

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

- February 18, 2021 - Regular Meeting
- March 4, 2021 - Regular Meeting

**APPROVAL OF REQUISITIONS**

- March 18, 2021

**APPROVAL OF ACCOUNTS PAYABLE**

- March 11, 2021
- March 18, 2021

**APPROVAL OF MANUAL CHECKS**

- March 12, 2021
- March 19, 2021

**APPROVAL OF PAYROLL**

- March 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. 6:30 p.m. **Public Hearing**
  - Zoning Map amendment (rezoning) for property designated as Tax District: Charles Town (02); Tax Map: 16; Parcel: 1. The property is located northeast of Augustine Avenue and Route 340 intersection in Charles Town, WV.
  
2. 6:45 p.m. **Michelle Gordon, Finance Director**
  - Review and Approval of the FY2021-2022 Draft Budget (Levy Estimate) - Discussion/Action
  - Review of FY21 financials as of 02/28/2021
  - FY21 COVID19 Emergency Financial Policy - Discussion/Action
  - Revisions to Policy 304 P-Card Procedures - Discussion/Action
  
3. 7:00 p.m. **Debra Young, Victim Assistant Program**
  - Approval and signing of VOCA Grant Application - Discussion/Action
  
4. 7:10 p.m. **Russell Burgess, Department of Information Technology**
  - Approve the hiring of the Department of Information Technology Support/Helpdesk Technician Level 1 that was approved to be advertised on January 7, 2021 - Discussion/Action
  
5. 7:20 p.m. **Erin Bajada**
  - Request Letter of Support requested from Peace Ridge Gardens Co-op and Company 501c-3 to apply for the USDA Rural Development Community Facilities Loan and Grant - Discussion/Action
  
6. 7:30 p.m. **Anne Ditto**
  - Request of Ambulance Fee late fees - Discussion/Action
  
7. 7:40 p.m. **Jeffrey B. Shores, Colonel, USAF (Ret.) - Shannondale Enterprises, Inc. Db a Mountain Lake Club**
  - Request Approval for WV ABC (Beer & Wine) License - Letter that it is in an approved zone - Discussion/Action
  
8. 7:50 p.m. **Christy Huddle, Harpers Ferry Water Commission**
  - Request from Harpers Ferry Water Commission to place a temporary sign advertising the impending water treatment plant upgrade on the existing poles near the frontage of the Welcome Center on W. Washington Street near Rt 340 - Discussion/Action

9. 8:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney
1. 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
  2. Discussion of Solar Text Amendment as received from Planning Commission - Discussion/Action
  3. Discussion of issues regarding impact fees, proffers, and TischlerBise Impact Fee Study - Discussion/Action
  4. Report by counsel on opioid case. (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170) - Discussion/Action
  5. Discussion of Greenway contract and zoning reorganization - Discussion/Action
  6. Discussion of Jefferson County Civil Action No. 2021-C-22 - Discussion/Action

#### UNFINISHED BUSINESS

10. Set date and time for joint meeting for the Jefferson County Fire and Rescue Association, Jefferson County Emergency Services Agency, and Jefferson County Commission - Discussion/Action

#### NEW BUSINESS

11. Set date and time for Public Hearing - Repeal the County ATV Ordinance and revert to existing state law - Discussion/Action
12. Approval of Resolution authorizing participation in the Eastern Panhandle HOME Consortium of West Virginia for the Period July 1, 2021 to June 30, 2022 - Discussion/Action

#### COUNTY ADMINISTRATOR REPORTS

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

#### COUNTY COMMISSION REPORTS

13. ADJOURN

**CORRESPONDENCE/INFORMATION**

**Jefferson County Office of Planning and Zoning - 2<sup>nd</sup> Quarterly Report**

**Broadband Committee virtual meeting on Wednesday, March 31, 2021 at 10:00 a.m.**

**Impact Fee Status Report - February, 2021.**

***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.***