

**AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2023
THURSDAY, FEBRUARY 16, 2023
6:00 P.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 31, 2023 BORE
- February 2, 2023 Regular Meeting
- February 2, 2023 BORE
- February 7, 2023 BORE
- February 9, 2023 BORE

APPROVAL OF ACCOUNTS PAYABLE

- February 9, 2023
- February 16, 2023

APPROVAL OF MANUAL CHECKS

- February 10, 2023
- February 17, 2023

APPROVAL OF REQUISITIONS

- February 16, 2023

APPROVAL OF PAYROLL

- February 3, 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. Your comments will be included in the minutes and agenda correspondence. Please include your name.*

PRESENTATIONS

1. 6:05 p.m. Janet Shushan, JHS Group
- Federal grants and direct awards program offer to Jefferson County
2. 6:15 p.m. Jacqueline Shadle, County Clerk
- Employment Approval for Probate Clerk
3. 6:20 p.m. Karen Olden, Probate Office
- Removal of Executor for Two Estates
4. 6: 25 p.m. Steve Allen, Director, Jefferson County Homeland Security and Emergency Management
- Approval of purchase for response equipment and trailer markings for the Bovine Emergency Response Program
- Approval for the release of the Request for Proposal (RFP) for the FEMA Hazard Mitigation Plan Update
6. 6:35 p.m. Jeffrey Polczynski, Director, Jefferson County Emergency Communications
- Appointment request – Full-time Public Safety Dispatcher (trainee)
7. 6:40 p.m. Jennifer Myers, Director, Jefferson County Parks and Recreation
- Request funding for 2023 fireworks at Sam Michaels Park
8. 6:50 p.m. Matt Mullenax, Director, Hagerstown-Eastern Panhandle Metropolitan Planning Organization
- Request for Letter of Support for DOT RAISE Grant Funding for the Eastern Panhandle Multimodal Transit Center Project
9. 6:55 p.m. Lutman Land Development, LLC
- Landowner Petition for Map Amendment for Lutman Land Development, LLC: Kabletown District, Map 29, Parcels 2 (66 acres) and 6 (30.89 acres) containing a total of 96.89 +/- acres – request to schedule Public Hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan consistency of the request.
10. 7:00 p.m. Federal Group, Inc.
- Landowner Petition for Map Amendment for Federal Group, Inc: Shepherdstown District, Map 8, Parcels 10.9 (23.67 acres) and 24.3 (1.02 acres) containing a total of 24.69 +/- acres – request to schedule a Public Hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan consistency of the request.
11. 7:05 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation) and related matters.
 - b. Review, discussion, and possible adoption of leases for Ambulance parking, personnel space and other contractual issues between the JCESA and/or JCC and fire companies at various Fire Stations.

FINANCE DIRECTOR REPORTS

- Review & Discussion of Draft Policy 320 – Budget Revision Policy

UNFINISHED BUSINESS

12. Final review for potential adoption of County Commission's proposed Prayer Policy (JK)

NEW BUSINESS

14. Discussion and development of a plan of action re: the dissolution of the Jefferson County Emergency Services Agency in relation to the EMS transition (TJ)

13. Memorandum of Understanding – Shepherd University Emergency Action Plan (SS)

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

COUNTY ADMINISTRATOR REPORTS

- Stipend Alternative for Commission Staff
- EMS Transition Update
- Personnel Action – Director, Jefferson County Development Authority

COUNTY COMMISSION REPORTS

14. ADJOURN

CORRESPONDENCE AND INFORMATION

January 2023 Impact Fee Status Report

Memoranda re: the Transfer of Funds from the Office of Impact Fees General Account to Sheriff's School Impact Fee Account, Sheriff's Law Enforcement Impact Fee Account, Sheriff's Parks and Recreation Impact Fee Account, Sheriff's Emergency Services Impact Fee Account, and the Sheriff's Administrative Facilities Impact Fee Account.

Written public comment submitted by the following: Michael Oehlsen, Joanne Curran, David Tabb, Elliot Simon, Marc Petitpierre, and Adam Watson.

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

