

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2022
THURSDAY, FEBRUARY 3, 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

APPROVAL OF MINUTES

- December 16, 2021 Regular Meeting
- January 20, 2022 Regular Meeting
- January 25, 2022 Special Session
- January 26, 2022 Special Session
- January 27, 2022 BORE

APPROVAL OF REQUISITIONS

- February 3, 2022

APPROVAL OF ACCOUNTS PAYABLE

- January 27, 2022
- February 3, 2022

APPROVAL OF MANUAL CHECKS

- January 28, 2022
- February 4, 2022

APPROVAL OF PAYROLL

- January 20, 2022
- February 3, 2022

ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

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.*

PRESENTATIONS

1. 9:40 a.m. Jacqueline Shadle, County Clerk
 - Change payroll pay date from Thursday to Friday
2. 9:45 a.m. Nikki Painter, Voter & Elections
 - Approval of the Extended Emergency Absentee Voting Policy
3. 9:55 a.m. Lt. Steve Holz - Animal Control
 - New Hire
 - Purchase Vehicle
4. 10:00 a.m. Public Hearing
 - Proposed text amendment to the Jefferson County *Envision Jefferson 2035 Comprehensive Plan* (approved 1/14/15) to clarify and/or state that solar facilities are principal permitted uses in the rural and residential zoning districts, in accordance with WV Code§8A-3-11, 8A-3-6, and related statues.
5. 10:15 a.m. Interviews and Appointments - Jefferson County Deputy Sheriff Civil Service Commission - one unexpired term ending September 29, 2025
6. 10:25 a.m. Russell Burgess, Department of Information Technology
 - Records Management and Preservation Board Grant
7. 10:30 a.m. Chad Wallen (Integrity Federal Services)
 - Sheetz Zoning Map Amendment: Request for a public hearing and referral to Planning Commission to review zoning amendment request fo the 0.52 acre property identified in Charles Town District (2), Map Number 16, Portion of Parcel 1

- Green Hill Zoning Map Amendment: Request for a public hearing and referral to Planning Commission to review zoning amendment request for a 102.00-acre property identified in Charles Town District (2), Map Number 3, portion of Parcel 9

8. 10:45 a.m. Kelly Franklin, Jefferson County Day Report Center, Inc.
- FY23 West Virginia Community Corrections Grant
9. 10:50 a.m. Danny Lutz, Bill Blizzard Centennial Committee
- Request use of Courthouse for rehearsals - assure Security of people and building. Request of bailiff's during rehearsals
10. 10:55 a.m. Jeffrey A. Polczynski, ENP-Director of Communications
- Appointment Requests - Two Full-Time Public Safety Dispatchers
11. 11:00 a.m. Roger Goodwin, Director & Chief County Engineer
Michelle Mason, Impact Fees Program Specialist
- Presentation of Calendar year 2021 Annual Report for the Office of Impact Fees

- Presentation of the FY2023 Capital Improvement Plan for the Office of Impact Fees
12. 11:40 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, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6 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. Approval of new paralegal - hire for the Prosecuting Attorney's office as a replacement for a departing employee

NEW BUSINESS

13. Legislative Updates
14. Farmland Protection Board employee (JT)

COUNTY ADMINISTRATOR REPORTS

- FY23 Budget Meeting Schedule

COUNTY COMMISSION REPORTS

15. ADJOURN

CORRESPONDENCE/INFORMATION

Notice - Board of Review and Equalization.

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.