

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FIRST QUARTERLY SESSION - JANUARY-MARCH 2023**  
**THURSDAY, FEBRUARY 2, 2023**  
**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**

- January 19, 2023 Regular Meeting
- January 26, 2023 Special Session
- January 26, 2023 BORE

**APPROVAL OF ACCOUNTS PAYABLE**

- January 26, 2023
- February 2, 2023

**APPROVAL OF MANUAL CHECKS**

- January 27, 2023
- February 3, 2023

**APPROVAL OF REQUISITIONS**

- February 2, 2023

**APPROVAL OF PAYROLL**

- January 20, 2023

**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

1. 9:35 a.m. Tom Hansen, Sheriff
  - Insurance Check Reimbursement
  - Law Enforcement Administrative Assistant Hire
  - Emergency Funding for Conservatorship
2. 9:40 a.m. Tina Renner, Circuit Clerk
  - Approval of hire for vacant deputy clerk position within the Circuit Clerk's Office
3. 9:45 a.m. Angie Banks, Assessor
  - Approval of Exonerations
  - Mutual Agreements/Exonerations re: Board of Assessment Appeals applicants
4. 9:55 a.m. Keith Lowry, Jefferson County Community Ministries
  - Approval to Advertise for Homelessness Support Position
5. 10:05 a.m. Kelly Franklin, Director, Jefferson County Day Report Center, Inc.
  - Approval of FY2024 West Virginia Community Corrections Grant
6. 10:10 a.m. Interviews and Appointments to the following:
  - Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2025
  - Jefferson County Board of Zoning Appeals – one unexpired term ending January 1, 2024
7. 10:20 a.m. Roger Goodwin, Chief County Engineer
  - Presentation of the FY 2024 Capital Improvement Plan for the Office of Impact Fees
  - Presentation of Calendar Year 2022 Annual Report for the Office of Impact Fees
8. 10:55 a.m. Bob Burner, Director, Jefferson County Emergency Services Agency
  - Monthly Update on the progress of the EMS transition
  - Funding request to upgrade/replace 5 ambulance cots including power-load installation of 3 units, 8 chair stairs, and purchase maintenance contracts for same at a total cost of \$314,491.93
  - Funding request to purchase two-year maintenance contracts for 12 LUCAS CPR devices, 13 LifePak 15 cardiac monitors, 5 ambulance cots, 6 power-load systems, and three stair chairs at a total cost of \$116,718.48
  - Request reimbursement of labor expenses in the amount of \$5,777.36 for December 2022, associated with the EMS transition project.
  - Request reimbursement to JCESA for the cost of supplies, equipment, and services for the EMS transition during the month of December 2022 in the amount of \$84,441.27.
9. 11:10 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).
- c. Review and Discussion of Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department and the Corporation of Bolivar for Public Safety Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services.
- d. Review, discussion, and possible adoption of leases for ambulance parking and personnel space between the JCESA and/or the Jefferson County Commission

**FINANCE DIRECTOR REPORTS**

- Approval of 7.5% salary increase for Emergency Services employees to be effective March 1, 2023
- Approval of 5-year lookback financial audit of the Emergency Services Agency

**UNFINISHED BUSINESS**

- 10. Discussion and review for potential adoption of County Commission's proposed Prayer Policy (JK)
- 11. Review and approval of revisions to Policy 305 (TJ)
- 12. Funding source for Summer Intern to assist with Comprehensive Plan update

**NEW BUSINESS**

- 13. Revisit JCESA Transition to County Department (JK)
- 14. President's Report (SS)

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

**COUNTY ADMINISTRATOR REPORTS**

- Temporary Position Appointments for Commission Staff

**COUNTY COMMISSION REPORTS**

**RECESS**

~~~~~**AFTERNOON SESSION**~~~~~

- 15. 1:30pm Board of Review and Equalization – to be held at the Jefferson County Courthouse located at 100 E. Washington Street, Charles Town WV, 25414
- 16. 2:00pm Joint Meeting with the Jefferson County Planning Commission to discuss the Comprehensive Plan Update and approve the proposed timeline, scope of work, and Strategy – to be held in the Jefferson County Commission meeting room in the Old Charles Town Library at 200 E. Washington St., Charles Town WV, 25414

**17. ADJOURN**

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

- FY23 2<sup>nd</sup> Quarter Planning and Zoning Quarterly Report

**CORRESPONDENCE AND INFORMATION**

November 16, 2022 Jefferson County Parks and Recreation Board Meeting Minutes

December 9, 2022 Harpers Ferry-Bolivar PSD Meeting Minutes

Correspondence/public comments received from the following: Karen Smith, David Tabb, Richard Bell, Denise Nick, Marc Petitpierre, Joanne Curran, Kim Smith, Mark Everhart, Bobbie Edens, Patti Corley, Fred Klein, and Maureen Dougherty.

*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*