

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2022
THURSDAY, DECEMBER 1, 2022

9:30 A.M.

County Commission Meeting Room
Located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- October 19, 2022 ARPA Meeting
- November 14, 2022 General Election Canvass
- November 17, 2022 Regular Meeting
- November 22, 2022 Special Session

APPROVAL OF REQUISITIONS

- December 1, 2022

APPROVAL OF ACCOUNTS PAYABLE

- November 24, 2022
- December 1, 2022

APPROVAL OF MANUAL CHECKS

- November 25, 2022
- December 2, 2022

APPROVAL OF PAYROLL

- November 17, 2022 - Poll worker Payroll
- November 25, 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. Your comments will be included in the minutes and agenda correspondence. Please include your name.*

PRESENTATIONS

1. 9:35 a.m. Jeffrey Polczynski, Director, Jefferson County Emergency Communications
 - Appointment Request – Full-Time Public Safety Dispatcher (Trainee)
 - Re-appointment of Chief Christopher Kutcher and Lt. Rob Sell to the E91Advisory Board
 - Recognition of Dispatcher Staci Hovermale

2. 9:45 a.m. Tom Hansen, Sheriff
 - Corporal Promotion
 - Vacation Hours
 - Travel and Training Budget
3. 10:00 a.m. Elizabeth Wheeler, Director, Jefferson County Farmland Protection Board
 - Approval of Purchase of one Agricultural Conservation Easement
4. 10:10 a.m. Laura Kuhn, Director, Jefferson County Fleet and Facilities Management
 - Request Approval of Purchase of FaxFinder 4-Channel Fax Server
5. 10:20 a.m. Lynn Fields, Probate Office
 - On the Estate of Karine Erlebach, deceased, Application for Certificate of Appointment as Executrix Limited to the German estate
 - Request to Probate in Solemn Form – Last Will & Testament of Raymond Virgil Utterback, deceased
6. 10:35 a.m. Russell Burgess, Director, Jefferson County Information Technology & GIS
 - Review and Approval of Revisions to the E911 Addressing Ordinance
 - Funding for County Ambulance Equipment Required for Operations
7. 11:00 a.m. Roger Goodwin, Chief County Engineer
 - Release of Tolling of Bonding Agreement for Quail Ridge Subdivision, Section II, Phase III (Jefferson County Planning Commission File No. 05-55)
 - Release of Tolling of Bonding Agreement for Thorn Hill Subdivision (Jefferson County Planning Commission File No. 02-17)
 - Two Complete Bond Release Requests:
 - Sheetz, Inc. – Sheetz Store #160 (Files #20-10-SP)
 - D.R. Horton, Inc. – Magnolia Springs Subdivision, Phase I (File #18-05-SD)
8. 11:10 a.m. Bob Burner, Director, Jefferson County Emergency Services Agency
 - Provide monthly update on progress of EMS transition
 - Request reimbursement of \$12,745.09 for labor costs of EMS transition project through October 31, 2022
 - Request funding for EMS supply & asset management system
9. 11:45 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 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

10. Acknowledgement of Completion of “Assessor’s Additional Duties,” as delineated in WV Code 7-7-6a

COUNTY ADMINISTRATOR REPORTS

- Selection of Audit Firm for FY22 Financial Statement Audit
- Personnel Action

COUNTY COMMISSION REPORTS

11. ADJOURN

CORRESPONDENCE/INFORMATION

2022 Jefferson County Parks and Recreation Board Meeting Minutes to date

Public Comment received from David Tabb during the November 17, 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.