

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2022
THURSDAY, MARCH 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 9:00 a.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

- BORE - February 15th and 17th, 2022
- Regular Meeting - February 17th, 2022
- Fitch Presentation - February 17th, 2022
- Budget Deliberations - February 18th, 2022

APPROVAL OF REQUISITIONS

- March 3, 2022

APPROVAL OF ACCOUNTS PAYABLE

- February 24, 2022
- March 3, 2022

APPROVAL OF MANUAL CHECKS

- February 25, 2022
- March 4, 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. 9:45 a.m. Nikki Painter, County Clerk's Office
- Poll Worker & Alternate Approval - 2022 Primary
2. 9:55 a.m. Rebecca Hall, Prosecuting Attorney's Office Victim Assistance Program
- Need VOCA Grant Application approval and signature in order to meet Grant application deadline
3. 10:00 a.m. Interviews and Appointments to the Jefferson County Property Safety Enforcement Agency Board - Two 2-year terms for Citizen Representative ending February 8, 2024
4. 10:10 a.m. Russell Burgess, Information Technology
- Jefferson County GigReady Program Participation
- Approval of Information Technology Intern Trevor Vanorsdale for student to meet graduation requirements at Blue Ridge and Community College
- Re Organization of the GIS Department
- Approval of Information Technology Department GIS Job Descriptions:
 - GIS Technician Level 1 through Level 3
 - GIS Programmer Level 1 through Level 3
 - GIS Analyst Level 1 through Level 3
 - GIS Coordinator Level 1 through 3
- New job descriptions with requirements that include Certifications for each position and level
- Approval of Rhonda Greenholtz to GIS Technician/Office Admin Level 2 with Salary increase to \$44,500
- Approval of Jessica Gormont to GIS Coordinator Level 1 with salary increase to \$55,000
- Approval to hire Todd Fagan as Part Time/Temporary Employee, rate of \$25.00 per hour not to exceed 400 hours/year
- Approval to advertise for GIS Analyst Level 1 with Salary of \$50,000
- Reorganization of the department with the above will generate savings of at least \$6,000 per year, possibly more dependent on the number of hours Part Time/Temporary Employee is utilized
5. 10:25 a.m. Richard Thiel, Finance Director
- Review and Approval of FY2022 State Budget Revision 4 for the General County Fund

6. 10:30 a.m. Appointment to the Jefferson County Deputy Sheriff Civil Service Commission
7. 10:40 a.m. Dennis Jarvis, Jefferson County Development Authority
Sean Feigo, Jefferson County Development Authority
- Discuss Development Authority Board Members Term Limits
8. 10:50 a.m. Conrad Lucas, Frontier Communications
- Projects Update
9. 11:20 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 1. 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.
 2. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
 3. 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

10. 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 statutes

NEW BUSINESS

11. Legislative Updates
12. Report from liaison to CTUB, discussion of CTUB activity (CH)

COUNTY ADMINISTRATOR REPORTS

- Personnel Matters - Maintenance Director position
- Personnel Matters - County Commission Administrative Assistant - Request to advertise
- Personnel Matters - Discuss creating a position - Project Manager for CAD
- Personnel Matters - Discuss creating a position - Public Safety Director
- Discuss reorganization of E-911 and Emergency Management

COUNTY COMMISSION REPORTS

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

13. 1:30 p.m. Public Hearing  
- Executive Summary EMS Study by Fitch & Associates
14. 2:30 p.m. Discussion of Fitch Report, including potential action regarding composition and structure of county EMS services, Jefferson County Emergency Services Agency, acquisition and distribution of ambulance resources, and implementation of Fitch recommendations
15. 3:15 p.m. Review Fitch & Associates proposal for Fire Department Study.
16. ADJOURN

**CORRESPONDENCE/INFORMATION**

Correspondence sent to Mayor Trainor and the Charles Town City Council from the City of Ranson and the Jefferson County Commission regarding the Charles Town Utility Board Governance.

Notice of Public Hearing on Thursday, March 17, 2022 at 7:00 pm - Zoning Map Amendment (rezoning).

Notice of Public Hearing on Thursday, March 17, 2022 at 6:45 p.m. - Zoning Map Amendment - (rezoning).

Notice of Intent to Appoint - March 17, 2022:

Jefferson County Farmland Protection Board; Eastern Panhandle Transit Authority  
Jefferson County Planning Commission; Jefferson County Historic Landmarks Commission

Email correspondence received from Richard Zigler regarding solar amendments to Vision 2035.

Public Comment for County Commission meeting February 3, 2022 received from David Tabb.

Public Comment for County Commission meeting February 17, 2022 received from David Tabb.

Public Comment for County Commission work session February 24, 2022 received from David Tabb.

Correspondence received from Kanawha County Commission regarding House Bill 4477 - Public Safety Telecommunications.

Impact Pact Status Report received for January 2022.

*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*