



JEFFERSON COUNTY COMMISSION

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

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PRESIDENT

Pasha Majdi

COMMISSIONER

Jack Hefestay

COMMISSIONER

Cara Keys

COMMISSIONER

Mike Mood

COMMISSIONER

Steve Stolipher

MEETING AGENDA

JEFFERSON COUNTY COMMISSION

Thursday, December 4, 2025

Commission meeting: 9:30 a.m.

County Commission Meeting Room

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

Zoom Broadcast (live):

<https://us06web.zoom.us/j/86386828386?pwd=eYzsN6ylC0YcsQ8xMs7xP4K4QxKZQ6.1>

Meeting ID: 863 8682 8386

Passcode: 424077

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

Public comments is accepted in person or via email- info@jeffersoncountywv.org

I. Call to Order

II. Prayer – Moment of silence

III. Pledge of Allegiance

IV. Pledge of Allegiance to the West Virginia Flag

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

V. Consent Agenda

1. Approval of Minutes

- a. November 6, 2025 Regular Meeting DRAFT Minutes (pgs. 5-16)
- b. November 20, 2025 Regular Meeting DRAFT Minutes (pgs. 16-42)

2. Approval of Accounts Payable:

- a. November 20, 2025 **\$ 591,266.92**
- b. November 26, 2025 **\$ 704,081.79**

3. Approval of Manual Checks:

- a. November 20, 2025 \$ 1,348,428.84
- b. November 26, 2025 \$ 1,085.10

4. Approval of Payroll:

- a. November 21, 2025 \$ 509,236.01

5. Approval of Requisitions: (pg. 43)

- a. December 4, 2025 \$ 163,317.70

6. Approval of Hire: (pgs. 44-45)

- a. Approval of Employee Change in Status – Full-time to Part-time – Jefferson County Department of Emergency Communications

VI. Announcements

Please note:

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

Report if there are changes in the agenda if applicable.

VII. Public Comment

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

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

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

- 1. 9:40 am Years of Service Awards
- 2. 9:45 am Jobs & Hope WV Graduation (pgs.46-47)
- 3. 10:00 pm WV Code 7-3-3, Sale of county or district property (Majdi) (pgs. 48-

54)

4. 10:30 am Nikki Painter, Jefferson County Clerk's Office (pgs. 55-59)
 - 4.1 List of estates opened, accountings, and waivers of final settlement received since November 2025
5. 10:35 am Tom Hansen, Jefferson County Sheriff and Treasurer (pgs. 60-61)
 - 5.1 Home incarceration program update/ decision
 - 5.2 Administrative assistant new hire
 - 5.3 Part-time Trip Guard Hire request
6. 10:45 am Boards and Commissions (pgs. 63-64)
 - 6.1 Consider appointments, membership, and make up of Jefferson County Civil Service Commission
 - 6.2 Consider appointments, membership, and make up of Jefferson County Audit RFP Review Committee
 - 6.3 Agri-Tourism Task Force
7. 11:00 am Laura Kuhn, director Jefferson County Fleet and Facilities (pgs. 65-66)
 - 7.1. Request for approval to proceed with purchase of 2010 KME LFD Predator Pumper
8. 11:05 am Jessica James, chief human resources officer (pgs. 67-73)
 - 8.1. Approval of Memorandum of Understanding (MOU) with Blue Ridge Community and Technical College (BRCTC) – Learn and Earn Apprenticeship Partnership
9. 11:10 am Roger Goodwin, director of Engineering, Planning, and Zoning (pgs. 74-124)
 - 9.1 Report on 55+ Age Restricted Communities- Exemption from School Impact Fees
 - 9.2 Public hearing regarding the proposed Historic Resources text amendment to the Subdivision Regulations
 - 9.3 Historic Resources text amendment to the Subdivision Regulations
10. 11:30 am David Bound, chief financial officer (pgs. 125-134)
 - 10.1 Commission Ambulance Fee exonerations
 - 10.2 Request for Proposals (RFP) for Annual Jefferson County Commission Audit for FY 25
 - 10.3 CDAR Renewal
 - 10.4 Grants
 - 9.4.1 T-Mobile Hometown Grant
 - 9.4.2 CSX Pride in Service Grant
 - 9.4.3 Request for Proposals (RFP) for America250 Mural
11. 11:50 am Edwina Benites-LM, county administrator (pgs. 135-145)

- 11.1 To set the annual public hearing on the operations of the Jefferson County Emergency Services Agency within Jefferson County
- 11.2 2026 Meeting Schedule
- 11.3 2026 Holiday Schedule
- 11.4 Annual review- county administrator

IX. Additional public comment.

CORRESPONDENCE (pgs. 146-148)

Dr. Manual Gomez email