

**JEFFERSON COUNTY COMMISSION  
FIRST QUARTERLY SESSION - JANUARY-MARCH 2021  
THURSDAY, FEBRUARY 18, 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 28, 2021 - Draft 2020 Impact Fee Recalculation Study
- February 2, 2021 - Budget 101 Public Forum
- February 4, 2021 - Regular Meeting
- February 4, 2021 - BORE
- February 8, 2021 - Budget Presentations
- February 9, 2021 - BORE
- February 9, 2021 - Budget Presentations
- February 10, 2021 - Budget Presentations
- February 11, 2021 - BORE

**APPROVAL OF REQUISITIONS**

- February 18, 2021

**APPROVAL OF ACCOUNTS PAYABLE**

- February 11, 2021
- February 18, 2021

**APPROVAL OF MANUAL CHECKS**

- February 12, 2021
- February 19, 2021

## APPROVAL OF PAYROLL

- February 4, 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. 6:25 p.m. Tom Hansen, Sheriff
  - Home Confinement Officer - Discussion/Action
  - Discussion of past and present promotional structure and procedures with the Jefferson County Sheriff's Department - Discussion/Action
2. 6:35 p.m. Michelle Gordon, Finance Director
  - Review and Approval of FY2021 State Budget Revision 3 for the General County Fund - Discussion/Action
  - Review and Approval of FY2021 State Budget Revision 4 for the General County Fund - Discussion/Action
3. 6:45 p.m. Stephen S. Allen, Director, Jefferson County Office of Homeland Security and Emergency Management
  - Request to post the vacant Deputy Director/Planner/Program Manager position - Discussion/Action
  - 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
4. 7:00 p.m. Public Hearings
  - A. - Zoning Map Amendment Rezoning Request for property designated as Tax District: Harpers Ferry (04); Tax Map: 9; Parcels: 23 & 27. The properties are located off Shipley School Road in Harpers Ferry, WV.
  - B. - Pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code") relating to proposed issuance of Berkeley County and Jefferson County, West Virginia, as Joint Issuers, Commercial Development Refunding Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2021, in the amount not to exceed \$5,500,000 (the "Bonds") to refund the

Issuers' Commercial Development Revenue Bonds (Hospice of the Panhandle, Inc. Project) Series 2012 (the "Prior Bonds"), for the benefit of Hospice of the Panhandle, Inc., a West Virginia nonprofit corporation.

5. 7:30 p.m. Jennifer Myers, Jefferson County Parks and Recreation Commission  
- To provide updates on Parks and Recreation, including future projects and acquisitions - Discussion/Action
6. 7:45 p.m. Bondy Shay Gibson, Ed.D., Superintendent, Jefferson County Schools  
- How Impact Fees are used by the Jefferson County Board of Education - Discussion/Action
7. 8:00 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 #533-2021-00262 - 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
  - Discussion of Jefferson County Court Civil Action #20-C-109 - Discussion/Action

#### **NEW BUSINESS**

8. Magistrate Court 2<sup>nd</sup> Floor renovations - Discussion/Action (JT)

9. Discuss Impact Fee Workshop and Set Date and Time - Discussion/Action
10. Set Public Hearing regarding Administrative Appeal of Impact Fee Coordinator decision that the Conversion of the 51 unit Quality Inn Hotel (near Shepherdstown into 20 one bedroom and efficiency apartment with first floor retail requires full payment of Impact Fees - Discussion/Action
11. Second Amendment Sanctuary County - Resolution - Discussion/Action (TJ)

#### COUNTY ADMINISTRATOR REPORTS

- Legislative Updates
- Charles Town E. Liberty St. Streetscape Design and Impact on County Parking Lot - Discussion/Action

#### COUNTY COMMISSION REPORTS

12. ADJOURN

#### CORRESPONDENCE/INFORMATION

Notice of Intent to Appoint to the Jefferson County Water Advisory Committee

Notice of Intent to Appoint to the Jefferson County Board of Zoning Appeals

Impact Fee Status Report - January 2021

Minutes - Harpers Ferry/Bolivar PSD

Public comment received from David Tabb

Public comment received from Gavin Perry

*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.*