

**AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY-SEPTEMBER 2023
THURSDAY, JULY 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 William Rowley

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- June 15, 2023 Regular Meeting
- June 23, 2023 Special Session

APPROVAL OF ACCOUNTS PAYABLE

- June 22, 2023
- June 29, 2023
- July 6, 2023

APPROVAL OF MANUAL CHECKS

- June 23, 2023
- June 30, 2023
- July 7, 2023

APPROVAL OF REQUISITIONS

- July 6, 2023

APPROVAL OF PAYROLL

- June 23, 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
- Approval of Exonerations
2. 9:50 a.m. Tom Hansen, Sheriff
- Approval of Bailiff New Hire
- Approval of 2023 Cooperative Law Enforcement Agreement between the Jefferson County Sheriff's Department, USDA, US Forest Service LEI, and Harpers Ferry Job Corps Civilian Conservation Center
- Reporting of Civil Service Error & Resultant Personnel Issues
3. 10:15 a.m. Karen Olden, Jefferson County Probate Office
- Closure of Quarterly Probate Estates
4. 10:25 a.m. Brooke Perry, WV Planning Manager, Greenway Engineering
- Request on Behalf of Arcadia Land, Inc. to schedule a public hearing on the proposed Zoning Map Amendment (rezoning) for Phase II of the Harvest Hills Subdivision regarding the subject parcels - identified as District 9, Tax Map 24, Parcel(s) 12 & 13. The subject parcels are located at the terminus of Kephart Drive, off Flowing Springs Road (Rt. 17), approximately 0.5 miles north of the intersection of Shenandoah Junction Road (Rt. 20) and Flowing Springs Road (Rt. 17). This acreage is to be utilized for Phase II of the Harvest Hills Subdivision. The Owner proposes to rezone the entire 352.25± acres (94.63 & 257.62) from Rural (R) to Residential Growth (RG), to allow for the highest and best use of the parcels.
5. 10:35 a.m. Laurel Ziemianski, SWaN Hilltop House Hotel, LLC
- Approval of the Property Tax Increment Financing Application
6. 10:45 a.m. Jennifer Myers, Director, Jefferson County Parks and Recreation
- Presentation from the JCPRC on receiving the 2023 Red Wagon Award from West Virginia's Promise – The Alliance for Youth
7. 10:55 a.m. Luke Seigfried, County Planner
- 2045 Comprehensive Plan Update – Goals and Objective Public Service Announcement
8. 11:05 a.m. Mike Sine, Director, Jefferson County Emergency Services Agency
- Personnel Requests: Promotions, Hiring, Changes in Status
 1. Firefighter/EMT I to Firefighter/AEMT I (1)
 2. Firefighter/EMT II and Transfer from Part-time to Full-time (2)
 3. Technician to Technician-ALS (4)
 - EMS Standbys – Units & Personnel for Jefferson County Fair & Jefferson County Schools, Etc.; Fees/Reimbursement and Entities
9. 11:20 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. 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; 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. Putnam County) (the "West Virginia AG Action"), pending within In re: Opioid Litigation, Civil Action No. 21-C-9000 (W. Va. Cir. Ct. Kanawha County) and related matters.
 - b. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01. Discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C- 33 through 37 and Jefferson County

Circuit Court Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6, Jefferson County Circuit Court Civil Action No. 2022-C-81, Jefferson County Circuit Court Civil Action No. 2022-C-103 and 2022-C-141, WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731 and WV Intermediation Court of Appeals No. to be assigned (appeal of Jefferson County Circuit Court Civil Action No. 2022-C-141).

- c. Discussion of Jefferson County Circuit Court cases *Wines v. JCC*, No: CC-19-2023-C-105 and *Elliot v. JCC*, No: CC-19-2023-C-101.
- d. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
- e. Discussion of wage issue regarding Deputy Sheriffs.

NEW BUSINESS

10. Discussion of Region 9 Board Vacancy

COUNTY ADMINISTRATOR REPORTS

- Internal Budget Transfers
- Request to approve printing and preparation of ambulance fee invoices for mailing
- Renewal of Lease Agreement with DHHR
- Discussion and Potential Representative Appointment of a County Commissioner or County Administrator to attend the Region 2 West Virginia First Foundation meeting hosted by Berkeley County to vote to appoint a regional director
- ESA Transition
- Close Out of FY22-23
- Beginning of FY23-24
- Commission Meeting Room Policy Discussion
- Private Investigator Contract
- Creation of Fund 61 – County Clerk Election Administration and Fund 62 – County Clerk Real Property E-Recording Act, in accordance with Senate Bill 522 for the Clerk Fee Schedule

COUNTY COMMISSION REPORTS

11. ADJOURN

CORRESPONDENCE AND INFORMATION

2045 Comprehensive Plan Update – Goals and Objectives Public Survey

Letter from the WV Public Service Commission re: Quarterly Disbursement of Wireless Subscriber Fees

Historic Landmarks Commission Nomination Report – Winchester Cold Storage Building

Correspondence/public comments received from the following: David Tabb, Lanae Johnson, Lyn Widmyer, Michael George

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.