

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2022
THURSDAY, JANUARY 6th, 2022
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

- 1. 9:30 a.m. County Commission Organization**
 - a. Selection of President**
 - b. Selection of Vice President**
 - c. Committee Assignments**

APPROVAL OF ACCOUNTS PAYABLE

- **December 22, 2021**
- **December 29, 2021**
- **January 6, 2022**

APPROVAL OF MANUAL CHECKS

- **December 23, 2021**
- **December 30, 2021**
- **January 7, 2022**

APPROVAL OF PAYROLL

- **December 23, 2021**

ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

PRESENTATIONS

2. **9:45 a.m.** **Angie Banks, Assessor**
 - Approval of Exonerations

3. **9:50 a.m.** **Tom Hansen, Sheriff**
 - Travel Budget Restoration
 - Salary Adjustments
 - Vision Presentation/Discussion

4. **10:00 a.m.** **Matt Harvey, Prosecuting Attorney**
 - Supplemental VOCA Grant Contract
 - New Part Time Victim Advocate hiring - Melissa Segura

5. **10:10 a.m.** **Roger Goodwin, Chief County Engineer**
 - Request approval of employment offer to fill the position of Planning Clerk
 in the Department of Engineering, Planning & Zoning

6. **10:15 a.m.** **Interview and Appointment - Jefferson County Board of Zoning Appeals - One**
 3-year term ending January 1, 2025

7. **10:20 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 Residential, Light
 Industrial Commercial (RLIC)

8. **10:30 a.m.** **Jennifer Brockman, County Planner**
 - Recommendation from the Jefferson County Planning Commission
 regarding the Zoning Map Amendment (File 21-4-Z) for the John Morris
 rezoning request for two parcels located southwest of the intersection of Old
 Leetown Pike (WV15) and Leetown Road (WV51) from Village to General
 Commercial

9. 10:40 a.m. Jennifer Brockman, County Planner
 - Presentation and overview of the Planning Commission’s recommended text amendment to the Envision Jefferson 2035 Comprehensive Plan related to allowing solar facilities as principal permitted uses (PPU’s) in the rural and residential zoning districts and requesting that the County Commission schedule their required Public Hearing and vote to accept, reject, or modify the amendment within the required 90 day time frame
10. 11:00 a.m. Lynn Fields, Probate Office
 - Quarterly Review
11. 11:10 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.*
12. 11:25 a.m. Presentation of preliminary report regarding analysis of public safety issues
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).
 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.
 6. Discussion of WVHRC case number EREP-49-21.
 7. Discussion of potential revision of the Jefferson County Zoning Ordinance and related issues.

OLD BUSINESS

- 14. Review of Policy 319 - Financial System Access

NEW BUSINESS

- 15. Notice of the 2022 Board of Review and Equalization Notice
- 16. Review of Policy 913 - "Appropriate interface with Commissioners, Employees & Volunteers Policy" (JT)
- 17. County Commission staffing needs and technical support (JT)
- 18. Discuss County Administrator Candidates
- 19. Discussion - Executive Assistant Position - Potential Hire (SS)
- 20. Discussion - Approval of work performed - 11/22/2021 - Stephanie Grove
- 21. Advertise for Finance Director (SS)

COUNTY ADMINISTRATOR REPORTS

- Signature for grant documents - designate an individual

COUNTY COMMISSION REPORTS

~~~~~ AFTERNOON SESSION ~~~~~

- 22. 1:30 p.m. Legislative Summit

- 23. ADJOURN

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

Jefferson County Historic Landmarks Commission - Quarterly Report - October 1, 2021 - December 31, 2021

CORRESPONDENCE/INFORMATION

Courthouse Annex - Annexation Order.

Correspondence received from the Kanawha County Commission regarding the Property Tax Modernization Constitutional Amendment November 2022 General Election.

Jefferson County Development Authority - Annual Report. *(Available in the County Commission office)*

Jefferson County Historic Landmarks Commission - Completed Projects 2021.

Impact Fee Status Report - December 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.