

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2021**  
**THURSDAY, JULY 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**

- June 17, 2021 - Regular Meeting

**APPROVAL OF REQUISITIONS**

- July 1, 2021

**APPROVAL OF ACCOUNTS PAYABLE**

- June 24, 2021
- July 1, 2021

**APPROVAL OF MANUAL CHECKS**

- June 25, 2021
- July 2, 2021

**APPROVAL OF PAYROLL**

- June 24, 2021

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

## PRESENTATIONS

1. 9:35 a.m. Angie Banks, Assessor  
- Approval of Exonerations
2. 9:40 a.m. Matthew Harvey, Prosecuting Attorney  
- Discuss of staffing needs and request approval to hire new employee
3. 9:55 a.m. Dennis Jarvis, II, Jefferson County Development Authority  
- Request permission to advertise for the position of Project Manager
4. 10:10 a.m. Lynn Fields, Probate Office  
- Quarterly Review
5. 10:20 a.m. Interviews and Appointments to the following:
  - Jefferson County Board of Health - One unexpired term ending June 30, 2025 and one 5-year term ending June 30, 2026
  - Jefferson County Emergency Services Agency - Two 3-year Citizen Representative terms ending June 30, 2024
  - Jefferson County Parks and Recreation Commission - one unexpired term ending June 30, 2022; one unexpired term ending June 2023; and four 3-year terms ending June 30, 2024
  - South Jefferson Library Committee - one 5-year term ending June 30, 2026
6. 10:40 a.m. Roger Goodwin, Engineering
  - Complete Construction Bond Release for Shenandoah Valley Holdings, LLC
  - Devil's Due Distillery, Burr Business Park Lot 32 (File #20-2-SP)
7. 10:45 a.m. Jeffrey A. Polczynski, ENP - Director of Communications  
- Request Approval of Promotion to Supervising Public Safety Dispatcher
8. 10:50 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.*

9. 11:00 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
  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
  3. Discussion of Jefferson County Circuit Court Civil Action No. 2020-C-20

#### **NEW BUSINESS**

10. Discussion of ARPA Stipend and FY22 merit increases & Cost of Living Adjustments (COLA) - (SS)
11. Discussion of LEEDA Grant Application & funding sources for county aquatic center - (SS)

#### **COUNTY ADMINISTRATOR REPORTS**

- Discussion of County Complex Project

#### **COUNTY COMMISSION REPORTS**

12. ADJOURN

#### **CORRESPONDENCE/INFORMATION**

Public Comment received from Deborah Royalty, VP of the League of Women Voters of Jefferson County, WV.

Public Comment received from Deborah Lynn Lauterbach.

Public Comment received from Brian Sanborn.

*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.*