR certified

LICENSES

- Maintains active Federal Firearms License
- Maintains active Federal Explosive License
- Maintains active DEA License

Nicholas Russo

[REDACTED]

[REDACTED]

Nickrusso249@gmail.com

March 4, 2025

To whom it may concern:

I am a small business owner located in Jefferson County that is interested in expanding the community and economy of the county by bringing in new businesses. This opportunity would allow me to help attract other businesses and make connections to improve the wellbeing of Jefferson County.

Thank you for your time and consideration for this position.

Sincerely,

Nicholas Russo

Timothy W. Smith

[REDACTED] | Tim@rsdhorseauctions.com

March 1, 2026

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

RE: Letter of Interest for Reappointment to the Jefferson County Planning Commission

To the Honorable Members of the Jefferson County Commission,

Please accept this letter and the accompanying statement of interest as a formal request for my reappointment to the Jefferson County Planning Commission. Having served on the Commission, I am eager to continue contributing my professional expertise and deep-rooted personal commitment to the responsible stewardship of our county's land and resources.

As a lifelong resident, full-time farmer, and professional auctioneer, I possess a distinct "boots-on-the-ground" perspective regarding property values and land use. My career as an auctioneer has given me a comprehensive understanding of the real estate market and the economic drivers behind property transitions, while my life as a farmer keeps me tethered to the practical realities of our agricultural community. I believe this balance is essential for a Planning Commission member—understanding the necessity of economic growth while remaining fiercely protective of the rural character that defines Jefferson County.

My commitment to this county is not just professional; it is permanent. I have placed two of my own farms into farmland preservation, ensuring they remain agricultural assets for future generations. This action reflects my core philosophy: that we must plan for today with a fifty-year vision for tomorrow.

In addition to my current tenure on the Planning Commission, my service on the Jefferson County Fair Board and my past involvement with the Farm Bureau have allowed me to build strong relationships with stakeholders across the county. I pride myself on being a fair, consistent, and approachable representative who listens to the concerns of our citizens while adhering to the long-term planning goals established by this Commission.

I would welcome the opportunity to discuss how my continued service can benefit the residents of Jefferson County. Thank you for your time, your leadership, and your consideration of my reappointment.

Sincerely,





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 Majidi

VICE PRESIDENT
Mike Mood

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Jack Hefestay

Jefferson County Board Member General Expectations Agreement

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

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

1. Professionalism (Initial:)

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

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

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

2. Constituent Relations (Initial:)

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

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

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

3. Pride in Yourself, the Commission, and the County

(Initial: TS)

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

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

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

Printed Name: Timothy W. Smith
Board Name: Planning Commission
Signature: [Handwritten Signature]
Date: 3-1-20

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: **April 2, 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:

Present exonerations for approval.

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Present budget adjustments.

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

Requested **motion to approve the Commission Ambulance 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 Arpil 2, 2026

Date	Invoice #	Amount	Reason
3/12/2026	2606251	\$ 15.00	EXONERATION - LATE FEES / PAID BY M. ROPER 10/8/25 - PYMT APPLIED TO WRONG ACCT
3/12/2026	2416364	\$ 10.00	EXONERATION - WAIVE LATE FEE - SOLD BEFORE LF WAS APPLIED
3/12/2026	2615632	\$ 10.00	EXONERATION - WAIVE LATE FEE - SOLD BEFORE LF WAS APPLIED
3/12/2026	2314047	\$ 15.00	EXONERATION - LATE FEES
3/12/2026	2414598	\$ 15.00	EXONERATION - LATE FEES
3/12/2026	2613953	\$ 15.00	EXONERATION - LATE FEES
3/16/2026	2611844	\$ 15.00	EXONERATION - LATE FEES
3/17/2026	2302661	\$ 15.00	EXONERATION - LATE FEES
3/17/2026	2403657	\$ 15.00	EXONERATION - LATE FEES
3/17/2026	2603522	\$ 10.00	EXONERATION - LATE FEES
3/20/2026	2607442	\$ 15.00	EXONERATION - LATE FEES
3/23/2026	2622196	\$ 15.00	EXONERATION - LATE FEES - WRONG MAILING ADDRESS
3/25/2026	2321480	\$ 27.00	EXONERATION - LATE FEES (CURRENTLY IN LITIGATION)
3/25/2026	2306887	\$ 15.00	EXONERATION - LATE FEES (CURRENTLY IN LITIGATION)
3/25/2026	2407692	\$ 15.00	EXONERATION - LATE FEES (CURRENTLY IN LITIGATION)
3/25/2026	2400014	\$ 27.00	EXONERATION - LATE FEES (CURRENTLY IN LITIGATION)
3/25/2026	2607361	\$ 15.00	EXONERATION - LATE FEES (CURRENTLY IN LITIGATION)
3/25/2026	2600521	\$ 27.00	EXONERATION - LATE FEES (CURRENTLY IN LITIGATION)
3/26/2026	2317146	\$ 35.00	EXONERATION - DECEASED (PP TRANSFERRED IN 2024)
3/12/2026	2621109	\$ 11.00	PER ASSESSORS RECORDS PROPERTY IS OWNER OCCUPIED WAS BILLED AS NON-OWNER OCCUPIED IN ERROR
3/12/2026	2422160	\$ 11.00	PER ASSESSORS RECORDS PROPERTY IS OWNER OCCUPIED WAS BILLED AS NON-OWNER OCCUPIED IN ERROR
3/12/2026	2609109	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/12/2026	2174952	\$ 54.00	PROPERTY SOLD 11/19/19 BILLED IN ERROR 7/31/21 FOR FY22
3/12/2026	2607861	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/12/2026	2607121	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/12/2026	2609889	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/13/2026	2623938	\$ 10.00	DID NOT RECEIVE THE FY26 INVOICE
3/13/2026	2306358	\$ 5.00	BILLED TWICE FOR THE FY24 FIRST DELINQUENT IN ERROR
3/13/2026	2617106	\$ 65.00	PER ASSESSORS RECORDS MH IS UNLIVABLE
3/13/2026	2417896	\$ 65.00	PER ASSESSORS RECORDS MH IS UNLIVABLE
3/13/2026	2317586	\$ 65.00	PER ASSESSORS RECORDS MH IS UNLIVABLE
3/13/2026	2219553	\$ 65.00	PER ASSESSORS RECORDS MH IS UNLIVABLE
3/13/2026	2145981	\$ 10.00	BILLED TWICE FOR THE FY21 SECOND DELINQUENT FEE IN ERROR
3/13/2026	2614087	\$ 10.00	DID NOT RECEIVE THE FY26 INVOICE
3/13/2026	2600075	\$ 20.00	BILLED TWICE IN ERROR FOR THE FY26 SECOND DELINQUENT FEE
3/13/2026	2612999	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/13/2026	2614262	\$ 15.00	WRONG BILLING ADDRESS DID NOT RECEIVE THE INVOICE
3/13/2026	2414925	\$ 15.00	WRONG BILLING ADDRESS DID NOT RECEIVE THE INVOICE
3/13/2026	2314417	\$ 15.00	WRONG BILLING ADDRESS DID NOT RECEIVE THE INVOICE
3/13/2026	2216148	\$ 14.00	WRONG BILLING ADDRESS DID NOT RECEIVE THE INVOICE
3/13/2026	4560	\$ 15.00	WRONG BILLING ADDRESS DID NOT RECEIVE THE INVOICE
3/13/2026	2421391	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/13/2026	2608504	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/16/2026	2400642	\$ 117.00	PER ASSESSORS RECORDS PROPERTY SOLD 5/22/24 BILLED ON 6/2025 FOR FY25 IN ERROR
3/16/2026	2400643	\$ 665.60	PER ASSESSORS RECORDS PROPERTY SOLD 5/22/24 BILLED ON 6/2025 FOR FY25 IN ERROR
3/16/2026	2422054	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/17/2026	2603820	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/17/2026	2604897	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/17/2026	2618757	\$ 15.00	WRONG BILLING ADDRESS DID NOT RECEIVE THE INVOICE
3/17/2026	2622498	\$ 15.00	WRONG BILLING ADDRESS DID NOT RECEIVE THE INVOICE
3/17/2026	2423467	\$ 15.00	WRONG BILLING ADDRESS DID NOT RECEIVE THE INVOICE
3/17/2026	2617429	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/18/2026	2618700	\$ 44.00	PER ASSESSORS RECORDS NEVER OWNED PROPERTY BILLED 7/31/25 FOR FY26 IN ERROR
3/18/2026	2419600	\$ 44.00	PER ASSESSORS RECORDS NEVER OWNED PROPERTY BILLED 6/2025 FOR FY25 IN ERROR
3/18/2026	2319417	\$ 54.00	PER ASSESSORS RECORDS NEVER OWNED PROPERTY BILLED 7/31/23 FOR FY24 IN ERROR
3/18/2026	2221519	\$ 39.00	PER ASSESSORS RECORDS NEVER OWNED PROPERTY BILLED 7/31/22 FOR FY23 IN ERROR
3/18/2026	2612530	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/18/2026	2616515	\$ 54.00	PP SOLD IN 2021 BILLED 7/31/25 FOR FY26 IN ERROR
3/18/2026	2417291	\$ 54.00	PP SOLD IN 2021 BILLED 6/2025 FOR FY25 IN ERROR
3/18/2026	2316910	\$ 54.00	PP SOLD IN 2021 BILLED 7/31/23 FOR FY24 IN ERROR
3/18/2026	2406760	\$ 15.00	REQUESTING LATE FEE WAIVED PROPERTY SOLD 8/2024 BEFORE THE FY25 STATEMENTS WERE ISSUED IN 6/2025
3/18/2026	2607045	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/18/2026	2617427	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/18/2026	2614236	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/18/2026	2402352	\$ 10.00	DID NOT RECEIVE THE FY26 INVOICE
3/19/2026	2622212	\$ 35.00	DID NOT RECEIVE THE FY26 INVOICE AND PER THE ACCESSORS RECORDS THE OWER IS HOMESTEAD EXEMPT AND DID NOT REC
3/19/2026	2606710	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/19/2026	2624056	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/19/2026	2624284	\$ 375.00	DID NOT RECEIVE THE FY26 INVOICE
3/19/2026	2608469	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/19/2026	2608224	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/20/2026	2624064	\$ 15.00	WRONG ADDRESS DID NOT RECEIVE THE FY26 INVOICE
3/20/2026	2607533	\$ 10.00	DID NOT RECEIVE THE FY26 INVOICE
3/23/2026	2601864	\$ 15.00	WRONG ADDRESS DID NOT RECEIVE THE FY26 INVOICE
3/23/2026	2401922	\$ 15.00	WRONG ADDRESS DID NOT RECEIVE THE FY25 INVOICE
3/23/2026	2615494	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/23/2026	2604763	\$ 15.00	WRONG ADDRESS DID NOT RECEIVE THE FY26 INVOICE
3/24/2026	2201396	\$ 54.00	PER ASSESSORS RECORDS PROPERTY SOLD 6/1/22 BILLED ON 7/31/2022 FOR FY23 IN ERROR
3/24/2026	2606555	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/24/2026	2606687	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/24/2026	2401035	\$ 20.00	WRONG ADDRESS DID NOT RECEIVE INVOICE
3/24/2026	2600120	\$ 20.00	WRONG ADDRESS DID NOT RECEIVE INVOICE
3/24/2026	2610982	\$ 15.00	POSTMARKED ON TIME WENT TO WRONG ADDRESS
3/24/2026	2411477	\$ 15.00	POSTMARKED ON TIME WENT TO WRONG ADDRESS
3/25/2026	2424041	\$ 65.00	PROPERTY SOLD 11.19.24 PRIOR TO THE FY25 INVOICES WERE ISSUED 6/2025 NO BALANCE DUE AT CLOSING
3/25/2026	2612365	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/25/2026	2622366	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/25/2026	2618629	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/25/2026	2622748	\$ 15.00	WRONG ADDRESS DID NOT RECEIVE INVOICE
3/25/2026	2423720	\$ 15.00	WRONG ADDRESS DID NOT RECEIVE INVOICE
3/25/2026	2618434	\$ 15.00	DID NOT RECEIVE THE FY26 INVOICE
3/25/2026	2621711	\$ 15.00	WRONG ADDRESS DID NOT RECEIVE INVOICE
3/25/2026	2422807	\$ 15.00	WRONG ADDRESS DID NOT RECEIVE INVOICE
		\$ 3,105.60	TOTAL



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: April 2, 2026

Re: Fiscal Note: JC Commission Ambulance Bill Exonerations

JC Commission staff has provided a list of exonerations totaling \$3,105.60

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

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **April 2, 2026 – Regular Agenda**

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

Date Requested – 2nd Choice:

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

- 1. Approval of Amendments to the Leave Donation Policy and associated documents**
- 2. Approval of Amendment to the Performance Appraisal Policy**
- 3. Approval of ESA Assistant Chief Position Description**

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

- Staff is requesting two clarifications to the recently approved Leave Donation Policy to improve alignment with FMLA and overall workforce stability:
 - **Increase in Leave Cap:** The maximum donated leave will be increased from 320 hours to 480 hours to align with a standard 12-week FMLA period for full-time employees.
 - **Accrual During Donated Leave:** The policy will be updated to allow employees to continue accruing leave while in a paid status, including when utilizing donated leave. Accruals will pause only during unpaid leave (LWOP).

Allowing accrual during paid leave prevents employees from returning with no available leave balance, which can otherwise create ongoing attendance and administrative challenges. The approach is consistent with how leave accrual is handled during other forms of paid leave and maintains fairness by limiting accrual during unpaid status.

- Staff is requesting approval of an amendment to Policy 217 (Performance Appraisal) to clarify that merit increases are calculated based on an employee's salary as of October 1 of the year in which the review period ends, ensuring consistency in application and preventing overlap with promotional or other compensation adjustments occurring after that date. Staff has also incorporated scoring language on the merit rubric into the Performance Appraisal Policy.


3. Staff is seeking approval of the updated position description for Assistant Chief/Deputy Director of the Jefferson County Emergency Services Agency. Updates include: a change from 2nd to 3rd degree under “Education and Basic Knowledge” category of the Jacob’s study; because the original position description predates the ESA’s transition to a county department, the duties and responsibilities have been reassessed and refined.


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*):

-  1. *I move to approve the amendments to the Jefferson County Leave Donation Policy, as presented.*

-  2. *I move to approve the amendment to the Jefferson County Performance Appraisal Policy, as presented.*

-  3. *I move to approve the updated position description for Assistant Chief of the Jefferson County Emergency Services Agency, 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: Jessica James

Email address: Jessica.d.james@jeffcowv.gov

Phone Number: 304-728-3282

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

not applicable

JEFFERSON COUNTY COMMISSION

Leave Donation Policy



I. Purpose

The Jefferson County Commission recognizes that employees may experience serious medical hardships resulting in extended absences from work. This policy permits eligible employees to voluntarily donate accrued annual or sick leave to a fellow County employee who:

- Is experiencing a qualifying medical hardship;
- Has exhausted all available accrued leave balances; and
- Remains under an approved Family and Medical Leave Act (FMLA) designation.

This policy ensures consistency across all County departments.

II. Scope

This policy applies to all regular full-time employees of the Jefferson County Commission. Elected officials and component departments may adopt this policy at their discretion.

III. Definitions

Medical Hardship: A serious health condition as defined under FMLA affecting the employee or the employee's immediate family member.

Donor Employee: An eligible employee who voluntarily transfers accrued leave to an approved recipient.

Recipient Employee: An eligible employee approved to receive donated leave under this policy.

Immediate Family Member: As defined under the Family and Medical Leave Act (FMLA).

Good Standing:

For purposes of this policy, an employee is considered in good standing if the employee:

1. Is actively employed by Jefferson County;
2. Is not currently under suspension without pay;
3. Is not subject to a pending termination recommendation that has been formally issued in writing; and
4. Is not separated from employment.

Participation in a performance improvement plan (PIP) or receipt of prior corrective action, standing alone, shall not automatically disqualify an employee from eligibility under this policy.

IV. Eligibility to Receive Donated Leave

To be eligible to receive donated leave from another employee, the recipient must:

1. Be actively employed by Jefferson County for a minimum of one calendar year.
2. Have an approved FMLA designation.
3. Have exhausted all accrued annual leave, sick leave, and compensatory time.
4. Be in good standing
5. Submit a Leave Donation Request Form to HR.

Donated leave will run concurrently with approved FMLA leave and does not extend FMLA entitlement beyond the statutory 12-week limit.

Eligibility to receive donated leave does not alter performance expectations. Employees remain subject to all applicable performance standards, policies, and disciplinary procedures while utilizing donated leave.

A recipient's use of donate leave ceases when, for any reason, the recipient returns to work; the recipient ceases employment with Jefferson County; the recipient voluntarily requests termination of the use of donated leave; the circumstances requiring the recipient's absence cease to exist; or the leave donated to the recipient is exhausted.

V. Eligibility to Donate Leave

An employee may donate leave if:

1. The donation is voluntary and the donor employee understands the donated leave will not be returned.
2. Donor employee retains a minimum combined leave balance of eighty (80) hours following donation, including no fewer than forty (40) hours of sick leave.
3. The donation is made in increments of no less than four (4) hours.

Donations must be designated for an approved recipient and may not be pooled or redistributed.

VI. Limitations and Administrative Controls

- Donated leave may only be used for the approved FMLA qualifying reason.
- The maximum amount of donated leave a recipient may receive shall not exceed 480 hours per rolling 12-month period, unless otherwise approved by the County Administrator in consultation with HR.
- Donated leave will be converted hour-for-hour and paid at the recipient's regular rate of pay.
- Employees utilizing donated leave shall be considered in a paid status for purposes of leave accrual. Accordingly, employees will continue to accrue annual and sick leave while using donated leave.

- If an employee exhausts all available leave, including donated leave, and transitions to Leave Without Pay (LWOP) status, accrual of annual and sick leave shall cease for the duration of the LWOP period. Accruals will resume upon return to a paid status.
- If the recipient separates from County employment for any reason, eligibility to use donated leave ceases immediately. Unused donated leave will be forfeited.
- Donated leave has no cash value and is irrevocable once processed.

VII. Confidentiality and Non-Coercion

The County will maintain confidentiality regarding the medical circumstances of the recipient consistent with applicable law.

Donations must be voluntary. No employee shall solicit, coerce, or pressure another employee to donate leave. Reports of coercion will be reviewed by HR.

VIII. Sick Leave Retirement Acknowledgment Requirement

Under West Virginia retirement provisions, accumulated sick leave may be credited toward years of service at the time of retirement in accordance with the rules of the West Virginia Public Employees Retirement System (PERS). *Employees who elect to donate accrued sick leave permanently forfeit those donated hours and any potential retirement service credit associated with those hours.* A signed acknowledgment form must accompany any sick leave donation request confirming the donor's understanding of this forfeiture.

Donated leave is provided as a payroll mechanism to maintain compensation during an approved absence but does not constitute leave earned by the recipient employee. Donated leave hours shall not be treated as accrued annual or sick leave for purposes of calculating future leave balances, retirement service credit, or any other benefit tied to earned leave. Nothing in this policy alters, expands, or guarantees retirement eligibility or service credit calculations under PERS or any other applicable retirement plan.

IX. Procedures

A. Procedure for Requesting Donated Leave

1. Submission of Request

An employee seeking to receive donated leave must submit a completed Leave Donation Request Form to the Office of Human Resources. The request must confirm approved FMLA designation and anticipated or actual exhaustion of all accrued annual leave, sick leave, and compensatory time.

2. HR Review and Verification

The Office of Human Resources shall verify:

- Eligibility requirements, including minimum service and good standing status;
- Approved FMLA designation and remaining entitlement;
- Exhaustion of accrued leave balances;
- Compliance with the maximum 480-hour rolling 12-month limit.

HR may consult Payroll to confirm leave balances and eligibility.

3. Approval Determination

If approved, HR shall provide written confirmation to the employee and notify the applicable department director that the employee has been approved to receive donated leave. Medical details shall remain confidential in accordance with applicable law.

If denied, the employee shall be notified in writing.

4. Administration of Donated Leave

Upon approval, HR shall accept Leave Donation Authorization Forms from eligible donor employees. Donated leave shall be tracked and processed until the maximum allowable hours are reached, the employee's FMLA entitlement ends, the employee returns to active work, or the employee separates from employment.

HR may suspend acceptance of donations at any time once the approved maximum has been reached or if the recipient is no longer eligible.

B. Procedure for Donating Leave

1. Eligibility Confirmation

Prior to donation, the donor employee must meet all eligibility requirements set forth in this policy, including minimum leave balance retention requirements.

2. Submission of Authorization Form

The donor employee must submit a completed Leave Donation Authorization Form to the Office of Human Resources specifying:

- The type of leave to be donated (annual or sick);
- The number of hours to be donated (minimum four (4) hour increments);
- Required acknowledgments regarding irrevocability and, if applicable, retirement service credit forfeiture for sick leave donations.

3. **HR Review and Processing**

HR shall verify the donor's leave balance and eligibility prior to approval. Upon approval, HR shall forward the authorization to Payroll for processing. Payroll shall deduct the approved hours from the donor's leave balance and credit the recipient accordingly.

Once processed, donations are irrevocable and may not be restored to the donor.

X. Administrative Oversight

The Office of Human Resources, in conjunction with the County Clerk's Payroll Office, shall administer this policy and maintain documentation of all approvals and transfers.

The Commission reserves the right to amend, suspend, or discontinue this policy at any time.

DRAFT

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Annual Performance Appraisal	Approved:	03/20/2025
Policy Number:	217	Author:	James
Associated:	Compensation	Original - Grove 6/21/2018 Revised - James 10/17/2024 Revised – James 3/27/2026	

PURPOSE:

The purpose of the Jefferson County Commission Annual Employee Assessment is to provide a structured, consistent approach to evaluating employee performance. This policy encourages open discussions regarding employee contributions, achievements, and areas for growth, ensuring that evaluations align with the County’s mission. The County’s mission emphasizes exemplary constituent relations, professionalism, and pride in work, the Commission, and the County.

Performance appraisals also serve as a basis for determining merit-based salary increases, providing training opportunities, and, when necessary, taking corrective actions, including demotion or dismissal. This system does not preclude disciplinary actions that may be taken according to the County’s disciplinary policies.

COVERED EMPLOYEES:

This policy applies to all probationary and regular County Commission employees. Employees in elected offices are only covered if the elected official has adopted this policy for their staff.

PERFORMANCE REVIEW PERIOD:

The performance review period will assess employee performance as of **October 1** and consider the previous 12 months, from **October 1 to October 1**. Employee performance will be evaluated based on their contributions, alignment with the County’s mission, and achievement of Key Performance Indicators (KPIs). KPIs are measurable values that track progress toward specific objectives.

DEPARTMENT HEAD RESPONSIBILITIES:

Department Heads are responsible for ensuring that all employees under their supervision are evaluated annually in alignment with this policy. They will establish KPIs and educate employees on expectations related to KPIs, professionalism, constituent relations, engagement, and ownership. Additionally, Department Heads are expected to meet with their direct reports quarterly to assess progress on these expectations and to address any incidents of non-performance or substandard performance throughout the review period.

EMPLOYEE RESPONSIBILITIES:

Employees are expected to perform their duties at a “Meets Expectations” level or higher. Employees must meet or exceed their KPIs. Those struggling to meet KPIs or expectations are expected to proactively seek assistance from their Director to enhance their performance.

MERIT INCREASE ELIGIBILITY CRITERIA:

To be eligible for merit increases, employees must meet the following criteria:

- Be employed full-time with the Commission.
- Not be placed on an employee improvement plan during the review period.
- Take any required training.
- Achieve at least a "Meets Expectations" rating on all mission-based assessments, including professionalism, constituent relations, and engagement in their work.
- Achieve a "Meets KPI" rating for annual KPIs. While not all KPIs may be met quarterly, a "Meets KPI" rating on an annual basis is required for merit consideration.

PERFORMANCE RATINGS:

The performance appraisal uses a three-tier rating system:

- **Exceeds Expectations:** Performance consistently surpasses expected standards.
- **Meets Expectations:** Performance meets job standards and expectations, delivering intended results.
- **Needs Improvement:** Performance falls short of expectations, requiring immediate corrective action.

EMPLOYEE RESPONSE TO APPRAISAL:

Employees who receive a "Needs Improvement" rating on their annual performance appraisal may submit a written statement to be included in their Official Personnel File. The content of the performance appraisal, including comments, ratings, and merit increases, is not subject to the County's grievance procedure.

UNSATISFACTORY PERFORMANCE:

Supervisors will address specific incidents of unsatisfactory performance or non-performance throughout the appraisal period, up to and including disciplinary action. Repeated or serious incidents of unsatisfactory performance will be reflected in the employee's annual performance appraisal and may affect merit-based salary increases.

PERFORMANCE-BASED SALARY INCREASES:

Merit increases will be determined based on an attached rubric that evaluates employee performance and growth over the review period. Employees must achieve an overall rating of "Meets Expectations" or higher in each review category to qualify for salary increases. Base salaries will not exceed the maximum of the classified pay band. Temporary employees are not eligible for annual salary increases.

Requirements to be Considered for Merit Promotions	
Criteria	Requirement
Professionalism	Must meet or exceed expectations
Constituent relations	Must meet or exceed expectations

KPI Performance	Must meet or exceed expectations in each Key Performance Indicator (KPI)
Personnel Improvement Plan	Must not be on a Personnel Improvement Plan (PIP) during any point in the review period
HR Series Classes	Each employee must complete two (2) HR Series Classes in the review period- Oct. 1- Oct. 1.

Merit Increase Eligibility

- Should the Commission approve a merit increase, employees will earn a score based on the associated merit rubric. An employee’s merit rubric score will determine the percentage of their merit increases. Merit percentages will be based on a “bell curve” with:
 - Those who meet the qualifications for merit and are in the lowest scoring block of employees (ranking greater than 0 to 13.6% of total scores) will receive a 1% merit increase in their salary.
 - Those who meet the qualifications for merit and are in the second lowest scoring block of employees (ranking greater than 13.6% to 47.7% of total scores) will receive a 2% merit increase in their salary.
 - Those who meet the qualifications for merit and are in the middle scoring block of employees (ranking greater than 47.7% to 81.8% of total scores) will receive a 3% merit increase in their salary.
 - Those who meet the qualifications for merit and are in the second highest scoring block of employees (ranking greater than 81.8% to 95.4% of total scores) will receive a 4% merit increase in their salary.
 - Those who meet the qualifications for merit and are in the highest scoring block of employees (ranking greater than 95.4% to 100% of total scores) will receive a 5% merit increase in their salary.
- For employees who have not been employed for the entire review period, they are eligible for merit under the following conditions:
 - They have met all the requirements found in the Requirements to be Considered for Merit Promotion table below and on page one of the merit rubric document.
 - Their total score will first be calculated and then deducted by the time the employee was not employed by the County. ie, If an employee was hired on November 1st, 31 days after the review period began, the employee may only receive credit for 334/365 (91.5%) of total points earned.

OTHER CONSIDERATIONS:

This Annual Employee Assessment policy ensures that employee evaluations are aligned with the County's mission and reward employees for their growth over the review period. All evaluations will adhere to the County's Equal Employment Opportunity policies, ensuring assessments are based solely on objective, performance-related factors.

Should the Commission not approve a merit increase in any one fiscal year, employees may "rollover" up to 50 points into their next merit review cycle beginning for points earned after October 1, 2024. If merit is approved by the Commission, no points will roll over the following review period.

If an employee received a promotion over the review period, the employee is may only earn scores for work completed while at the promoted position. ie, exceeding KPI as a junior staffer will not count toward the employee's total points, only exceeding KPI at the promoted position.

Merit increases awarded under this policy shall be calculated based on the employee's salary as of October 1 of the year in which the performance review period ends.

In cases where an employee receives a promotion, reclassification, or other compensation adjustment after October 1 but prior to the implementation of merit increases, the merit increase shall be calculated using the employee's October 1 salary.

There is no opportunity to earn more than 100% of the approved merit.

Position Title:	Assistant Chief/ Deputy Director	Grade Level:	VIII
Department	Jefferson County Emergency Services Agency	Date:	03/2026
Reports to:	Chief/ Director	FLSA Status	Exempt

Statement of Duties: Employee assists the JCESA Director/ Chief with the efficient operation of the Jefferson County Emergency Services Agency; provides administrative oversight and leadership of the Department. Employee is required to perform all similar or related duties.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Plan, organize, coordinate staff, direct, assign, manage and provide leadership to the Emergency Services Agency.
2. Assist with managing and planning the operations of the emergency medical personnel/fire fighters.
3. Direct and supervise field personnel in both emergency and non-emergency situations.
4. Plan, coordinate and review the work plan for assigned projects and responsibilities.
5. Participates in the selection, orientation, training and evaluation programs for personnel in the Agency; provide and/or coordinate staff training; identify and resolve staff deficiencies; fulfill discipline procedures; ensure team members are compliant with County’s policies and procedures and local, federal and state law.
6. Coordinates with other Public Safety Agencies in developing and implementing policies and procedures for related communication functions and operations.
7. Assure that staffing levels are maintained by assisting the Office of Human Resources with ongoing recruitment, interviewing and testing of applicants.

8. Maintain a high level of team performance through evaluation and implementation programs to improve operational readiness.
9. Participate in a variety of team and committee activities within JCESA and other County agencies.
10. Attend public meetings.
11. Prepare reports, statistical summaries, and operational analysis.
12. Conduct site visits to ensure employees have the tools and knowledge to perform as expected, comply with all policies and procedures and needs of our volunteer partners are being met to the extent of the Agency's capabilities.
13. Answer complaints and inquiries concerning the activities of the agency and conduct personnel investigations, investigating complaints and recommend disciplinary actions.
14. Assume responsibilities of Chief/ Director in his/her absence.
15. Hold direct reports accountable for enforcing policies, guidelines, rules, laws, regulations, and best practices.
16. Prepare and maintain, or oversee, the work schedule for all field staff.
17. Coordinate the annual employee Medical Physical Examination program.
18. Coordinate the employee uniform program, including the purchasing and distribution of all Agency provided items to employees.
19. Maintain a list of employees who are cleared to operate heavy fire apparatus, as authorized by the respective fire chief, by station and apparatus name/designation.
20. Coordinate incident response in complex situations.
21. In times when the immediate need exceeds all available resources, the Operations Commander may be needed to function as a Firefighter / EMS Provider. Develop and/or execute Incident Action Plans (IAPs) for long-term single incidents or situations.
22. Assist the Director in identifying capital needs and research recommend the most efficient method to satisfy those needs in current or future budget years.
23. Continuously review the Agency's Operating Guidelines and prepare updates for approval by the Chief/ Director.

24. Must be available to work evenings, weekends, and holidays and for call back when needed, and travel as required for duties or training.

On-going Training: The following training requirements must be maintained throughout employment in this position. Failure to do so will result in disciplinary action up to and including termination at the discretion of the Director.

- All ongoing training requirements required for the appointee's level of certification

The employee is responsible for ensuring current documentation of these requirements is included in their reporting accounts and notifying the Education & Compliance Officer if documentation they have submitted is not visible.

Knowledge, Abilities and Skill

- **Knowledge:** Fireground operations and the principles of fire administration and the ability to apply these principles effectively. ICS, NIMS, NFPA standards, and risk-management principles. Budget development, capital planning, procurement processes, and resource allocation. Personnel management, labor relations, training program development, and performance evaluation. Emergency management, disaster preparedness, and interagency coordination. Data analysis for incident trends, staffing models, and community risk reduction.
- **Abilities:** Make rapid, risk-informed decisions on emergency scenes. Supervise and mentor officers, while supporting a positive organizational culture. Collaborate with county officials, union leaders, and partner agencies to advance department priorities. Analyze operational and administrative data to improve service delivery. Manage multiple projects, deadlines, and competing priorities with minimal oversight.
- **Skills:** Leading multi-company operations under high-stress conditions using ICS best practices. Developing and managing budgets, including forecasting, and grant familiarization. Conducting investigations, after-action reviews, and quality-improvement initiatives. Building and implementing department-wide SOPs/SOGs. Presenting complex information clearly to county leadership, community groups, volunteer and career employees.

Education: Intensive knowledge of a specialized field (e.g., civil engineering, public health, library science, specific trade) as well as general knowledge of related fields; or broad knowledge of major County function activities. Equivalent to a college or university education. Equivalent to a Master Craftsman knowledge level in trades or crafts. (3rd degree)

Experience: More than five years, up to and including seven years. (4th degree)

Accountability: Duties involve primary responsibility for *entire operation of the County*. Consequences of errors, missed deadlines or poor Judgment could have far reaching effects on the County's ability to deliver services and the public's confidence. (7th degree)

Judgement: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive Judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices. (4th degree)

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an *administrative field*. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements. (4th degree)

Supervision Required: Under *general direction*, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail. (3rd degree)

Nature and purpose of contacts: Contacts are constantly *with co-workers, the public, groups and/or individuals* such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a *spokesperson or recognized authority of the organization* in matters of substance or considerable importance. The employee on behalf of a department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation. (3rd degree)

Work Environment: Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements, such as those listed above or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the *employee's personal well-being and/or safety may be compromised* such as Fire and Police personnel. (4th degree)

Physical Demands: Work requires *moderate intermittent physical strength* and effort daily, such as, lifting heavy objects (*over 60 lbs. but less than 100 lbs.*), carrying the object(s) and

stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required. (3rd degree)

Motor Skills: Essential functions involve *close hand and eye coordination and physical dexterity*. Manipulation and motor control under conditions which may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in making repairs to delicate electronic instruments or complex equipment, conducting laboratory tests, performing microscopic experiments, administering injections, firing a gun, operating marine vessels, or operating *Class B vehicles or safety vehicles at high speeds*. (3rd degree)

Occupational Risks: Duties may involve *frequent, recurring exposure to hazardous conditions, such as working at heights in excess of thirty feet or operating dangerous equipment, being exposed to toxic chemicals or high voltage sources*. Job frequently entails the possibility for serious injury or exposure to conditions which could result in *total permanent disability or loss of life*. For example, danger of physical attack or work at heights in excess of thirty feet during extreme weather conditions. Extreme care and following established safety precautions is required at all times. (4th degree)

Confidentiality: Access to any and all *confidential information on a County-wide basis*. (3rd degree)

Supervisory Responsibility: Employee, as a regular and continuing part of the job, *is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner*. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work. (2nd degree)

Supervision Exercised: More than fifty, up to and including one hundred employees. (5th degree)

Complexity of Subordinate Operation: Provides direct management or supervision of a department, including service delivery, training, evaluating and disciplining of subordinates, and budget development and control. May provide functional supervision over a large and/or highly technical section of a major department. (*3rd degree*)

Stability of Subordinate Operations: Work operations are subject to frequent, abrupt, and unexpected changes in deadlines, and/or volume of work due to *uncontrollable or unpredictable circumstances*, e.g., police or fire emergencies, litigation. May have long-term adverse impacts on the operation. (*4th degree*)

Workforce Dispersion: Substantial numbers of employees are *dispersed to many widely separated locations on a continuing basis*. (*3rd degree*)

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM, county administrator

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 15-30 minutes

Date Requested – 1st Choice: **April 2, 2026**

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

Date Requested – 2nd Choice:

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

**Change of meeting date to accommodate Early Voting
Proclamation: May 2026 as Foster Care Awareness Month**

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

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

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

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

PRESIDENT
Pasha Majdi

VICE PRESIDENT
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

COMMISSIONER
Jack Hefestay

PROCLAMATION
Foster Care Awareness Month May 2026

WHEREAS, children and youth are the most valuable resource of the State of West Virginia, and every child deserves a safe, stable, and nurturing home; and

WHEREAS, during Foster Care Awareness Month, we recognize the resilience, strength, and potential of children and youth in foster care throughout West Virginia; and

WHEREAS, there are hundreds of children and youth in West Virginia who are in need of safe, loving, and supportive foster families; and

WHEREAS, foster parents, kinship caregivers, and adoptive families play a vital role in providing stability, hope, and healing to children who have experienced trauma, neglect, or abuse; and

WHEREAS, the National Youth Advocate Program (NYAP) works diligently across West Virginia to recruit, train, and support foster families while providing comprehensive services to children and families in need; and

WHEREAS, NYAP is committed to strengthening families, preserving connections, and ensuring that youth have the resources, advocacy, and permanency they deserve; and

WHEREAS, community awareness, partnership, and engagement are essential to meeting the ongoing need for foster parents and ensuring positive outcomes for children and youth in foster care;

NOW, THEREFORE, We, the Jefferson County Commission do hereby proclaim **May 2026 as Foster Care Awareness Month** and encourage all residents to recognize the important role foster parents, kinship caregivers, child welfare professionals, and community partners—such as the National Youth Advocate Program—play in improving the lives of children and families across our state.

IN WITNESS WHEREOF, We have hereunto set our hand and caused the Seal of Jefferson County, West Virginia to be affixed this 2nd day of March, 2026.

Pasha Majdi, President

Cara Keys, Vice-President

Steve Stolipher, Commissioner

Jack Hefestay, Commissioner

Mike Mood, Commissioner

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: **April 2, 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.**
- B. Discussion, advice from counsel and possible action regarding ongoing opioids litigation and related issues.**
- C. Discussion, advice from counsel and possible action regarding revised Dog Ordinance.**
- D. Report by counsel on Jefferson County Circuit Court Case No. CC-19-2023-C-221 and consideration of recent developments in the case.**

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: **jaymee.m.houser@jeffcowv.gov**

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

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

WEST VIRGINIA LEGISLATURE
JOINT COMMITTEE on GOVERNMENT and FINANCE
Legislative Auditor's Office

1900 Kanawha Blvd. East, Room W-329
Charleston, WV 25305-0610
(304) 347-4880



Justin Robinson
Legislative Auditor

March 16, 2026

Mr. Pasha Majdi, Commission President
Jefferson County Commission
124 E. Washington Street
P.O. Box 250
Charles Town, WV 25414

RE: Guidance for County Fire Protection Fund (W.Va. Code §7-5B-1) and All-County Fire Protection Fund (W.Va. Code §7-5B-2) Distributions.

Dear County Commission or Commission President:

This correspondence is provided on behalf of the Legislative Auditor to offer guidance regarding administration of funds distributed to county commissions pursuant to West Virginia Code §7-5B-1 (County Fire Protection Fund) and §7-5B-2 (All-County Fire Protection Fund). There have been many questions directed to the Post Audit Division regarding the disbursement of these funds from the county commission. This letter is to provide uniform guidance to all county commissions on this topic.

Both statutes referenced above establish special revenue funds administered by the Cabinet Secretary of the WV Department of Homeland Security. These special revenue funds are distributed by Homeland Security to the county commissions. County commissions are then to distribute these funds “to the fire departments in those counties for the exclusive benefit of fire protection or emergency services in the county.”

Although both statutes set forth the eligibility requirements for county commissions and outline the distribution methodology from the Secretary of Homeland Security to the county commissions, they **do not** define eligibility standards for recipient fire departments nor specify procedures governing distribution from the county commissions to those departments or what expenditures may qualify.

Any determinations regarding whether expenditures comply with the stated purpose for this funding lies with the respective county commission. In exercising that authority, each county commission serves as a steward of public funds and is responsible for ensuring that disbursements align with the purpose stated in statute, “for the exclusive benefit of fire protection or emergency services...”. If a county commission determines that a proposed expenditure satisfies the statutory requirement of exclusive benefit for fire protection or emergency services, it is within its authority to approve the disbursement.

While the WV Department of Homeland Security does have rule making authority concerning this funding, it has not established any rules governing the use of these funds other than the statutory provision that, “funds are for the exclusive benefit of fire protection or emergency services in the county.” Ultimately, the disbursement of this funding to departments in your county and the approval of qualifying expenditure rests with the county commission based on its judgement.

We recommend county commissions develop and implement written policies and procedures governing the administration and distribution of these funds to qualifying departments in their county to ensure that public funds are used for their intended purpose. Establishing clear guidance regarding fund disbursement, approval processes, allowable uses, reporting expectations, required supporting documentation, and record retention promotes consistency, reduces ambiguity, and strengthens the county commission’s ability to demonstrate responsible stewardship of public funds.

While the Post Audit Division of the Legislative Auditor’s Office is providing this guidance, we want to be clear that we have no authority over the distribution of the funding pursuant to West Virginia Code §7-5B-1 (County Fire Protection Fund) and §7-5B-2 (All-County Fire Protection Fund). The establishment of policies and procedures at the county commission for the use and accounting of this funding is recommended to enable the proper accounting for these funds and to support its use for the defined statutory purpose. We hope that this guidance provides a helpful framework to support consistent and responsible administration of these funds.

If you have any questions regarding the information contained in this letter, please feel free to reach out to me at (304)-347-4880 or kenneth.jones@wvlegislature.gov. If you or a department have a general question regarding VFD funding, please feel free to reach out to a member of the VFD audit team at (304)-347-4880 or VFD@wvlegislature.gov.

Links to Additional Information

1. W.Va. Code §12-4-14b- Accountability of state funds for equipment and training; review or audit of expenditures; withholding of state funds for delinquency or misuse; notifications. <https://code.wvlegislature.gov/12-4-14B/>
2. W.Va. Code §8-15-8b- Authorized expenditure of revenues; deductions for unauthorized expenditures; record retention. <https://code.wvlegislature.gov/8-15-8B/>
3. Examples of allowable expenditures.
http://www.wvlegislature.gov/Joint/Postaudit/vfd_example_expenditures.pdf
4. Post Audit Management Guide.
<https://www.wvlegislature.gov/Joint/Postaudit/VFD-Management-Guide.pdf>

5. VFD Audit Reports. https://www.wvlegislature.gov/Joint/Postaudit/vfd_audits.cfm

Respectfully,

A handwritten signature in blue ink, appearing to read "MJ", is positioned above the typed name.

Mike Jones, CIA, CFE, CRMA
Audit Manager



Landfill

From Pam S <pamjs313@gmail.com>

Date Wed 3/25/2026 9:17 AM

To Info <info@jeffcowv.gov>

You don't often get email from pamjs313@gmail.com. [Learn why this is important](#)

Just a suggestion... Go visit the Baltimore County Texas Landfill in Cockeysville, Maryland. It's about 1 1/2 hours away from Charles Town.

Jefferson County could do the same or similar set up as the Texas Landfill. The current set up is not working, what a mess! Literally!!! With the enormous number of people who have moved into the County and continue to move in, the landfill in It's current state cannot handle the volume of trash.