

**AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL-JUNE 2023
THURSDAY, MAY 4, 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 Van Marsceau

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- Amended - April 6, 2023 Regular Meeting
- April 18, 2023 Special Session – Lay the Levy
- April 20, 2023 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- April 27, 2023
- May 4, 2023

APPROVAL OF MANUAL CHECKS

- April 28, 2023
- May 5, 2023

APPROVAL OF REQUISITIONS

- May 4, 2023

APPROVAL OF PAYROLL

- April 28, 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. 9:40 a.m. Angie Banks, Assessor
- Exonerations
2. 9:45 a.m. Matt Harvey, Prosecuting Attorney
- Approval to Hire Full-time Paralegal
3. 9:50 a.m. Tom Hansen, Sheriff
- May Delinquent List
- Court Security Grant
- Reserve Applicants
- Part-time Bailiff Hires
- Full-time Bailiff Hours
4. 10:05 a.m. Jennifer Myers, Director, Jefferson County Parks and Recreation
- Request Letter of Permission from the Jefferson County Commission to hold a fireworks show at Sam Michaels Park on July 1, 2023 with a rain date of July 2, 2023.
- Request for the Jefferson County Commission to act as the Responsible Entity for Jefferson County Parks and Recreation Commission Community Development Funding as related to the requirements of an environmental assessment and sign all documents associated with said request
5. 10:15 a.m. Russell Burgess, Jefferson County Department of IT & GIS
- Approval to Advertise for Department of Information Technology Support/Helpdesk Technician
6. 10:25 a.m. Roger Goodwin, Chief County Engineer
- West Virginia State Code, Chapter 7, Article 1, County Commissions Generally - §7-1-3U, *Authority of Counties and Municipalities to Treat Streams to Prevent Floods*
7. 10:35 a.m. Alex Beaulieu, Deputy Director, Department of Engineering, Planning & Zoning
- Request for Partial Refund of the Conditional Use Permit fee for Patrick Kiser.
8. 10:40 a.m. Mike Sine, Interim Director, Jefferson County Emergency Services Agency
- Monthly Update on EMS Transition
- Request for additional staffing to restore staffing and units back to Blue Ridge Mountain Volunteer Fire Company No. 5 and Middleway Volunteer Fire Department Co. 6
- Request for reimbursement of labor expenses associated with the EMS transition project in the amount of \$8,330.18 for March
9. 11:00 a.m. Lutman Land Development, LLC
- Public Hearing for Zoning Map Amendment Request for Lutman Land Development, LLC 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 Residential-Light Industrial-Commercial (Planning Commission File #23-3-Z).

10. 11:15 a.m. ILA Properties, Inc, Applicant for REhman et. al. Property
- Public Hearing for Zoning Map Amendment (rezoning) for the property designated as Tax District: Middleway (07), Tax Map: 2; Parcel: 2.2. The property is vacant, located approximately ¼ of a mile southeast of the Berkeley/Jefferson County line; south of Route 115 West. The property owner is Saif & Shahzad Rehman; the applicant is ILA Properties, Inc. Parcel Size: 12.8 acres. The property is currently zoned Rural and a petition has been made to the County Commission by the applicant to change the zoning classification from Rural to Residential-Light Industrial-Commercial (Planning Commission File #23-4-Z).
11. 11:30 a.m. Interviews and Appointments to the following:
- HOME Consortium Council – one three-year term ending June 30, 2026
- Jefferson County Property Safety Ordinance Enforcement Agency – one unexpired term ending February 8, 2024
- Jefferson County Development Authority – one three-year term for Ranson representative ending April 5, 2026
12. 11:40 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 minor boundary location issue between Berkeley and Jefferson County.

UNFINISHED BUSINESS

13. Radio Signal Update re: Shepherdstown (JK)

NEW BUSINESS

14. Review organizational status for Emergency Services Agency transition
15. Meeting Room Use Request – Jefferson County Democratic Women’s League

INTERIM COUNTY ADMINISTRATOR REPORTS

- Request Modification of Existing Contract with Tyler Technologies to assist with onboarding/importing additional employee and payroll information resulting from the EMS transition
- Review and Approval of FY24 Employee Benefits Selections

COUNTY COMMISSION REPORTS

16. ADJOURN

CORRESPONDENCE AND INFORMATION

2023 Jefferson County Levy Rate Sheet

Year-to-Date Budget Reports for April 2023

Public comments received from the following: David Tabb, Marc Petitpierre

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.

