

**AGENDA  
JEFFERSON COUNTY COMMISSION  
FIRST QUARTERLY SESSION - JANUARY-MARCH 2024  
THURSDAY, JANUARY 4, 2024  
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**

**PLEDGE OF ALLEGIANCE**

1. 9:30 a.m. County Commission Organization
  - a. Selection of President
  - b. Selection of Vice President
  - c. Committee Assignments

**APPROVAL OF MINUTES**

- December 21, 2023

**APPROVAL OF ACCOUNTS PAYABLE**

- December 28, 2023
- January 4, 2024

**APPROVAL OF MANUAL CHECKS**

- December 29, 2023
- January 5, 2024

**APPROVAL OF REQUISITIONS**

- January 4, 2024

**APPROVAL OF PAYROLL**

- December 22, 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

2. 9:45 a.m. Angie Banks, Assessor  
- Approval of 2024 Board of Review and Equalization Notice
3. 9:55 a.m. Matt Harvey, Prosecuting Attorney  
- Approval of Hire – Assistant Prosecuting Attorney
4. 10:05 a.m. Karen Olden, Probate Office  
- Fiduciary Quarterly Review of Estates opened, Waivers of Final Settlement & Accountings Recorded since last quarterly review in October 2023
6. 10:15 a.m. Mike Sine, Director, Jefferson County Emergency Services  
- Consideration of potential purchase of Shepherdstown Fire Department ambulance
7. 10:30 a.m. Dan Murphy, Greenway Engineering  
- Harvest Hills Subdivision Phase II – Request for Zoning Map Amendment
8. 10:45 a.m. Roger Goodwin, Chief County Engineer  
- Complete Construction Bond Release for Mark E. Roper – Cave Quarter Estates Subdivision, Section C, Lots 48-51 & Residue Lots A & B (File #04-08)
9. 10:55 a.m. Alex Beaulieu, Deputy Director, Department of Engineering, Planning & Zoning  
- Approval of request for partial refund related to an overpayment of subdivision fees for Phase 4B of the Beallair Residential Subdivision
10. 11:05 a.m. Dick Myers, Deputy Director, Jefferson County Homeland Security & Emergency Mgmt.  
- Approval of request for JCC President's signature of the 2021 Emergency Management Performance Grant
11. 11:15 a.m. Edwina Benites, Director, Jefferson County Development Authority, and Interim County Administrator  
- Approval of Jefferson County Development Authority Hire for Fellow  
- Approval of Application – WV Local Economic Development Grant
12. 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**

13. Request IT Department research microphone options for the County Commission meeting room (JT)

*\*\*\*Letters in parentheses following New Business items denote the initials of the commissioner making the agenda request\*\*\**

**INTERIM COUNTY ADMINISTRATOR REPORTS**

- Approval to Re-Advertise for Deputy County Administrator Vacancy

**14. ADJOURN**

**CORRESPONDENCE AND INFORMATION**

2024 Jefferson County Commission Regular Meeting Schedule

Notice of Intent to Appoint to the Jefferson County Board of Zoning Appeals & the Eastern Panhandle Transit Authority Board of Directors

Notice of Public Input Meeting re: Envision Jefferson 2045 Comprehensive Plan - "Mapping Jefferson County"

Public Comments received from the following: David Tabb, Stacey Johnson, Alyssa Liverette

*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*

