

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2021
THURSDAY, SEPTEMBER 2, 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 be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.

The meeting will be limited to the number of in-person attendees due to COVID 19 restrictions. Five (5) attendees will be allowed in the meeting room at a time. Please email info@jeffersoncountywv.org no later than 9:00 a.m. prior to the meeting to be added to the list. There is no registration needed for public comment.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- August 19, 2021 - Regular Meeting
- August 24, 2021 - Special Session

APPROVAL OF REQUISITIONS

- September 2, 2021

APPROVAL OF ACCOUNTS PAYABLE

- August 26, 2021
- September 2, 2021

APPROVAL OF MANUAL CHECKS

- August 27, 2021
- September 3, 2021

APPROVAL OF PAYROLL

- August 19, 2021
- September 2, 2021

ANNOUNCEMENTS

- **Report if there are changes in the agenda if applicable**

PRESENTATIONS

- 1. 9:35 a.m. Matthew Harvey, Prosecuting Attorney and Tom Hansen, Sheriff
- Proclamation - Ed Boober**
- 2. 9:40 a.m. Matthew Harvey, Prosecuting Attorney
- Discussion of staffing needs and request to hire new employee**
- 3. 9:45 a.m. Angie Banks, Assessor
- Approval of Exonerations**
- 4. 9:50 a.m. Jacki Shadle, County Clerk
- Employment Approval for Voter & Elections Clerk and Assistant Clerk**
- 5. 10:00 a.m. Sheriff's Office
- Promotional Raises
- Grant Approval**
- 6. 10:10 a.m. Michelle Gordon, Finance Director
- Creation of new bank account for County Administration Impact Fee
- Discussion of ARPA part time employee, one-time premium pay stipend
- Schedule monthly meeting for review of American Rescue Plan Act (ARPA) Submissions**
- 7. 10:25 a.m. Becky Burns, Office Manager
- Permit Fee & Impact Fee Refund Requests**
 - **Tiffany Lawrence & Karl Morris - Permit #21-98**
 - **Denise Alford - Permit #21-506**
- 8. 10:35 a.m. Roger Goodwin, Chief County Engineer
- Adoption of Impact Fee Ordinance setting new impact fee rates**
- 9. 10:45 a.m. Jeffrey A. Polczynski, ENP-Director of Communications
- Appointment Requests - Two Full-Time Public Safety Dispatchers**
- 10. 10:50 a.m. Steve Allen, Director, Jefferson County Homeland Security and Emergency Management
- Approval to hire Deputy Director/Planner/Program Manager**

11. 10:55 a.m. Renewal of Lease of Agricultural Land owned by the Jefferson County Commission
12. 11:05 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. Your comments will be included in the minutes and agenda correspondence. Please include your name.*
13. 11:15 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. 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)
 4. Review and confirmation of March 5, 2020 Amendments to ESA Ordinance and Bylaws

NEW BUSINESS

14. Consent Access to BCN Telecom Project Sites
15. Discussion of masks and vaccinations

COUNTY ADMINISTRATOR REPORTS

- Presentation of the Organization of County Public Safety Departments including Jefferson County Office of Homeland Security and Emergency Management and 911 Communications
- County Complex Project

COUNTY COMMISSION REPORTS

16. ADJOURN

CORRESPONDENCE/INFORMATION

Notice of intent to appoint to the Jefferson County Enhanced E-9-1-1 Board and the Jefferson County Sheriff's Civil Service Commission.

Minutes of the June 11th, 2021 meeting received from the Harpers Ferry/Bolivar PSD.

Minutes of the July 9th, 2021 meeting received from the Harpers Ferry/Bolivar PSD.

Comments received from David Tabb regarding the Special Session held on August 24, 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.