

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FIRST QUARTERLY SESSION - JANUARY-MARCH 2021**  
**THURSDAY, JANUARY 07, 2021**  
**9:30 A.M.**

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

*\*\* This meeting will NOT be a LIVE broadcast on our website. Instead, it will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts. Commission and staff will be attending this meeting in-person; however, members of the public will not be admitted to the Commission meeting room at this time. Please continue to participate virtually.*

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**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 17, 2020 - Regular Meeting

**APPROVAL OF REQUISITIONS**

- January 7, 2021

**APPROVAL OF ACCOUNTS PAYABLE**

- December 22, 2020
- December 29, 2020
- January 7, 2021

**APPROVAL OF MANUAL CHECKS**

- December 23, 2019
- December 30, 2021
- January 8, 2021

## APPROVAL OF PAYROLL

- December 24, 2020

## ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT** (20 minutes) \*\*You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org). Your comments will be included in the minutes and agenda correspondence. Please include your name.

## PRESENTATIONS

2. 10:00 a.m. Jane Tabb, Commissioner  
- Staff Participation in County Commission meeting - Discussion/Action
3. 10:10 a.m. Angela Banks, Assessor  
- Exonerations - Discussion/Action
4. 10:15 a.m. Lee Thorne, District 5 Manager, WV Department of Highways  
- WVDOH Introduction and Update - Discussion/Action
5. 10:30 a.m. Chris Livingston, Dead Rock Contractor Services, LLC.  
- Zoning Map Amendment Rezoning Request for Dead Rock Contractor Services - Discussion/Action
6. 10:45 a.m. Douglas S. Rockwell, Citizen  
- Reimbursement request for attorney fees and costs incurred in challenging the finding by the Commission that Zoning Text Amendment (ZTA) 19-03 was consistent with the Comprehensive Plan - Discussion/Action
7. 11:00 a.m. Interviews and Appointments to the Jefferson County Board of Zoning Appeals - two three-year terms ending January 1, 2024 and two alternate terms ending January 1, 2022 and January 1, 2024 - Discussion/Action
8. 11:15 a.m. BREAK
9. 11:30 a.m. Jeffrey Polczynski, Director, Jefferson County Emergency Communications  
- Appointment Requests - Four Full-Time Public Safety Dispatchers - Discussion/Action

10. 11:40 a.m. Roger Goodwin, Chief County Engineer
  - Bond release request for Seneca Crossing, LLC - Seneca Crossing Subdivision, Lots 1-3 (Files #18-25-SD) - Discussion/Action
  - Bond release request for Berkeley Medical Center - Lot 1 Seneca Crossing Subdivision (File #19-3-S) - Discussion/Action
  
11. 11:50 a.m. Russell Burgess, Director, Department of Internet Technology
  - Approval to advertise for Department of Information Technology Support/Helpdesk Technician - Discussion/Action
  - Approval of Homeland Security & Emergency Management Grant for Cybersecurity - Discussion/Action
  
12. 12:05 p.m. Michelle Gordon, Finance Director
  - Review of FY2022 Budget Charge for Departments - Discussion/Action
  
13. 12:30 p.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
  - Discussion of Jefferson County Circuit Court Civil Action #17-C-174 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #20-C-20 - Discussion/Action
  - Discussion of legal issues regarding proposed solar text amendment including bonding and related matters - Discussion/Action
  - Discussion of Department of Interior inquiry of Historic Landmarks Commission activity for docket number PCRNPS-04-20 - Discussion/Action
  - Discussion with counsel regarding Charles Town Council changes to

**Article 147 - Discussion/Action**  
**- Discussion of all aspects of case, issues, potential for resolution, and use of outside counsel regarding Jefferson County Circuit Court Civil Action #20-C-125 and #s20-C-132-137- Discussion/Action**

**NEW BUSINESS**

**14. Review and approval of the 2021 Notice of the Board of Review and Equalization - Discussion/Action**

**COUNTY ADMINISTRATOR REPORTS**

- **Annual Leave Accrual and Maximum Overages - Discussion/Action**
- **Continuation of COVID-19 Policy 216-A - Discussion/Action**

**COUNTY COMMISSION REPORTS**

**15. ADJOURN**

**CORRESPONDENCE/INFORMATION**

**Jefferson County Historic Landmarks Commission 2020 Year End Report of Projects Completed**

**Letter from the West Virginia Public Service Commission re: Disbursement of Wireless E-911 Subscriber Fees**

**Notice of Intent to Appoint to the Jefferson County Planning Commission**

**Notice of Intent to Appoint to the Jefferson County Emergency Services Agency**

*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.*