

**AGENDA (Revised)**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2021**  
**THURSDAY, OCTOBER 21, 2021**  
**6:00 P.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 5:00 p.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**

- October 7, 2021 - Regular Meeting
- October 13, 2021 - Special Session
- October 15, 2021 - Special Session

**APPROVAL OF REQUISITIONS**

- October 21, 2021

**APPROVAL OF ACCOUNTS PAYABLE**

- October 14, 2021
- October 21, 2021

**APPROVAL OF MANUAL CHECKS**

- October 15, 2021
- October 22, 2021

**APPROVAL OF PAYROLL**

- October 14, 2021

## **ANNOUNCEMENTS**

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

## **PRESENTATIONS**

- 1. 6:05 p.m. Angie Banks, Assessor**
  - Approval of Exonerations
- 2. 6:10 p.m. Michelle Gordon, Finance Director**
  - Approval of the FY21 Financial Statements
  - Vendor Misconduct/Debarment
- 3. 6:20 p.m. Nikki Painter, County Clerk's Office**
  - Redistricting Overview
  - Publication Requirements - Possible action for order and publications
  - Timeline including the need for quick action by the GIS Office and County Commission with the possible impact of residency requirements for candidates
- 4. 6:30 p.m. Patricia Rucker, Citizen**
  - Requesting a waiver from assessed late fee
- 5. 6:40 p.m. Steve Cox, Jefferson County Sheriff Deputy's Civil Service Commissioner**
  - Civil Service Training Request
- 6. 6:50 p.m. Roger Goodwin, Chief County Engineer**
  - Approval to advertise to fill the Planning Clerk position
- 7. 7:00 p.m. Board of Appeals and Assessment**
  - David Tabb
  - Joyce Edwards
  - Sheetz, Inc.
- 8. 7:30 p.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
- 9. 7:40 p.m. Emily Morrow and Amanda Johnson, WVU Extension Service**
  - Request for use of vacant office space

10. 7:50 p.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.*

11. 8:05 p.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
4. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property

**UNFINISHED BUSINESS**

12. Discuss and address the public comments that were raised during the October 7, 2021 County Commission meeting and to discuss allegations and personnel matters related to:
- County Administrator (discussion/action)
  - County Finance Director (discussion/action)

**NEW BUSINESS**

13. **John B. "JB" McCuskey, West Virginia State Auditor - Presentation**

**COUNTY ADMINISTRATOR REPORTS**

- Transfer part-time employee Christopher Cross from E-911 to Information Technology
- Approve contract for positions for CAD Response Plan Data Entry and CAD Response Plan Data Administration with the information Technology Department
- Determine if EMS will be included in the Response Plan Method of Dispatch

## COUNTY COMMISSION REPORTS

### 14. ADJOURN

#### CORRESPONDENCE/INFORMATION

Notice of Special Session on Wednesday, November 10, 2021 at 9:30 a.m.

Correspondence received from the Division of Highways regarding the Statewide Transportation Improvement Program (STIP).

Minutes for the August 13<sup>th</sup>, 2021 meeting received from Harpers Ferry/Bolivar PSD.

1<sup>st</sup> Quarterly Report for Planning and Zoning FY 2022 (July 1, 2021 - September 30, 2021) received.

Correspondence received from Jeffrey Shores, regarding Mountain Lake Club.

*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.*