

**AGENDA  
JEFFERSON COUNTY COMMISSION  
THIRD QUARTERLY SESSION - JULY-SEPTEMBER 2023  
THURSDAY, AUGUST 3, 2023  
9:30 A.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 Adam Johnson

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF ACCOUNTS PAYABLE**

- July 27, 2023
- August 3, 2023

**APPROVAL OF MANUAL CHECKS**

- July 28, 2023
- August 4, 2023

**APPROVAL OF REQUISITIONS**

- August 3, 2023

**APPROVAL OF PAYROLL**

- August 4, 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  
- Approval of Exonerations
  
2. 9:55 a.m. Tom Hansen, Sheriff  
- Sheriff's Commission  
- FY24 Equitable Sharing Agreement and Certification  
- Approval of Hire - Full-time Process Server

- Pay Scale Corrections
  - Animal Control Employee Changes
3. 10:10 a.m. Edwina Benites – LM, Director, Jefferson County Development Authority
    - Child Care Crisis Discussion
  4. 10:25 a.m. Roger Goodwin, Chief County Engineer
    - Partial bond release for Roderick Planes, LLC – Aspen Greens Subdivision, Phase IIB (File #20-1- SD)
    - Request Approval of Employment Offer to fill position of Land Development Inspector in the Department of Engineering, Planning, and Zoning
    - Request Approval of Employment Offer to fill position of Building Inspector in the Department of Engineering, Planning, and Zoning
  5. 10:35 a.m. Alexandra Beaulieu, Deputy Director, Department of Engineering, Planning, and Zoning
    - Request for partial refund of the Conditional Use Permit and Variance Fees for Carl Epstein/Tree Nexus
  6. 10:40 a.m. Luke Seigfried, County Planner, Department of Engineering, Planning, and Zoning
    - Request for Joint Session of the County Commission and the Planning Commission to review the Goals and Objectives of the 2045 Comprehensive Plan Update
  7. 10:50 a.m. Karen Olden, Probate Office
    - Review and Consideration for Signature of Motion for Entry of Rule to show cause why Respondent William H. Judy, III should not be held in contempt and Order Granting Rule to show cause why respondent William H. Judy, III should not be held in contempt in re: Estate of Richard Walter Accurso, Deceased and Estate of Ellen Sherry Hoffman, Deceased
  8. 11:15 a.m. Interviews & Appointments to the following:
    - Jefferson County Building Commission
    - Jefferson County Parks and Recreation
    - South Jefferson Public Library Committee
    - Jefferson County Board of Health
    - Jefferson County Development Authority Board
    - Jefferson County Community Corrections Board
    - Jefferson County Deputy Sheriff Civil Service Commission
    - Hagerstown-Eastern Panhandle Metro. Planning Org. Council
  9. 11:35 a.m. Mike Sine, Director, Jefferson County Emergency Services Agency
    - Approval of Hire – 5 part-time employees
    - ARPA Request – New Ambulance Invoice
    - MOU with County VFDs
    - EMS Standbys
    - Call Volume Reports – informational only
  10. 11:50 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. Report and recommendation regarding record and Petition for Confirmation of Removal of Civil Service Commissioner
- d. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
- e. Discussion of wage issue regarding Deputy Sheriffs.
- f. Presentation and discussion of the Memorandum of Understanding for Recovery Closet

#### **COUNTY ADMINISTRATOR REPORTS**

- Discussion and request to approve the budget revision and adoption of Resolution for the State Auditor's Office for a Budget Transfer for FY23-24 to reconcile the Coal Severance Account
- Discussion and potential approval to move forward to create a Tyler Munis Administrator Position
- Discussion and potential approval of FY23-24 Budget Transfer and related Resolution to the State Auditor's Office

#### **COUNTY COMMISSION REPORTS**

##### **11. ADJOURN**

#### **CORRESPONDENCE AND INFORMATION**

Correspondence/public comments received from the following: David Tabb

*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.*

