

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FIRST QUARTERLY SESSION - JANUARY-MARCH 2023**  
**THURSDAY, JANUARY 5, 2023**  
**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**

1. 9:30 a.m. County Commission Organization
  - a. Selection of President
  - b. Selection of Vice President
  - c. Committee Assignments

**APPROVAL OF ACCOUNTS PAYABLE**

- December 22, 2022
- December 29, 2022
- January 5, 2023

**APPROVAL OF MANUAL CHECKS**

- December 23, 2022
- December 30, 2022
- January 6, 2023

**APPROVAL OF REQUISITIONS**

- January 5, 2023

**APPROVAL OF PAYROLL**

- December 23, 2022

**ANNOUNCEMENTS**

Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

***\*\*You may participate in public comment during the virtual meeting by raising your hand. 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

2. 9:45 a.m. Angie Banks, Assessor
  - Approval of 2023 Board of Review and Equalization Notice
  - Scheduling of Board of Assessment Appeals Hearing(s)
3. 9:55 a.m. Lynn Fields, Probate Office
  - Quarterly Review of Accountings and Waivers
4. 10:05 a.m. Bob Burner, Director, Jefferson County Emergency Services Agency
  - Monthly Update on the progress of the EMS transition
  - Request reimbursement of \$8,189.84 for labor cost of the EMS transition project for November 2022
  - Request reimbursement of supply and equipment expenses for the EMS transition for November 2022
5. 10:20 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. 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

6. Discussion and consideration of potential action on drafting a letter of no confidence in the current Jefferson County Board of Education (JK)
7. Discussion and consideration of potential action on opening sessions of the Jefferson County Commission with a prayer (JK)
8. Budget Revision Guidelines: Discuss and adopt a budget revision policy that addresses both State and internal budget revision processes and approval by the County Commission based on the WV State Auditor's Local Government Services Budget Revision Guidelines (TJ)
9. Purchase Order and Invoicing Policy 305: Review, edit, and implement policy 305 to be consistent with generating purchase orders for goods, services, and materials prior to ordering or taking delivery of such items (TJ)
10. Budget Reports (TJ)
11. Discuss possibility of moving all Commission meetings to evenings to make more accessible and convenient for constituents to participate (TJ)

**\*\*\*Letters in parentheses following New Business items denote the initials of the commissioner making the agenda request\*\*\***

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

**12. ADJOURN**

**DEPARTMENTS, BOARDS, COMMISSIONS, AND AGENCY WRITTEN REPORTS**

Jefferson County Historic Landmarks Commission Nomination Report for Designation of Fairview Cemetery to the list of Jefferson County Historic Landmarks

**CORRESPONDENCE AND INFORMATION**

Notices of Intent to Appoint to the following: Jefferson County Board of Zoning Appeals, Jefferson County Parks and Recreation Commission, Eastern Panhandle Transit Authority, Nominees to the Charles Town Utility Board

Correspondence received from the following: Michael Higgins, Susan Hoover, Michael Janney, David Tabb, and Dan Casto

*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*

