

**REVISED 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](mailto: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.*

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**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](mailto: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, **comprehensive plan**, 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 11<sup>th</sup>, 2021 meeting received from the Harpers Ferry/Bolivar PSD.**

**Minutes of the July 9<sup>th</sup>, 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.***