

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FIRST QUARTERLY SESSION - JANUARY-MARCH 2020**  
**THURSDAY, MARCH 5, 2020**  
**9:30 A.M.**  
**County Commission Meeting Room**  
**located at the Old Charles Town Library**  
**200 E. Washington Street, Charles Town, WV**

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- Board of Review and Equalization - January 30th, February 4th, 6, 11th, 13th, 18th, 2020
- FY 21 Budget Public Forum - February 4, 2020
- Regular Meeting - February 20, 2020

**APPROVAL OF REQUISITIONS**

- March 5, 2020

**APPROVAL OF ACCOUNTS PAYABLE**

- February 27, 2020
- March 5, 2020

**APPROVAL OF MANUAL CHECKS**

- February 28, 2020
- March 6, 2020

**APPROVAL OF PAYROLL**

- February 20, 2020

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT (20 minutes)**

**PRESENTATIONS**

1. 10:00 a.m. Virgie Moore, Church Without Walls Ministries of Jefferson County  
- Request for fee waiver for application related to CUP, Variance, and/or building permit - Discussion/Action
2. 10:15 a.m. Nikki Painter, Elections, County Clerk  
- Poll Worker & Alternate Approval - 2020 Primary - Discussion/Action
3. 10:30 a.m. Roger Goodwin, Director & Chief County Engineer and Michelle Mason, Impact Fees Program Specialist  
- Impact Fees 2020 Recalculation Study - Request for Proposals (RFP) - Discussion/Action
4. 10:45 a.m. Roger Goodwin, Director & Chief County Engineer  
- Complete bond release for Seneca Crossing, LLC - Seneca Crossing Early Grading Permit (File S18-25 & 19-522) - Discussion/Action  
- Complete bond release for Family Adventure Resort, LLC - River Riders/Clarion Hotel Connector Roads (S17-04) - Discussion/Action  
- Building permit refund Fee for Julio A. Saenz - Discussion/Action
5. 11:00 a.m. Public Hearing - FY2020 HOME Investment Partnership Program  
- Nancy Strine, CDBG & HOME Administrator  
Resolution approving FY2020 HOME Investment Partnership Program - Discussion/Action
6. 11:15 a.m. Steve Allen, Director - Jefferson County Office of Homeland Security and Emergency Management  
- Recommendation from JCHSEM Steering Committee for appointments to the JCHSEM Steering Committee - Discussion/Action  
- Approval of OHSEM to apply for the 2020 State Homeland Security Grant - Discussion/Action
7. 11:30 a.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues - 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 WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1 - Discussion/Action  
- Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of

Jefferson County Emergency Services Agency, including potential structure, financial issues, and matters related thereto -

Discussion/Action

- Review and approve amendments to "Ordinance to Dissolve and Reconstitute The Jefferson County Emergency Agency" and "Bylaws of the Jefferson County Emergency Services Agency" regarding number of board members -

Discussion/ -

- Discussion of Jefferson County Circuit Court Civil Action #20-C-20 -

Discussion/Action

- Discussion of Jefferson County Circuit Court Civil Action #17-C-174 -

Discussion/Action

- Discussion of Jefferson County Circuit Court Civil Action #20-C-26 -

Discussion/Action

8. 11:45 a.m. Break for Lunch

**NEW BUSINESS**

9. Legislative Updates

10. Discuss Commission Liaison to the Jefferson County Fire and Rescue Association - Discussion/Action (JC)

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

~~~~~ AFTERNOON SESSION ~~~~~

11. 1:30 p.m. Budget Deliberations

12. ADJOURN

**CORRESPONDENCE/INFORMATION**

Notice of Intent to Appoint to the Jefferson County Emergency Services Agency Board.

Correspondence received from CASA of the Eastern Panhandle, Inc.

Correspondence received from the Jefferson County Deputy Sheriff's Association.

Impact Fee Status Report for February 2020.

*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.*