

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**SECOND QUARTERLY SESSION - APRIL-JUNE 2021**  
**THURSDAY, JUNE 3, 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**

- May 19, 2021 - Special Session
- May 20, 2021 - Regular Meeting

**APPROVAL OF REQUISITIONS**

- June 3, 2021

**APPROVAL OF ACCOUNTS PAYABLE**

- May 27, 2021
- June 3, 2021

**APPROVAL OF MANUAL CHECKS**

- May 28, 2021
- June 4, 2021

**APPROVAL OF PAYROLL**

- May 27, 2021

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

## PRESENTATIONS

1. 9:35 a.m. Angie Banks, Assessor
  - Request Commission signatures on the Certificate of Oaths for the Real Estate & Personal Property Books - Discussion/Action
  
2. 9:40 a.m. Michelle Gordon, Finance Director and Stephanie Grove, County Administrator
  - Review and Approval of the Hartford Short Term Disability Proposal Options for FY022 - Discussion/Action
  - Review and Approval of the Hartford Long Term Disability Proposal Options for FY022 - Discussion/Action
  - Review and Approval of the Donated Leave Policy 218, effective 07/01/2021 - Discussion/Action
  - Review and Approval of Health and Welfare Benefits Policy 220, effective 07/01/2021 - Discussion/Action
  
3. 10:00 a.m. Roger Goodwin, Chief County Engineer
  - Request approval to fill the position of Office Clerk in the Department of Engineering, Planning & Zoning - Discussion/Action
  
4. 10:15 a.m. 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.*
  
5. 10:35 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, including Jefferson County Civil Action No.'s 2021-C-33 through 37 and Jefferson County Civil Action No.'s 2021-C-46 through 50 - Discussion/Action
  3. Discussion of issues regarding impact fees and proffers - Discussion/Action
  4. Discussion of WV Supreme Court of Appeals No. 21-0229 (appeal from Jefferson County Circuit Court Civil Action No. 19-P-69) - Discussion/Action
  5. Discussion of WV Human Rights Commission Docket No. EREP-49-21 - Discussion/Action

**NEW BUSINESS**

6. Request that the Commission direct the Maintenance Director prepare a RFP and purchase all Capital Outlay Fund vehicles and equipment beginning FY22 - Discussion/Action (SS)

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

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

7. 1:30 p.m. Public Hearing  
Zoning Map Amendment (rezoning) for the property designated as Tax District Middleway (07); Tax Map: 3; Parcels: 29 and 35. The property consists of two vacant parcels located east of Route 480 (Kearneysville Pike) and one mile north of the Route 9 interchange. The property owner/applicant is Mark Ralston, Jefferson Orchards Inc. The combined parcel size is approximately 238.9 acres (based on survey). The Property is currently zoned Rural and a petition has been made to the County Commission by the property owner to change the zoning classification of 43.7 acres of the property from Rural to Light Industrial and 195.2 acres from Rural to Residential Growth (Planning Commission File #21-2-Z).

8. ADJOURN

**CORRESPONDENCE/INFORMATION**

Correspondence received from West Virginia Division of Culture and History regarding Taylor's Meadow being listed in the National Register of Historic Places on April 19, 2021.

Correspondence received from David Tabb regarding comments for the Commission May 20, 2021 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.*

