

**AGENDA  
JEFFERSON COUNTY COMMISSION  
THIRD QUARTERLY SESSION - JULY-SEPTEMBER 2023  
THURSDAY, JULY 20, 2023  
6:00 P.M.**

County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

PRAYER – Pastor Craig Bush

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- July 6, 2023 Regular Meeting

**APPROVAL OF ACCOUNTS PAYABLE**

- July 6, 2023
- July 13, 2023
- July 20, 2023

**APPROVAL OF MANUAL CHECKS**

- July 7, 2023
- July 14, 2023
- July 21, 2023

**APPROVAL OF REQUISITIONS**

- July 20, 2023

**APPROVAL OF PAYROLL**

- July 7, 2023
- July 21, 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 name will be included in the minutes and any written comments submitted will be published in the following agenda under Correspondence & Information.**

**PRESENTATIONS**

1. 6:10 p.m. Angela Banks, Assessor  
- Exonerations
2. 6:20 p.m. Tom Hansen, Sheriff  
- Agreement with the Board of Education for the Public Resource Officer  
- Special Pay Codes  
- Discussion of request for removal of Civil Service Commission President
3. 6:35 p.m. Jacqueline Shadle, County Clerk  
- Approval of part-time hire for Civil Service Commission Administrative Assistant  
- Approval of full-time hires for Accounts Payable/Receivable Finance Clerk and Assistant Finance Clerk
4. 6:40 p.m. Teresa Forsyth, Briar Run Estates HOA  
- Discussion of Briar Run Traffic Issues
5. 6:50 p.m. Daniel Lutz, Nancy Lutz, David Tabb, and Kristen Bisen, Eastern Panhandle Conservation District  
- Announcement of successful bid on rain garden construction at Sam Michaels Park
6. 6:55 p.m. Edwina Benites-LM, Director, Jefferson County Development Authority  
- FY23 budget request for unallocated funds: for the purchase of a data aggregation tool for economic impact analysis
7. 7:15 p.m. Interviews & Appointments to the following:  
- Jefferson County Building Commission  
- Jefferson County Parks and Recreation Commission  
- South Jefferson Library Committee  
- Jefferson County Board of Health  
- Jefferson County Development Authority
8. 7:35 p.m. Stephen Allen, Director, Jefferson County Homeland Security & Emergency Management  
- Approval to post position of Public Affairs Coordinator
9. 7:40 p.m. Laura Kuhn, Director, Jefferson County Fleet & Facilities Management  
- Approval of Employee Transfer – Office Assistant  
- Approval to Advertise to fill vacant Custodial Position  
- Approval of Employment – 3 Custodial Positions
10. 7:50 p.m. Mike Sine, Director, Jefferson County Emergency Services Agency  
- EMS Standbys  
- Captain/Operations Commander Promotion/Hiring  
- Lieutenant Promotion/Hiring  
- Call Volume Information
11. 8:10 p.m. Russell Burgess, Director, Jefferson County Department of IT/GIS  
- Hourly Adjustment for Part-time Employee  
- Public Safety/Emergency Communications in Shepherdstown
12. 8:30 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; 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 Intermediate 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.

**COUNTY ADMINISTRATOR REPORTS**

- FY23-24 Budget Transfers
- Discussion & potential approval of Encumbrance Fund Rollover from FY22-23 for the purpose of vacation payout
- Discussion & potential approval of creation of shared position – Fiscal and Tyler Munis Technician
- Discussion & potential approval - Blue Ridge Acres Community Club Steps Repair Request
- Discussion and potential adoption of JCC Meeting Room Policy
- County Administrator Report

**18. ADJOURN**

**CORRESPONDENCE AND INFORMATION**

Notices of Intent to Appoint to the following: Jefferson County Community Criminal Justice Board

Jefferson County Historic Landmarks Commission Quarterly Report

Harpers Ferry-Bolivar PSD Meeting Minutes – June 2023

Public comment received from the following: David Tabb, Marc Petitpierre. Richard Zigler

Year-to-Date Budget Reports

*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*

