

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2022**  
**THURSDAY, DECEMBER 15, 2022**  
**6:00 P.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**

- December 1, 2022 Regular Meeting
- December 5, 2022 Special Session

**APPROVAL OF REQUISITIONS**

- December 15, 2022

**APPROVAL OF ACCOUNTS PAYABLE**

- December 8, 2022
- December 15, 2022

**APPROVAL OF MANUAL CHECKS**

- December 9, 2022
- December 16, 2022

**APPROVAL OF PAYROLL**

- December 9, 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. 6:05 p.m. Angie Banks, Assessor
  - Exonerations/Appportionments
  
2. 6:10 p.m. Tom Hansen, Sheriff
  - Holiday Hours
  - Vacation Hours
  - New Hire

3. 6:20 p.m. Dennis Jarvis, Director, Jefferson County Development Authority
  - Request to give Agriculture Coordinator a 2% raise following the probationary period
4. 6:30 p.m. Elizabeth Wheeler, Director, Jefferson County Farmland Protection Board
  - Approval of purchase of one Agricultural Conservation Easement
5. 6:40p.m. Jeffrey Polczynski, Director, Jefferson County Emergency Communications
  - Priority Dispatch EPD and EFD software project
6. 6:50 p.m. Russell Burgess, Director, Jefferson County Department of IT & GIS
  - Cyber Security Incident/Response/Discussion and purchase of additional Cyber Security Tools to protect county networks
7. 7:10 p.m. Roger Goodwin, Chief County Engineer, Jefferson County Department of Engineering, Planning and Zoning
  - Partial Construction Bond Release for Townhomes Rental LLC – Rocky Ridge Subdivision, Phase I, Lots 1-6, 61-132, Commercial Lot A & Residue (Future Phases II and III) File #19-7-SD
  - Complete Bond Release request for Sleepy Hollow Telecommunication Tower (PC File #22-1-SP)
8. 7:20 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**

9. Review Charles Town Utility Board Article 147 and consider nominations(s) for appointment of Director.
10. Discussion and Approval of Payment for Overdue Invoices

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

**11. ADJOURN**

**CORRESPONDENCE/INFORMATION**

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

Public Comment received from David Tabb during the December 1, 2022 regular 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.*

