

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL-JUNE 2023
THURSDAY, MAY 18, 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

- April 20, 2023 Regular Meeting Amended Minutes
- May 4, 2023 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- May 11, 2023
- May 18, 2023

APPROVAL OF MANUAL CHECKS

- May 12, 2023
- May 19, 2023

APPROVAL OF REQUISITIONS

- May 18, 2023

APPROVAL OF PAYROLL

- May 12, 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
 - Animal Control Hires
 - Deputy New Hire
 - Promotion
 - Auction
2. 6:20 p.m. Matt Harvey, Prosecuting Attorney
 - Approval to Hire – Two Part-Time Summer Employees
3. 6:30 p.m. Rebecca Hall, Prosecuting Attorney's Office Victim Assistance Program
 - VOCA Federal Grant Contract 2023-2024 Signature and VOCA State Supplemental Grant Application 2023-2024 Signature
 - VOCA Invoice Payment
4. 6: 40 p.m. Laura Kuhn, Director, Jefferson County Fleet & Facilities
 - Request to Advertise for Employment – 3 Positions Approved for FY24
 - Approval of Employment – Custodian
5. 6:45 p.m. Russell Burgess, Director, Jefferson County Information Technology and GIS
 - Request Approval of Grant Contract and Signature – FY24 Records Management and Preservation Board Grant
6. 6:50 p.m. Luke Seigfried, County Planner, Department of Engineering, Planning, and Zoning
 - Quarterly Status Report of the 2045 Comprehensive Plan Update
7. 7:00 p.m. Mike Sine, Interim Director, Jefferson County Emergency Services Agency
 - Monthly Update on progress of EMS transition
 - Request for reimbursement of labor expenses associated with the EMS Transition in the amount of \$3,771.12 for April 2023
 - Request for reimbursement for the cost of supplies, equipment, and services for the EMS Transition in the amount of \$23,251.01 for April 2023
 - Life Saving/Unit Citation/Stork Award Ceremony, Friday, May 26 at 11:00 am at JCESA
8. 7:30 p.m. Wild Hill Solar Pilot Presentation
9. 8:00 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 potential adoption of Commission leave policy as assigned to counsel.
 - c. Review, discussion, and potential adoption of Operational MOU for Fire and EMS between the JCESA and/or JCC and fire departments.
 - d. Discussion of minor boundary issue between Berkeley and Jefferson County.
 - e. Review, discussion, and potential adoption of organizational and related documents and appointment of Agency Director for Emergency Services Agency transition and operation.

UNFINISHED BUSINESS

10. Request Modification of Existing Contract with Tyler Technologies to assist with onboarding/importing additional employee and payroll information resulting from the EMS transition

NEW BUSINESS

11. Discussion of July 6, 2023 County Commission Meeting

12. Discussion of File #8603-38, Claim No: WV0192021020134-WV20906 (SS)

COUNTY ADMINISTRATOR REPORTS

- Orientation Update
- Building Security Issues

COUNTY COMMISSION REPORTS

13. ADJOURN

CORRESPONDENCE AND INFORMATION

Public comment received from: 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

