

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

PRAYER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- February 27, 2023 Budget Presentations
- February 28, 2023 Budget Presentations
- March 1, 2023 Special Session
- March 2, 2023 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- March 9, 2023
- March 16, 2023

APPROVAL OF MANUAL CHECKS

- March 10, 2023
- March 17, 2023

APPROVAL OF REQUISITIONS

- March 16, 2023

APPROVAL OF PAYROLL

- March 17, 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. 6:10 p.m. Tom Hansen, Sheriff
 - Tax Deputy New Hire
 - Deputy Vacation Accruals
 - Bank Securities/Bonding Letter
 - New Rank Structure
 - Trip Guard Hire(s)
 - Employee Issue
2. 6:25 p.m. Tina Renner, Circuit Clerk
 - Approval of New Hires
3. 6: 30 p.m. Nancy Strine, CDBG and HOME Administrator, City of Martinsburg
 - Public Hearing to discuss housing needs of Jefferson County for the FY2023 HOME Investment Partnership Program
 - Approval of Resolution authorizing participation in the Eastern Panhandle Home Consortium of West Virginia for the period July 1, 2023 to June 30, 2024
4. 6:45 p.m. Public Hearing
 - Zoning Map Amendment (rezoning) for the property designated as Tax District: Kabletown (06), Tax Map: 29; Parcels: 2 & 6. The properties are vacant, located at the intersection Berryville Pike (Route 340) and Lewisville Road (west of John's Family Restaurant; east of railroad tracks; north of Clarke County boundary) in Charles Town. The property owner/applicant is Lutman Land Development, LLC. The combined acreage for both parcels is approximately 96.89 acres. The property is currently zoned Industrial Commercial and a petition has been made to the County Commission by the property owner to change the zoning classification of the property from Industrial Commercial to Rural (Planning Commission File #23-1-Z).
5. 7:00 p.m. Public Hearing
 - Zoning Map Amendment (rezoning) for the property designated as Tax District: Shepherdstown (09), Tax Map: 8; Parcels: 10.9 & 24.3. The property is located at 233 Lowe Drive, Shepherdstown, WV (aka Clarion Hotel). The property owner/applicant is Federal Group, Inc. The combined acreage is approximately 24.64 acres. The property is currently zoned Residential Growth and a petition has been made to the County Commission by the property owner to change the zoning classification of the property from Residential Growth to Residential-Light Industrial-Commercial (Planning Commission File #23-2-Z).
6. 7:15 p.m. Steve Cox and Bessie Nelson, Jefferson County Sheriff's Civil Service Commission
 - Request guidance from the County Commission on signature authority to sign a contract on behalf of the Civil Service Commission with a 3rd party vendor to provide promotional exams for the Jefferson County Sheriff Deputies.
7. 7:20 p.m. Sandy Hamilton, Telamon Community Board President and Jennie Shriner, Telamon Executive Director
 - Request for Appointment of Jefferson County Telamon Community Board Representative
8. 7:25 p.m. Interviews and Appointments to the following:

- Jefferson County Emergency Services Agency – one unexpired term for Citizen Representative ending June 30, 2024
- Jefferson County Planning Commission – three (3) three-year terms ending March 31, 2026

9. 7:35 p.m. Steve Allen, Director, Jefferson County Homeland Security and Emergency Management
 - Signature for the FY2020 Emergency Management Performance Grant Award
 - Signature for the 2023 Jefferson County Multi-Jurisdictional All Hazard Mitigation Plan Grant Award
 - Signature for the FY2021 Emergency Management Performance Grant Application

10. 7:45 a.m. Mike Sine, Interim Director, Jefferson County Emergency Services Agency
 - EMS Transition Update - Liabilities and interactions related to the level of VFD and Career staff involvement in emergency services particularly but not limited to the new EMS system.
 - FLSA as it relates to activities of County ESA employees
 - VFD MOU's, Licensing, Rapid Response Licensing, personnel/equipment participation in the EMS system and use of County ambulances to provide non-911 community services
 - Potential Motion/policy statement regarding use of County owned 911 Ambulances
 - Potential purchase of Middleway and/or Shepherdstown's Ambulances as part of the transition

11. 7:55 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.
 - c. Review, discussion, and possible decision regarding use and dispatch of ambulances in Jefferson County.
 - d. Discussion of W.Va Human Rights Comm. Case No. EREP-49-21

FINANCE DIRECTOR REPORTS

- Internal Budget Revision – transfer of FY23 funds from Professional Services to Travel in the amount of \$5,326.73 for commissioner travel expenses
- Request Approval of JCESA Invoice #439, March 3, 2023, in the amount of \$8,642.22 for January 2023 labor costs association with EMS transition project

UNFINISHED BUSINESS

12. MOU - Shepherd University Emergency Action Plan (SS)
13. Appointment to Charles Town Utility Board (SS)

NEW BUSINESS

14. Review of Agenda Policy & Procedures (SS)
15. Discussion re: lack of adequate radio reception for emergency personnel (police, fire, EMS) in and around

Shepherdstown (JK)

16. Selection of Date & Time for FY24 DRAFT Budget Public Hearing

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

COUNTY ADMINISTRATOR REPORTS

- Selection of Date(s) for County Administrator Interviews
- Review of Anniversary Date Merit Increase Issue for Employees

COUNTY COMMISSION REPORTS

17. ADJOURN

CORRESPONDENCE AND INFORMATION

Jefferson County Prayer Leadership Request Form

Letter from the WV Public Service Commission re: Disbursement of Wireless E-911 Subscriber Fees

Harpers Ferry-Bolivar Public Service District Meeting Minutes – January 12, 2023

Public comments received: David Tabb, James Kircher

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