

**REVISED**

**JEFFERSON COUNTY COMMISSION  
FIRST QUARTERLY SESSION - JANUARY-MARCH 2021  
THURSDAY, JANUARY 21, 2021  
6:00 P.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.***

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- January 7, 2021 Regular Meeting

**APPROVAL OF REQUISITIONS**

- January 21, 2021

**APPROVAL OF ACCOUNTS PAYABLE**

- January 14, 2021
- January 21, 2021

**APPROVAL OF MANUAL CHECKS**

- January 15, 2021
- January 22, 2021

**APPROVAL OF PAYROLL**

- January 7, 2021

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

***\*\*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**

1. 6:30 p.m. Angie Banks, Assessor  
- Exonerations - Discussion/Action
2. 6:40 p.m. Thomas H. Hansen, Sheriff  
- Chief Deputy Appointment - Discussion/Action  
- Chief Bailiff Hire - Discussion/Action  
- Vehicles - Discussion/Action  
**- Courthouse Modifications**  
- Part-time/Temporary Deputies - Discussion/Action
3. 6:55 p.m. Jefferson County Emergency Services Agency - Update
4. 7:10 p.m. Effie Kallas/Lyn Widmyer, League of Women Voters of Jefferson County  
- LWV Proclamation of Appreciation to Nikki Painter, Elections Clerk - Discussion/Action
5. 7:20 p.m. Lynn Fields, Probate Office  
- Quarterly Review - Discussion/Action  
- Probate in Solemn Form LW&T of Ernest Lowndes - Discussion/Action
6. 7:35 p.m. Dennis Jarvis, II, Jefferson County Development Authority  
- Permission to Hire Administrative Assistant Candidate - Discussion/Action
7. 7:45 p.m. Martin Burke, Jefferson County Historic Landmarks Commission  
- Request to waive all fees associated with the restoration of Duffield's Depot - Discussion/Action
8. 8:00 p.m. - Interviews and Appointments to the Eastern Panhandle Transit Authority - two 3-year terms ending January 31, 2024 - Discussion/Action  
  
- Interviews and Appointments to the Jefferson County Planning Commission - one unexpired term ending March 31, 2021 - Discussion/Action  
  
- Interviews and Appointments to the Jefferson County Emergency Services Agency - one unexpired term for Citizens Representative ending June 30, 2022 and one 3-year term for Citizen Representative ending June 30, 2023 - Discussion/Action
9. 8:15 p.m. Roger Goodwin, Chief County Engineer  
- Personnel Requisition for the Planning Clerk position - Discussion/Action
10. 8:25 p.m. Stephen S. Allen, Director, Jefferson County Office of Homeland Security and Emergency Management  
- Consideration of entering into agreement with the Region 9 Planning and

Development Council to be part of the Regional Hazard Mitigation Plan with Berkeley and Morgan Counties - Discussion/Action

11. 8:40 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

**NEW BUSINESS**

- Discussion of evaluation and continuation of Project Manager Position - Discussion/Action

**COUNTY ADMINISTRATOR REPORTS**

- Discuss dues with the County Commissioners' Association of WV \$3,900 - Discussion/Action
- Update Meeting Session Policy - Discussion/Action

**COUNTY COMMISSION REPORTS**

## 12. ADJOURN

### DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Jefferson County Historic Landmarks Commission Quarterly Report - October 1, 2020 - December 31, 2020

### CORRESPONDENCE/INFORMATION

Notice of Public Hearing - Draft 2020 Impact Fee Recalculation Study - Thursday, January 28, 2021 at 7 p.m.

Notice of Public Hearing - Rezoning Request - Thursday, February 18, 2021 at 7p.m.

Notice of Public Budget Forum - Tuesday, February 2, 2021 - 7 p.m.

Notice of Board of Review and Equalization.

Impact Fee Status Report - December 2020.

Public comment received from David Tabb regarding the Jefferson County Commission meeting January 7, 2021.

Correspondence received via e-mail from multiple county residents regarding the Jefferson County Board of Education and Superintendent Dr. Bondy Shay Gibson.

*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.*