

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2021
THURSDAY, OCTOBER 7, 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 5:00 p.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

- **September 16, 2021 - Regular Meeting**

APPROVAL OF REQUISITIONS

- **October 7, 2021**

APPROVAL OF ACCOUNTS PAYABLE

- **September 23, 2021**
- **September 30, 2021**
- **October 7, 2021**

APPROVAL OF MANUAL CHECKS

- **September 24, 2021**
- **October 1, 2021**
- **October 8, 2021**

APPROVAL OF PAYROLL

- **September 16, 2021**
- **September 30, 2021**

ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

PRESENTATIONS

1. 9:35 a.m. Jacki Shadle, County Clerk
 - Request for Additional Funding to Purchase a Plat Cabinet & Approval for the West Virginia County Records Management and Preservation Board Grant
2. 9:45 a.m. Roger Goodwin, Chief County Engineer and Todd Fagan, GIS
 - Grant Application Approval
3. 9:55 a.m. Becky Burns, Office Manager
 - Permit Fee & Impact Fee Refund Requests
 - Donald & Pamela Pine - Permit #21-591
 - Timothy & Susan Paulin - Permit #21-567
 - Mark & Christine Whitmore - Permit #21-894
 - David Lutman/Lutman Land Development LLC - Permit #21-646 & #21-750
4. 10:05 a.m. Lynn Fields, Probate
 - Quarterly Review
5. 10:15 a.m. Interviews and Appointments to the Jefferson County Parks and Recreation Commission - one unexpired term ending June 30, 2024
6. 10:20 a.m. Jeffrey Polczynski, ENP - Director of Communications
 - Re-Appointment of part-time employee Heather Ketchens to Full-time Public Safety Dispatcher
7. 10:30 a.m. Dennis Jarvis, II, Jefferson County Development Authority
 - Request that the Jefferson County Commission assist the Jefferson County Development Authority in the final payment of the agreed legal fees - Jefferson County Vision, Inc. v. Jefferson County Development Authority CC-19-2018-C-157
8. 10:40 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.*
9. 10:55 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 regarding County Commission's assignment of drafting new solar text amendment and presentation of draft amendment. Discussion and potential action by County Commission, including potential referral to Planning Commission, and/or other action required by law

10. 11:15 a.m. Tom Hansen, Sheriff
- Grant Award

OLD BUSINESS

11. Possible funding options for fire service, including fee/levy/general fund contribution

NEW BUSINESS

12. Acknowledgment of the Assessor's Certificate of Compliance
13. Request to Use County Commission Meeting Room - Karen Bailey Chapman

COUNTY ADMINISTRATOR REPORTS

- Consider matters involving or affecting the construction planning, or purchase, sale or lease of property
- Discuss reorganization of Public Safety Departments including Emergency Communications and Emergency Management
- Approval of Job Descriptions for CAD Administrator and Director of Safety

COUNTY COMMISSION REPORTS

14. ADJOURN

CORRESPONDENCE/INFORMATION

Notice of Special Session on Wednesday, October 13, 2021 at 9:30 a.m.

Impact Fee Status Report for September 2021 received.

Jefferson County Historic Landmarks Commission Quarterly Report.

Letter received from Richard Ziegler, resident, regarding zoning for solar facilities.

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.