

**AGENDA**  
**REVISED Tuesday, April 4**  
**JEFFERSON COUNTY COMMISSION**  
**SECOND QUARTERLY SESSION - APRIL-JUNE 2023**  
**THURSDAY, APRIL 6, 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**

PRAYER – Pastor Bill Rowley

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- March 15, 2023 Budget Deliberations
- March 16, 2023 Regular Meeting
- March 22, 2023 Budget Deliberations

**APPROVAL OF ACCOUNTS PAYABLE**

- March 23, 2023
- March 30, 2023
- April 6, 2023

**APPROVAL OF MANUAL CHECKS**

- March 24, 2023
- March 31, 2023
- April 7, 2023

**APPROVAL OF REQUISITIONS**

- April 6, 2023

**APPROVAL OF PAYROLL**

- March 31, 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  
- Exonerations  
- Request Approval to Hire for Vacant Clerk Position
2. 9:50 a.m. Karen Olden, Probate, County Clerk's Office  
- Quarterly Review of Accountings/Waivers and New Estates  
- Appointment of Bradley C. Snowden, Esq. as a Fiduciary Commissioner
3. 10:00 a.m. Jennifer Myers, Director, Jefferson County Parks and Recreation  
- Request to add Jefferson County Parks & Recreation Commission to the Jefferson County Commission health insurance plan effective July 1, 2023  
- Request waiver of all fees and bonding for park and construction projects in Jefferson County Parks
4. 10:20 a.m. Steve Allen, Director, Jefferson County Homeland Security and Emergency Management  
- Acceptance of proposal bid for 2023 Multi-Jurisdictional All Hazards Mitigation Plan
5. 10:25 a.m. Steve Cox and Bessie Nelson, Jefferson County Sheriff's Civil Service Commission  
- Request guidance from the County Commission re: vendor contract for 3<sup>rd</sup> party to provide promotional exams for the Jefferson County Sheriff Deputies
6. 10:30 a.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 a Public Hearing and refer the application to the Planning Commission for advice on the Comprehension Plan Consistency of the request.
7. 10:35 a.m. ILA Properties, Inc, Applicant for REhman et. al. Property  
- Landowner Petition for Map Amendment for REHman, et. al., Middleway District, Map 2, Parcel 2.2 containing 12.80 +/- 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.
8. 10:40 a.m. Laura Kuhn, Director, Fleet & Facilities Management  
- Request for Approval of Employment – Custodian  
- Request for Funding for Service Invoices for the E911 Generator
9. 10:55 a.m. Roger Goodwin, Chief County Engineer, Department of Engineering, Planning, and Zoning  
- Request Approval of Employment Offer to fill both positions of Planning Intern in the Department of Engineering, Planning, and Zoning
10. 11:00 a.m. Jeffrey Polczynski, Director, Jefferson County Emergency Communications  
- Appointment Request – Full-Time Public Safety Dispatchers (Trainee)
11. 11:05 a.m. Jeffrey Polczynski, Director, Jefferson County Emergency Communications; Dustyn McConnell, SWIC/SIRN, and Fred Kinder, SIRN Technician, WVEMD  
- Presentation/Discussion re: radio reception for Emergency Personnel in Shepherdstown

- 12.** 11:25 a.m. Liz Wheeler, Director, Jefferson County Farmland Protection Board  
- Approval of purchase of one Agricultural Conservation Easement
- 13.** 11:35 a.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. Perdue 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; State of West Virginia ex rel. Patrick Morrissey, Attorney General v. Walgreens Boots Alliance, Inc. et al., Civil Action No. 20-C-82 PNM (W. Va. Cir. Ct. Kanawha County) and related matters.
  - b. Review potential adoption of Commission leave policy as assigned to counsel.
  - c. Review, discussion, and possible adoption of Operational MOU for Fire & EMS between JCESA and/or JCC and fire departments.
  - d. Discussion of W.Va. Human Rights Comm. Case No. EREP-49-21

**UNFINISHED BUSINESS**

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

**NEW BUSINESS**

15. Discussion between Commissioners and County Administration staff regarding the lead-up to the budgeting process, the late submission of the budget, and the errors discovered therein (JK)

- 16.** Approval of FY24 Official Budget Document Submittal to the State Auditor’s Office

17. Meeting Room Use Request – Mountain View Coaching

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

**INTERIM COUNTY ADMINISTRATOR REPORTS**

- ESA Reimbursement Request for Labor Cost of EMS Transition project for February 2023
- Continuation of Retro Pay Discussion
- Continuation of Increased Pay Rate
- Project Manager for ESA Transition
- Designation of Grant Signatory
- Offer of Employment – County Administrator

**COUNTY COMMISSION REPORTS**

**QUARTERLY REPORTS**

Historic Landmarks Commission – 1<sup>st</sup> Quarterly Report

**18. ADJOURN**

**CORRESPONDENCE AND INFORMATION**

WVDOH Notice of Railroad Crossing – Luther Jones Road

Year-to-Date Budget Report

**Jefferson County Commission Notice of Intent to Appoint to the following: Jefferson County Development Authority Board of Directors, HOME Consortium Council, Telamon Community Action Board of Directors**

**Public comments received from the following: David Tabb, Marc Petitpierre (comment & newspaper clipping), Art Hill**

*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.*

