

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2021
THURSDAY, DECEMBER 2, 2021
9:30 A.M.

Revised - 11/30/21 @ 1pm

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

- November 10, 2021 - Special Session - ARPA
- November 18, 2021 - Regular Session
- November 19, 2021 - Special Session - Redistricting

APPROVAL OF REQUISITIONS

- December 2, 2021

APPROVAL OF ACCOUNTS PAYABLE

- November 24, 2021
- December 2, 2021

APPROVAL OF MANUAL CHECKS

- November 25, 2021
- December 3, 2021

APPROVAL OF PAYROLL

- November 24, 2021

ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

PRESENTATIONS

- 1. 9:35 a.m. Tom Hansen, Sheriff**
 - Grant Award
 - Employment Presentation/Discussion

- 2. 9:40 a.m. Matt Harvey, Prosecuting Attorney**
 - VOCA Grant Contract

- 3. 9:45 a.m. Dennis Jarvis, II on behalf of the Jefferson County Development Authority (JCDA) Board of Directors**
 - Reimbursement from Coal Bed Methane funding for removal of trash/debris in the Burr Industrial Park
 - Resolution of Participation and Cooperation (Local Economic Development Grant Program) - for signature by President of the JCC and County Clerk

- 4. 9:50 a.m. Steve Cox - Civil Service Commission, President**
 - Sheriff Deputy vacancies - Funding to cover recruitment activities to create eligibility list for Deputy Appointment

- 5. 10:00 a.m. John Morris**
 - Rezoning request for a one acre property located at 16 Old Leetown Pike, Kearneysville - Tax District - Middleway (07); Map No. 11; Parcel Nos. 2.2 and 2.1 to change current zoning district from Village to General Commercial

- 6. 10:10 a.m. Jennifer Myers, Jefferson County Parks and Recreation Commission**
 - Request approval of a Resolution authorizing the acceptance of grant funds under the Land and Water Conservation Fund to the State of West Virginia for the construction of an inclusive play environment and playground repairs at Sam Michaels Park

- 7. 10:20 a.m. Roger Goodwin, Engineering**
 - Complete Construction Bond Release for McGee Civil Construction, LLC - Burr Business Park Lots 27 & 28 (File #19-7-S)
 - Request approval to amend Law Enforcement Impact Fees - FY 2022 Capital Improvement Plan

8. 10:30 a.m. **Becky Burns, Office Manager**
 - Permit Fee & Impact Fee Refund Requests
 - Thomas Lake - Permit #21-88
 - Christopher & Michelle Brannan - Permit #21-605
9. 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.*
10. 11:00 a.m. **Public Hearing**
 - Zoning Map Amendment (rezoning) for the property designated as Tax District Kabletown (06), Map: 12; Parcels: 12,12.2, 12.3, 12.4, 12.5, 12.8, 12.9, 12.10, and 12.11
11. 11:15 a.m. **Public Hearing**
 - Proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA21-01
12. 11:30 a.m. **Michelle Gordon, Finance Director**
 - Vendor Debarment - continued from 11/4/2021
 - Advertise for Executive Administrative Assistant Grade 05
 - Advertise for Administrative Assistant Grade 02
13. 11:45 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 report by Counsel regarding progress in amending comprehensive plan, and discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C-33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50, and WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731.
 3. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
 4. 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).

OLD BUSINESS

14. Update - Comprehensive Audit - WV State Auditor's Office

15. Review and Approval of Policy 319 - Financial System Access & Approval Policy (SS)

NEW BUSINESS

16. Approval of 2022 Holiday Schedule

17. County Administrator hiring process (JT)

18. Acknowledgment of the "Assessor's additional duties" as delineated in WV Code §7-7-6a

COUNTY ADMINISTRATOR REPORTS

- County Administrator applicants - Update

COUNTY COMMISSION REPORTS

19. ADJOURN

CORRESPONDENCE/INFORMATION

Correspondence received from Comcast regarding price changes.

Correspondence received from FirstEnergy Corp. regarding Mon Power and Potomac Edison propose Solar Energy Projects in West Virginia.

Impact Fee Status Report for October, 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.