

JEFFERSON COUNTY COMMISSION  
THIRD QUARTERLY SESSION - JULY- SEPTEMBER 2022  
THURSDAY, SEPTEMBER 15, 2022  
6:00 P.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**

- September 1, 2022 Regular Meeting

**APPROVAL OF REQUISITIONS**

- September 15, 2022

**APPROVAL OF ACCOUNTS PAYABLE**

- September 8, 2022
- September 15, 2022

**APPROVAL OF MANUAL CHECKS**

- September 9, 2022
- September 16, 2022

**APPROVAL OF PAYROLL**

- September 2, 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. 6:10 p.m. Angela Banks, Assessor
  - Approval of Exonerations & Apportionments
2. 6:20 p.m. Tom Hansen, Sheriff
  - Approval of Hire – Animal Control Administrative Assistant/Kennel Technician
  - Approval of Hire – Law Enforcement Office Administrative Assistant
3. 6:30 p.m. Nikki Painter, Voter & Elections, County Clerk’s Office
  - Poll Worker & Alternate Approval – 2022 General Election
  - Possible HAVA Grant Funds to replace electronic poll books
4. 6:40 p.m. Steve Allen, Director, Jefferson County Development Authority
  - Approval of Emergency Management Performance Grant (EMPG) 2020 Application
  - Resolution/Proclamation to observe September 2022 as National Preparedness Month in Jefferson County
5. 6:50 p.m. Michelle Gordon, Finance Director
  - WV Department of Arts, Culture, and History Grant Contract AH23-079127
  - Review and Approval of EMS Project – contractual, equipment, and supplies purchases
6. 6:55 p.m. Russell Burgess, Director, Jefferson County Information Technology
  - Request to approve Audio/Visual Equipment and Software Solutions bid in reference to the RFP released in August 2022
  - Request to approve Multi-Function Digital Copier/Printer/Scanner/Fax proposal from Document Solutions, Inc. in reference to the RFP released in June 2022
  - Approval of Promotion for Spencer Fraser from IT Support/Helpdesk Technician Level 1 to IT Support/Helpdesk Technician Level 2
  - Update on Response Plan with Jeffrey Polczynski, Director of Jefferson County Emergency Communications
7. 7:35 p.m. Interviews and Appointments to the Jefferson County Emergency Services Agency Board – one three-year term for Fire Representative and one three-year term for EMS Representative, each ending June 30, 2025.
8. 7:45 p.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. Report on Jefferson County Circuit Court case number 19-P-69 (WV Supreme Court case number 21-0229)
  - c. Report on Jefferson County Circuit Court case number 2022-C-85
  - d. Report on Jefferson County Circuit Court case number 2022-C-48
  - e. Consider matters involving or affecting the construction, planning, 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).

## **NEW BUSINESS**

9. Selection of nominees to serve as County representative on the Charles Town Utility Board

10. Ambulance Transition Update

## **COUNTY ADMINISTRATOR REPORTS**

- Approval of Hire – Deputy County Administrator

## **COUNTY COMMISSION REPORTS**

11. **ADJOURN**

## **CORRESPONDENCE AND INFORMATION**

Jefferson County Commission Notice of Special Session

Letter from the City of Charleston re: Distressed Utilities Acquisition

Meeting Minutes – July 8, 2022 Harpers Ferry – Bolivar PSD Meeting

E-mail correspondence received from county residents

Public comment received from David Tabb at the September 1, 2022 commission meeting

*At all times the County Commission reserves the right to rearrange agenda times because of time constraints*