

JEFFERSON COUNTY COMMISSION  
THIRD QUARTERLY SESSION - JULY- SEPTEMBER 2022  
THURSDAY, SEPTEMBER 1, 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**

- August 18, 2022 Regular Meeting

**APPROVAL OF REQUISITIONS**

- September 1, 2022

**APPROVAL OF ACCOUNTS PAYABLE**

- August 25, 2022
- September 1, 2022

**APPROVAL OF MANUAL CHECKS**

- August 26, 2022
- September 2, 2022

**APPROVAL OF PAYROLL**

- August 19, 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. 9:40 a.m. Tom Hansen, Sheriff
  - Grant Application/Resolution
2. 9:45 a.m. Roger Goodwin, Chief County Engineer
  - Residential, Commercial, and Social Farm/Facilities – Building Permit Fees
3. 10:00 a.m. Lynn Fields, Probate Office
  - Closure of the Estates of Lindsay R. Hurst, III and Patsy Ann Hurst
  - Petition to Remove Executor Edward Wise from the Estate of Irma Jean Wise, deceased
  - Request to Appoint Fiduciary Commissioner for Estate of Larry K. Crouse, Sr.
4. 10:20 a.m. Interviews and Appointments
  - Jefferson County Development Authority: one unexpired term for Citizen Representative ending April 5, 2024
  - Jefferson County Farmland Protection Board: two four-year terms ending September 7, 2026 – Non-Farmer/Public representative and Conservation District representative
5. 10:30 a.m. Liz Wheeler, Director, Jefferson County Farmland Protection Board
  - Approval of Purchase of two Agricultural Conservation Easements as follows:
    - o Brown Family Trust (Property 2019-01)
    - o John C. Hendricks (Property 2020-03)
6. 10:45 a.m. Kat Hagedorn, Family Resource Network of the Panhandle
  - Invitation to participate in community collaborative meetings on housing issues in the tri-county area
7. 11:00 a.m. Laurel Ziemianski, Hill Top House Hotel
  - Request for Special Meeting to conduct a Hill Top House Hotel TIF Workshop
8. 11:15 a.m. Michelle Gordon, Finance Director
  - Consideration of probationary increase for County Administrator
9. 11:20 a.m. Nathan Cochran, Assistant Prosecuting Attorney
  - a. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01, including bonding, comprehensive plan, and related matters. Discussion of public hearing on proposed text amendment, review and consideration of amendment text, adoption of amendment and/or modification of amendment text and/or Planning Commission review and associated fees. 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, Jefferson County Circuit Court Civil Action No. 2022-C-81, and WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731.
  - b. Discussion of Jefferson County Circuit Court Civil Action No. 22-C-85.
  - c. Discussion of Jefferson County Circuit Court Civil Action No. 22-C-48.
  - d. Discussion of W.Va. Human Rights Comm. Case No. EREP-49-21.
  - e. Consider matters involving or affecting the construction, planning, or purchase, sale, or lease of property.
  - f. 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. Discussion of permitting and approvals by the West Virginia Fire Marshall / Fire Commission and West Virginia Office of Emergency Medical Services.

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISISON REPORTS**

**~~~~~AFTERNOON SESSION~~~~~**

11. 1:00 p.m. ARPA Presentations and Discussions
12. **ADJOURN**

**CORRESPONDENCE AND INFORMATION**

Letter from the Sheriff's Office re: availability of the Delinquent Tax Listing

Press Releases concerning the transition of county emergency medical services

Correspondence received from the following: Susan Pipes, Jennifer Krouse, David Tabb, Dena O'Neill, and Craig Horn

*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.*