

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL-JUNE 2021
THURSDAY, APRIL 1, 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.***

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- **March 18, 2021 - Regular Meeting**

APPROVAL OF REQUISITIONS

- **April 1, 2021**

APPROVAL OF ACCOUNTS PAYABLE

- **March 25, 2021**
- **April 1, 2021**

APPROVAL OF MANUAL CHECKS

- **April 2, 2021**

APPROVAL OF PAYROLL

- **March 18, 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. Your comments will be included in the minutes and agenda correspondence. Please include your name.***

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Approval of Employment - Discussion/Action
2. 10:00 a.m. Michelle Gordon, Finance Director and Sheriff Hansen
- Request Capital Outlay Funding for Emergency Purchase of Accident Reconstruction Software - Discussion/Action
3. 10:15 a.m. Lee Thorne - District 3 District Manager for the WVDOH
- WVDOH - Governor's SWAT Program and Driveway Entrance Permit Procedures
4. 10:30 a.m. Robert M. Trainor, Mayor and Daryl Hennessy, City Administrator
- City of Charles Town Annexation - Discussion/Action
5. 10:45 a.m. Interviews and Appointments to the following:
 - Jefferson County Planning Commission - Two 3-year terms ending March 31, 2024 - Discussion/Action
 - Jefferson County Historic Landmarks Commission - Three 3-year terms ending March 31, 2024 - Discussion/Action
6. 11:00 a.m. Lynn Fields, Probate Office
- Quarterly Review - Discussion/Action
7. 11:15 a.m. Roger Goodwin, Chief County Engineer
 - Request Approval to amend Law Enforcement Impact Fees - FY 2021 and FY 2022 Capital Improvement Plans - Discussion/Action
 - Presentation of the Solar Facilities Decommissioning Bond and Surety Policy - Discussion/Action
8. 11:45 a.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 legal issues regarding proposed solar text amendment including bonding and related matters - Discussion/Action

3. Discussion of possible agreement with the City of Ranson regarding storage of extra PPE items and related matters - Discussion/Action
4. Discussion of issues regarding impact fees and proffers - Discussion/Action

9. 12:15 p.m. Break for Lunch

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

10. 1:30 p.m. Robert Glenn, Esq, on behalf of Lowes Hospitality Group, LLC  
- 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 require full payment of Impact Fees. Property is described as Parcel 15.8 on Map 8 in the Shepherdstown Tax District - Discussion/Action
11. 2:00 p.m. Jeff Polczynski/Russell Burgess/Tom Reilly  
- NextGen 911 Phone System Upgrade - Discussion/Action

**NEW BUSINESS**

12. Discuss Policies and Procedures concerning the conduct of Public Hearings and Commission Meetings - Discussion/Action (SS)
13. Discuss waiving permitting fees for new businesses in Jefferson County for a set period of time - Discussion/Action (JC)

**COUNTY ADMINISTRATOR REPORTS**

- Marc Train Funding - Discussion/Action
- Extension of COVID-19 Employee Policies - Discussion/Action
- Discussion of Funding allocated to Jefferson County in American Rescue Plan COVID Relief Bill - Discussion/Action
- Sheriff Request to move Home Confinement Office to Saint Margaret's Second Floor - Discussion/Action
- Review of Purchasing Policy - Discussion/Action
- Ambulance Fee Collection Policy - Discussion/Action
- Rt. 340 Expansion Project - Broadband - Discussion/Action
- Legislative Updates

**COUNTY COMMISSION REPORTS**

14. ADJOURN

**CORRESPONDENCE/INFORMATION**

**Notice of Public Hearing - Repeal of the Jefferson County ATV Ordinance - April 6, 2021 at 6 p.m.**

**Notice of Public Hearing - Proposed text amendment - April 12, 2021 at 6 p.m.**

**Disbursement of wireless E-11 Subscriber Fees.**

**Correspondence received from Gil Garcia regarding Solar Farm Proposal.**

**Comments received from David Tabb regarding March 18, 2021 Commission meeting.**

***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.***