

**REGULAR MEETING AGENDA**  
**REVISED**  
**JEFFERSON COUNTY COMMISSION**  
**FORTH QUARTERLY SESSION – OCTOBER – DECEMBER 2023**  
**THURSDAY, OCTOBER 5, 2023**  
**9:30 A.M.**  
County Commission Meeting Room  
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**

1. 9:30 a.m. Appointment of Charles Town District Commissioner

**APPROVAL OF MINUTES**

- September 7, 2023 Regular Meeting
- September 21, 2023 Regular Meeting
- September 28, 2023 Special Meeting

**APPROVAL OF REQUISITIONS**

- October 5, 2023

**APPROVAL OF ACCOUNTS PAYABLE**

- September 14, 2023
- September 21, 2023
- September 28, 2023
- October 5, 2023

**APPROVAL OF MANUAL CHECKS**

- September 15, 2023
- September 22, 2023
- September 29, 2023
- October 6, 2023

**APPROVAL OF PAYROLL**

- September 15, 2023
- September 29, 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

2. 10:00 a.m. Angela Banks, Assessor
  - Exonerations
  - Acknowledgement of the Assessor's Certificate of Compliance
3. 10:10 a.m. Tom Hansen, Sheriff
  - Auction of County Property
  - Deputy Leave
  - Part-time Bailiff
  - Grant Award
4. 10:25 a.m. Roger Goodwin, Chief County Engineer
  - Approval to advertise for Building Inspector position
  - Complete Release of Letter of Credit #5105724 for George and Edna C. Enos – Anglers Ridge Subdivision ((File #05-06)
  - Complete Release of Performance Bond #71484952 for Twin Oaks Subdivision, LLC – Morgan's Grove Market Early Grading Permit (File #S12-06)
  - Complete Release of Cash in Escrow Account for Beallair Homes, LLC – Beallair Subdivision, Phase 3, Commercial Lot 1 & Residue (File #08-21-SD)
  - Complete Release of Letter of Credit #281 for Bank of Charles Town – Old Route 340 Business Center (File #S05-09)
5. 10:35 a.m. Jeffrey Polczynski, Director, Jefferson County Emergency Communications
  - Motorola Solutions – Maintenance and Lifecycle Services Contract– Radio System SUA
6. 10:45 a.m. Mike Sine, Director, Jefferson County Emergency Services
  - New Hires – 2 Part-time, 1 Full-time
  - Move/Transfer 2 Existing PT employees to FT
  - Discussion – Shepherdstown Fire Department Ambulance
  - Update on service delivery related to road construction
  - Update on new ambulance and related projects
7. 11:10 a.m. Karen Olden, Probate Office
  - Fiduciary Quarterly Review of Estates opened, Waivers of Final Settlement and Accountings recorded since last Quarterly Review in July
  - **Special Hearing for Respondent and Administrator CTA, DBN. William H. Judy, III, Ordered to appear before the Jefferson County Commission for the Estate of Richard Walter Accurso, deceased, and Ellen Sherry Hoffman, deceased**
8. 11:30 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, 2022-C-14 and 2023-C-112, 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. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.

d. Discussion of wage issue regarding Deputy Sheriffs.

**NEW BUSINESS**

9. Report from Legal Counsel on Jefferson County Circuit Court Civil Action No. CC-19-2022-C-112

**COUNTY ADMINISTRATOR REPORTS**

- Appointment of Interim Deputy Administrator - Jennifer Verdugo
- Appointment of Tyler Munis Administrator - Rhonda Greenholtz
- Appointment to the Jefferson County Audit Committee
- Email Policy
- Policy 913
- Ambulance Fee Billing
- TIF Attorney update
- Approval of the Blue Ridge and Citizens Fire Department 990s for Yearly Allocation (\$85,000)

**Requested Motions:**

Motion to appoint Jennifer Verdugo as Interim Deputy County Administrator effective Sept. 22, 2023 at a salary of \$74,000.00

Motion to appoint Rhonda Greenholtz as the Tyler Munis Administrator for an additional pay increase of \$10,000 per year, effective Sept. 22, 2023.

Motion to approve the email policy as presented

Motion to approve the County Administrator to move forward with discussion and proposal creation of a new way to handle ambulance fee billing, in cooperation with the Tax Office and ESA.

Motion to approve the Ambulance Fee Billing delinquent accounts printing in the amount of \$6,516.00 for 25,000 mailings through Progressive Printing.

~~~~~AFTERNOON SESSION~~~~~

10. 1:30 p.m. Status Report from Planning & Zoning Staff to the County Commission and the Planning Commission regarding the draft Goals & Objectives for the 2045 Comprehensive Plan

**11. ADJOURN**

**CORRESPONDENCE AND INFORMATION**

**Jefferson County Historic Landmarks Commission Quarterly Report – Q3**

**Public Comments received from the following: David Tabb, Danny Lutz, Charlotte Fremaux, Rachel Shub and Corey Ash**

*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.*