

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2021**  
**THURSDAY, DECEMBER 16, 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.*

---

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- **December 2, 2021 - Regular Session**

**APPROVAL OF ACCOUNTS PAYABLE**

- **December 9, 2021**
- **December 16, 2021**

**APPROVAL OF MANUAL CHECKS**

- **December 10, 2021**
- **December 17, 2021**

**APPROVAL OF PAYROLL**

- **December 9, 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. Martin Burke, Jefferson County Historic Landmarks Commission  
- Request to waive application fee to the Board of Zoning Appeals for a variance at Duffield's Depot
3. 6:15 p.m. Russell Burgess, IT Director - Broadband Committee  
- Resolution and Applicant Form for GigReady Technical Assistance
4. 6:20 p.m. Interview and Appointment to the Jefferson County Development Authority -  
- Harpers Ferry Representative  
- Bolivar Representative
5. 6:25 p.m. Chad Wallen (Integrity)  
- Ridge Road Rezoning Request
6. 6:35 p.m. Michelle Gordon, Finance Director  
- Review and Approval of FY2022 State Budget Revision 2 for the General County Fund  
- Review and Approval of FY2022 State Budget Revision 2 for the Coal Severance Fund  
- Review of FY23 Budget Charge for Departments  
- Discuss Non-Civil Service employee annual leave accrual maximums
7. 6:50 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.*
8. 7:05 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 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).
5. Discussion and review of voting locations, including the location of early voting at the Courthouse and possible creation of alternate and/or annexed locations.

#### **OLD BUSINESS**

9. Review of Policy 319 - Financial System Access
10. Update - Comprehensive Audit - Scope of Work - WV State Auditor's Office

#### **NEW BUSINESS**

11. Letter of Support Requested - Cacapon State Park Mountain Bike Trail System - Economic Development Administration Competitive Tourism Grant
12. Potential presentation of the Comprehensive Plan Amendment to the County Commission and schedule a public hearing

#### **COUNTY ADMINISTRATOR REPORTS**

- Set Date and Time for Legislative Summit - 2022
- Update - Executive Assistant position

#### **COUNTY COMMISSION REPORTS**

13. ADJOURN

**CORRESPONDENCE/INFORMATION**

**Special Session, January 5, 2022 at 9:30 a.m.**

**Notice of Intent to Appoint to the Jefferson County Board of Zoning Appeals**

**Impact Fee Status Report, November 2021.**

**Minutes for the October 8<sup>th</sup>, 2021 Harpers Ferry/Bolivar PSD received.**

**Correspondence received from Richard Zigler regarding Commercial Solar Arrays.**

**Correspondence received from Dr. Keith Berkeley regarding the solar ordinance.**

***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.***