

**REGULAR MEETING AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**REVISED – Tuesday, December 8 @ 12:00pm**  
**FOURTH QUARTERLY SESSION – OCTOBER – DECEMBER 2023**  
**THURSDAY, DECEMBER 7, 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 – Deacon Dave Galvin**

**PLEDGE OF ALLEGIANCE**

1. Selection of Commission Vice President

**APPROVAL OF MINUTES**

- November 30, 2023 Special Session

**APPROVAL OF REQUISITIONS**

- December 7, 2023

**APPROVAL OF ACCOUNTS PAYABLE**

- September 14, 2023
- September 21, 2023
- September 28, 2023
- October 5, 2023
- October 12, 2023
- October 19, 2023
- October 26, 2023
- November 2, 2023
- November 16, 2023
- November 30, 2023
- December 7, 2023

**APPROVAL OF MANUAL CHECKS**

- September 15, 2023
- September 22, 2023
- September 29, 2023
- October 6, 2023
- October 13, 2023
- October 20, 2023
- October 27, 2023
- November 3, 2023
- November 17, 2023
- December 1, 2023
- December 8, 2023

## APPROVAL OF PAYROLL

- September 15, 2023
- September 29, 2023
- October 13, 2023
- October 27, 2023
- November 9, 2023
- November 24, 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. 9:45 a.m. Angela Banks, Assessor
  - Exonerations
  - Acknowledgement of the Assessor's Certificate of Compliance
  - Acknowledgement of the Assessor's Additional Duties
3. 10:00 a.m. Tom Hansen, Sheriff
  - Deputy Leave
  - Grant Award
4. 10:15 a.m. Jennifer Verdugo, Social Services Support Specialist
  - Grant Opportunity to address Youth Homelessness
5. 10:25 a.m. Luke Seigfried, County Planner
  - Quarterly Status Report of the 2045 Comprehensive Plan Update
6. 10:40 a.m. Roger Goodwin, Chief County Engineer
  - Complete Release of Construction Bond Security for SPARC, LLC – Summit Point Tactical Training Center, Phase 4 (File #S13-03)
  - Approval to Advertise for Building Inspector Vacancy
7. 10:50 a.m. Mike Sine, Director, Jefferson County Emergency Services
  - New Hires – 2 part-time FF/EMTs, 2 part-time AEMTs, 1 full-time Administrative assistant
  - Memorandum of Understanding – US Customs & Border Patrol Field Training
  - Consideration of potential purchase of SVFD ambulance
  - Discussion of WV Department of Health Salary Enhancement and Crisis Response Grant Award
8. 11:15 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. Approval of creation/opening of county bank account for Fund 40 Opioid Settlement revenues
10. Approval of creation/opening of county bank account for Fund 41 County Fire Protection Fund
11. Approval of creation/opening of county bank account for Fund 42 EMS Salary Enhancement Fund
12. Approval of \$85,000 Yearly Allocations - Blue Ridge Mountain Volunteer Fire Company, Citizens Fire Company, Bakerton Fire Department, Middleway Fire Company, and Independent Fire Company
13. Audit Committee Appointment
14. Interim County Administrator Appointment

----- AFTERNOON SESSION -----

15. 1:30 p.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 Richard Walter Accurso, decease, and Ellen Sherry Hoffman, deceased
  - Re: Petition from John Powell to Remove Executrix Deborah Forrest: Estate of Ruth Moscatelli Powell, deceased
  - Re: Petition from Donna Herring to Remove Successor: Small Estate of Tyrone Paul Stewart, Jr. – Appoint Fiduciary Commissioner to collect & return items to the Estate

16. ADJOURN

#### CORRESPONDENCE AND INFORMATION

Notice of Intent to Appoint to the Jefferson County Deputy Sheriff's Civil Service Commission

Year-to-Date Budget Reports

Public Comment 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.*