

JEFFERSON COUNTY COMMISSION  
SECOND QUARTERLY SESSION - APRIL - JUNE 2022  
THURSDAY, JUNE 2, 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 NOT be a LIVE broadcast on our website. Instead, it will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.*

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CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- May 16, 2022 Primary Election Canvass
- May 21, 2022 Regular Meeting
- May 26, 2022 Primary Election Certification

APPROVAL OF REQUISITIONS

- June 2, 2022

APPROVAL OF ACCOUNTS PAYABLE

- May 26, 2022
- June 2, 2022

APPROVAL OF MANUAL CHECKS

- May 27, 2022
- June 3, 2022

APPROVAL OF PAYROLL

- May 26, 2022

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

*\*\*You may participate in public comment virtually by raising your hand in the GoToWebinar control panel. 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.*

## PRESENTATIONS

1. 9:45 a.m. Tom Hansen, Sheriff  
- Tax Office New Hire
2. 9:55 a.m. Mark Dyck, Integrity Engineering  
- SPARC Campus Rezoning Request
3. 10:05 a.m. Robert M. Trainor, Mayor and Todd Wilt, Operations Director - City of Charles Town  
- City of Charles Town Annexation Request
4. 10:20 a.m. Mayoral Representative(s)  
- County Fireworks Mapping Request
5. 10:30 a.m. Martin Burke, Chair, Jefferson County Historic Landmarks Commission  
- Request for funds to repaint the exterior of the Peter Burr House
6. 10:40 a.m. Emily Morrow, WVU Extension Agent  
- Request to move Secretary position from 70 hr to 80 hr pay schedule
7. 10:50 a.m. Dennis Jarvis, Director, Jefferson County Development Authority  
- Request to advertise for the Agricultural Development Coordinator position
8. 11:00 a.m. Lynn Fields, Probate Office  
- Petition to Probate in Solemn Form
9. 11:10 a.m. Russell Burgess, Director, Jefferson County Information Technology & GIS  
- Bardane Data Center Refresh/Upgrade  
- Request for Proposal - Multi-functional Digital Copier/Printer/Scanner/Fax to be released for replacement of current Jefferson County Commission equipment  
- Fire Departments Response Plan Programming
10. 11:30 a.m. Laura Kuhn, Director, Fleet & Facilities Management  
- Approval to advertise to fill Auto Shop Helper position
11. 11:40 a.m. Stephen S. Allen, Director, Jefferson County HSEM  
- Program for Public Information (PPI) for the Community Rating System (CRS) of the National Flood Insurance Program
12. 11:45 a.m. Michelle Gordon, Finance Director  
- Review of FY2022 Budget to Actual as of 4/30/22  
- Review and Approval of FY2022 State Budget Revision 6 for the General Fund  
- Review and Approval of FY2022 State Budget Revision 4 for the Coal Severance Fund  
- WVACO Spring Board Meeting Reception Hospitality Request
13. 12:05 p.m. Nathan Cochran, Assistant Prosecuting Attorney
  - a. Discussion of legal issues regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01, including amendment text, bonding, comprehensive plan, and related matters, and discussion of public hearing on proposed text amendment. 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.

- b. Discussion of Jefferson County Circuit Court Civil Action No. CC-19-2021-C-109
- c. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
- d. 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. Discussion of Fitch Report and potential action regarding the composition, organization, and structure of county EMS services and the Jefferson County Emergency Services Agency, including the utilization, scheduling, and compensation of employees, the utilization of volunteers, acquisition and distribution of ambulance resources, implementation of Fitch recommendations, and review and implementation of issues related to the Commission's approved Motion in its May 19, 2022 meeting to develop a potential plan to create a County Ambulance Service.

#### **NEW BUSINESS**

##### **COUNTY ADMINISTRATOR REPORTS**

##### **COUNTY COMMISSION REPORTS**

##### **15. ADJOURN**

##### **CORRESPONDENCE/INFORMATION**

Jefferson County Commission Notice of Public Hearing - Thursday, June 9, 2022

Public comment received from David Tabb, citizen, during the May 21, 2022 County Commission meeting

*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*