

**REVISED**

**JEFFERSON COUNTY COMMISSION  
FIRST QUARTERLY SESSION - JANUARY-MARCH 2021  
THURSDAY, FEBRUARY 4, 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.*

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- January 15, 2021 Special Session
- January 21, 2021 Regular Meeting
- January 25, 2021 Special Session
- January 28, 2021 BORE

**APPROVAL OF REQUISITIONS**

- February 4, 2021

**APPROVAL OF ACCOUNTS PAYABLE**

- January 28, 2021
- February 4, 2021

**APPROVAL OF MANUAL CHECKS**

- February 5, 2021

**APPROVAL OF PAYROLL**

- January 21, 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. 9:45 a.m. Tom Hansen, Sheriff
  - Reclassification of Bailiffs - Discussion/Action
  - Home Confinement Officer - Discussion/Action
  - Increase of Pledged Securities for the Bank of Charles Town (BCT), Jefferson Security Bank (JSB), and Branch Banking & Trust (BB&T) - Discussion/Action
  
2. 10:00 a.m. Jacqueline Shadle, Clerk of the County Commission
  - Approval of Employment for two vacant assistant clerk positions - Discussion/Action
  
3. 10:15 a.m. Chad Wallen, GORDON Associates
  - Sheetz Zoning Map Amendment - Request for Public Hearing and referral to the Planning Commission to review Zoning Amendment Request for the 2.1 acre property identified in Charles Town District (2), Map Number 16 Portion of Parcel 1 - Discussion/Action
  
4. 10:30 a.m. Kelly Franklin, Director, Jefferson Day Report Center
  - Approval of FY22 WV Corrections Grant - Discussion/Action
  
5. 10:40 a.m. Laura Kuhn, Interim Director, Jefferson County Maintenance Department
  - Request for Approval of Employment - Full-Time Custodian - Discussion/Action
  
6. 10:50 a.m. Roger Goodwin, Chief County Engineer
  - Complete Bond Release Request - Family Adventure Resort, LLC - River Riders/Clarion Hotel Connector Roads (File #S17-04) - Discussion/Action
  - Complete Bond Release - Blossman Gas, Inc. - Burr Industrial Park, Lot 12 (File #19-1-S) - Discussion/Action
  - Presentation of Calendar Year 2020 Annual Report for the Office of Impact Fees - Discussion/Action
  - Presentation of the FY2022 Capital Improvement Plan for the Office of Impact Fees - Discussion/Action
  
7. 11:40 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 #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

8. 12:15 p.m. Break for Lunch

#### UNFINISHED BUSINESS

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

#### NEW BUSINESS

- Transfer of GIS Office to the IT Department (JC) - Discussion/Action
- Permitting and Inspections of Small Businesses in Jefferson County (JC) - Discussion/Action
- Proffers vs. Impact Fees (JC) - Discussion/Action
- Update on Jefferson County Legislative Summit (JC) - Discussion/Action

#### COUNTY ADMINISTRATOR REPORTS

- Update on 911 Phone System - Discussion/Action
- Discussion of 911 complaint and status of investigation - Discussion/Action
- Extension of Policy 216A: FMLA Leave Expansion and Emergency Paid Sick Leave - Discussion/Action
- COVID-19 Vaccination Distribution Update - Discussion/Action
- Topics of Discussion for 2021 Jefferson County Legislative Summit - Discussion/Action

#### COUNTY COMMISSION REPORTS

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

**Location: Jefferson County Courthouse**

**100 East Washington Street, Charles Town, WV**

9. 1:30 p.m. Board of Review and Equalization

**10. ADJOURN**

**CORRESPONDENCE/INFORMATION**

**Notice of Public Hearing - February 18, 2021**

**Letter from the WV Division of Culture and History re: the nomination of Spring Grove to the National Register of Historic Places.**

**Various public comments received via e-mail.**

***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.***