

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2022**  
**THURSDAY, NOVEMBER 3, 2022**  
**9:30 A.M.**  
County Commission Meeting Room  
Located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- October 20, 2022 Regular Meeting

**APPROVAL OF REQUISITIONS**

- November 3, 2022

**APPROVAL OF ACCOUNTS PAYABLE**

- October 27, 2022
- November 3, 2022

**APPROVAL OF MANUAL CHECKS**

- October 28, 2022
- November 4, 2022

**APPROVAL OF PAYROLL**

- October 28, 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. Angela Banks, Assessor
  - Approval of Exonerations/Apportionments
2. 10:00 a.m. Tom Hansen, Sheriff
  - Home Confinement Officer
  - Acceptance of Justice Assistance Grant (JAG) Award

3. 10:05 a.m. Nikki Painter, Chief Deputy Clerk, County Clerk's Office
  - Set time and location for the 2022 General Election Canvass held November 14, 2022
4. 10:15 a.m. Jennifer Myers, Director, Jefferson County Parks and Recreation
  - Presentation by Jefferson County Parks and Recreation Commission regarding receiving Austin C. Palmer Outstanding Facility Award at the West Virginia Recreation and Parks Association annual conference for the AMP at Sam Michaels Park
5. 10:25 a.m. Lynn Fields, Probate, County Clerk's Office
  - Petition to remove Matthew Brady as personal representative of the Estate of Noman Brady, deceased, and appoint Cheyenne Brady as personal representative
  - Petition to grant letters of administration for the Estate of John H. Alger (unconfirmed deceased)
  - Verified petition for elective share, the Estate of Hossein Sadeghzadeh, deceased
6. 10:45 a.m. Roger Goodwin, Chief County Engineer
  - Position Reclassification of Building Inspector & Building Plans Reviewer
  - Continued discussion re: the request for approval of Amendment No. 1 to the Schools Impact Fees FY23 Capital Improvement Plan
7. 11:00 a.m. Dennis Jarvis, Director, Jefferson County Development Authority
  - Request approval to hire a part-time employee as a social media coordinator
8. 11:10 a.m. Danny Lutz, Eastern Panhandle Conservation District
  - Status of the 7-1-3u agreement between Jefferson County, its individual towns and cities, and the State of West Virginia
9. 11:20 a.m. Brendan Craig Agnew, Melvin T. Strider, Inc. (funeral home)
  - Request for Funding – triple cot roll-in mortuary cooler
10. 11:30 a.m. Jacki Shadle, County Clerk
  - Correct the classification of County Clerk employees
  - Discussion of the financial duties handled by the County Clerk
  - Discussion of Policy 319
11. 12:00 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 2022-C-48
  - c. 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).

**UNFINISHED BUSINESS**

- 12. EMS Transition Monthly Update & Request for Direction re: Space Use Contracts

**NEW BUSINESS**

- 13. City of Charles Town – Courthouse Holiday Garland Funding Request

**COUNTY ADMINISTRATOR REPORTS**

- Review and Approval of Ambulance Equipment and Supplies Purchase
- Transfer of Signatory
- LG P-Card Information Request
- Discussion of Finance Director Job Description

**COUNTY COMMISSION REPORTS**

**RECESS**

-----**EVENING SESSION**-----

- 14. 6:00 p.m. PUBLIC HEARING on the application regarding creation of the County Commission of Jefferson County Hill Top House Hotel Economic Opportunity Development District, pursuant to Chapter 7, Article 22 of the Code of West Virginia, 1931, as amended (the “Act”), respecting the application regarding the creation of the Excise TIF District.
- 15. To consider and act upon a proposed Resolution regarding the approval of the application regarding creation of the County Commission of Jefferson County Hill Top House Hotel Economic Opportunity Development District, the undertaking and financing of the projects described in the application, and approving the submission of the application to the West Virginia Department of Economic Development for approval.

**16. ADJOURN**

**CORRESPONDENCE/INFORMATION**

Notice of Intent to Appoint to the Jefferson County Parks and Recreation Commission

Notice of Intent to Appoint to the Jefferson County Board of Zoning Appeals

Public Comment received from David Tabb during the October 20, 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.*