

**AGENDA**  
**REVISED 2/28/23**  
**JEFFERSON COUNTY COMMISSION**  
**FIRST QUARTERLY SESSION - JANUARY-MARCH 2023**  
**THURSDAY, MARCH 2, 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**

**PRAYER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- February 2, 2023 Regular Meeting
- February 16, 2023 Regular Meeting
- February 16, 2023 BORE

**APPROVAL OF ACCOUNTS PAYABLE**

- February 23, 2023
- March 2, 2023

**APPROVAL OF MANUAL CHECKS**

- February 24, 2023
- March 3, 2023

**APPROVAL OF REQUISITIONS**

- March 2, 2023

**APPROVAL OF PAYROLL**

- March 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](mailto:info@jeffersoncountywv.org). Your comments will be included in the minutes and agenda correspondence. Please include your name.*

**PRESENTATIONS**

1. 9:40 a.m. Angie Banks, Assessor  
- Request to Advertise Vacant Clerk Position
2. 9:45 a.m. Tina Renner, Circuit Clerk  
- Internal Budget Revision
3. 9:50 a.m. Tom Hansen, Sheriff  
- Animal Control Grant
4. 9:55 a.m. Crystal Gumble,  
- Request approval to refurbish old mail room for Recovery Closet
5. 10:10 a.m. Keith Lowry, Director, Jefferson County Community Ministries  
- Approval of Hire for the Social Services Liaison position
6. 10:20 a.m. Susanna Henderson, Economic Resilience Coordinator, Region 9  
- Request Letter of Support for the Corporation of Shepherdstown FY24 Congressional Directed Spending Request application for Shepherdstown Path Project
7. 10:25 a.m. Karen Olden, Probate Office  
- Removal of Executor for Two Estates
8. 10:40 a.m. Laura Kuhn, Director, Jefferson County Fleet and Facilities Management  
- Request approval to advertise and interview to fill vacant custodial position
9. 10:45 a.m. Jeffrey Polczynski, Director, Jefferson County Emergency Communications  
- Appointment Request – CAD Administrator  
- Appointment Request – Full Time Public Safety Dispatchers (Trainees)  
- “Signing Bonus/Training Incentive Program”
10. 10:55 a.m. Roger Goodwin, Chief County Engineer  
- Release of the \$10,000.00 site stability bond/Tolling of Bonding Agreement for Beallair Homes, LLC, for the Beallair Subdivision, Phase 2, Lots 50-133 & Residue A (File#05-41)  
- Request approval of employment offer to fill the position of Planning Clerk in the Department of Engineering, Planning, and Zoning
11. 11:05 a.m. Russell Burgess, Director, Jefferson County IT & GIS  
- CGI Video Project for Jefferson County, WV
12. 11:20 a.m. Mike Sine, Interim Director, Jefferson County Emergency Services Agency  
- Request for reimbursement to JCESA for the cost of supplies, equipment, and services for the EMS Transition during the month of January 2023 in the amount of \$30,306.41
13. 11:35 a.m. Ryan Snyder, Jefferson County Development Authority  
- Request approval to advertise for vacant Executive Director position
14. 11:40 a.m. Nathan Cochran, Assistant Prosecuting Attorney

- a. Report by counsel on opioid case and consideration of recent developments in the case.

**UNFINISHED BUSINESS**

- 15. Request funding for 2023 fireworks at Sam Michaels Park – continued from 2/16/2023
- 16. Memorandum of Understanding – Shepherd University Emergency Action Plan (SS)
- 17. County Ambulance dispatch in the CAD System (SS)

**NEW BUSINESS**

- 18. Letter to the WV Public Service Commission about West Virginia American Water’s Purchase of JUI and Rate Increase (JK)
- 19. Request to secure outside attorney/law firm to assist with human resources and personnel matters where the County attorney is conflicted out (TJ)
- 20. Letter of Support – Grant Funding Consideration for the Charles Town Utility Board Collection System Project (CA)

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

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

**21. ADJOURN**

**CORRESPONDENCE AND INFORMATION**

Notices of Intent to Appoint – Jefferson County Emergency Services, Jefferson County Planning Commission, Jefferson County Property Safety Ordinance Enforcement Agency

Jefferson County Prayer Policy

Public comments received by the following: David Tabb, Denise Nick, Marc Petitpierre

Year-to-Date Budget Report

*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*

