

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2020
THURSDAY, JANUARY 16, 2020
6:00 P.M.

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

1. 9:30 a.m. County Commission Organization
 - a. Selection of President
 - b. Selection of Vice President
 - c. Committee Assignments

APPROVAL OF MINUTES

- December 5, 2019 - Regular Session
- December 10, 2019 - Special Session
- December 19, 2019 - Regular Session

APPROVAL OF REQUISITIONS

- January 16, 2020

APPROVAL OF ACCOUNTS PAYABLE

- December 26, 2019
- January 2, 2020
- January 9, 2020
- January 16, 2020

APPROVAL OF MANUAL CHECKS

- December 27, 2019
- January 3, 2020
- January 10, 2020
- January 17, 2020

APPROVAL OF PAYROLL

- December 26, 2019
- January 9, 2020

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT (20 minutes)

PRESENTATIONS

2. 6:30 p.m. Jacki Shadle, Clerk of the County Commission
- Approval of employment for Finance Clerk - Discussion/Action
3. 6:45 p.m. Stephen S. Allen, Director - Jefferson County Homeland Security and Emergency Management
- Recommendation from JCHSEM Steering Committee for reappointments to the JCHSEM Steering Committee - Discussion/Action
- Approval of the 2018 Emergency Management Performance Grant application - Discussion/Action

4. 7:00 p.m. Interviews and Appointments to the following:
- Jefferson County Board of Zoning Appeals - two three-year terms ending January 1, 2023 - Discussion/Action
- Jefferson County Historic Landmarks Commission - two unexpired terms ending March 6, 2020 and March 6, 2023 - Discussion/Action
5. 7:30 p.m. **BREAK**
6. 7:45 p.m. Russell Burgess, Department of Information Technology
- Approval of Information Technology Internship for Corey Proctor - Discussion/Action
7. 8:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of renewal of County cable franchise agreement and related issues - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #18-C-171 - Discussion/Action
- Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action

- Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
- Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282) - Discussion/Action
- Discussion of EPA Administrative Complaint #04R-19-R3 - Discussion/Action
- Discussion of Jefferson County Circuit Court Civil Action #19-AA-1 - Discussion/Action

NEW BUSINESS

- 8. - Discuss creating a Jefferson County Fire Protection Service Board - Discussion/Action (PN)
 - Request that the county's legal counsel review the Ordinances in effect in Berkeley and Morgan Counties and discuss steps and a time frame needed to implement a similar Fire Protection Service Fee Ordinance in Jefferson County - Discussion/Action (PN)
 - Request the JC Commission's Financial Director examine the Fire Service Fee Ordinances in Berkeley and Morgan Counties to determine what fee amounts would be adequate to support the seven fire departments in Jefferson County - Discussion/Action (PN)
- 9. Letter urging NRA to relocate operations to Jefferson County, WV - Discussion/Action (JC)
- 10. Legislative Updates

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

11. ADJOURN

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

Quarterly Report received from the Jefferson County Historic Landmarks Commission.

CORRESPONDENCE/INFORMATION

Notice of Board of Review and Equalization.

Notice of Public Budget Forum, Tuesday, February 4, 2020 at 7pm.

Impact Fee Status Report for December 2019.

Review of FY21 Budget Charge for Departments

At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.