

**REGULAR MEETING AGENDA  
JEFFERSON COUNTY COMMISSION  
FIRST QUARTERLY SESSION JANUARY-MARCH 2024  
THURSDAY, JANUARY 18, 2024  
6:00 P.M.  
County Commission Meeting Room  
Old Charles Town Library  
200 E. Washington Street, Charles Town, WV**

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**CALL TO ORDER**

**PRAYER – Anthony Aaron, Grace Baptist Church**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- December 21, 2023 Regular Meeting
- January 4, 2024 Regular Meeting

**APPROVAL OF REQUISITIONS**

- January 18, 2024

**APPROVAL OF ACCOUNTS PAYABLE**

- January 11, 2024
- January 18, 2024

**APPROVAL OF MANUAL CHECKS**

- January 12, 2024
- January 19, 2024

**APPROVAL OF PAYROLL**

- January 5, 2024

**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. 6:20p.m. Jacqueline Shadle, County Clerk

- New Hire Approval for Full-time Probate Clerk

3. 6:30 p.m. Martin Burke, Chair, Jefferson County Historic Landmarks Commission
  - Request to open the Jefferson County Courthouse on Saturday, April 13, 2024 to celebrate the designation of the Courthouse as a National Historic Landmark
4. 6:45 p.m. Interviews & Appointments to the following:
  - Jefferson County Board of Zoning Appeals – two three-year terms ending January 1, 2027
  - Eastern Panhandle Transit Authority – two three-year terms ending January 31, 2027
5. 7:00 p.m. Public Hearing re: Application of G&S Properties, LLC, RAI Properties, LLC, pursuant to WV Code 7-1-3H, 1931 as Amended – Petition of Right of Way/Easement of Abandonment that bisects Lots 43B and 42B in the Burr Industrial Park
  - Approval of Order to vacate and abandon old, unused road pursuant to WV Code 7-1-3H
6. 7:15 p.m. Elizabeth Wheeler, Director, Jefferson County Farmland Protection
  - Approval of Purchase on one Agricultural Conservation Easement
7. 7:30 p.m. Dan Murphy, Greenway Engineering
  - Request to Schedule Public Hearing re: Harvest Hills Subdivision Phase II Zoning Map Amendment request for subject parcels owned by Arcadia Land, Inc. and identified as District 9, Tax Map 24, Parcel(s) 12 & 13
8. 7:40 p.m. Todd Wilt, City Manager, City of Ranson
  - City of Ranson Request for Annexation: District 2; Map 08; Parcel 29.3, Parcel ID: 0008-0029-0003, as provided by WV Code 8-6-4 & 8-6-4a
9. 7:55 p.m. Douglas Rockwell, Citizen
  - Request for Payment of Attorney fees and costs for Civil Action Nos. CC-19-2021-C-33, 34,35, 36, & 37
10. 8:10 p.m. Dick Myers, Deputy Director, Jefferson County Homeland Security & Emergency Management
  - Approval to adopt the 2023 Jefferson County Multi-Jurisdictional Hazard Mitigation Plan
  - Approval of release of funds to Michael Baker International in the amount of \$57,000
11. 8:25 p.m. Nathan Cochran, Assistant Prosecuting Attorney
  - a. Discussion of legal issues and potential action regarding past and current solar litigation, including Jefferson County Circuit Court Civil Action No. 2020-C-112 [Rockwell v. JCC, JCPC, and JCBZA] and WV Supreme Court of Appeals No. 23-0369 (appeals of Jefferson County Circuit Court Civil Action No. 2022-C-141)
  - b. Memorandum of Understanding for JC Department of Homeland Security and Emergency Management
  - c. Report by Counsel on the status of the advisory opinion regarding the Planning Commission committee meetings.

d. Discussion of legal issues and potential action regarding Jefferson County Circuit Court Civil Action No. 2023-C-266 [Adam McDowell, individually and on behalf of Shannondale Vista Association v. JCPC and JCC]

e. Discussion of legal issues and potential action regarding Jefferson County Circuit Court Civil Action No. 2023-P-112 [JCC v. Steve Cox]

f. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property.

#### **NEW BUSINESS**

12. Update to the County Commission from Nathan Cochran on the advisory opinion request from the Ethics Commission related to the Planning Commission and its subcommittees abiding by the Open Meetings Act (TJ)

13. Discussion and possible action on revisiting Agenda Policy 900 to clarify when/how agenda items may be declined (JK)

14. Continuity of Emergency Service Protocol (PM)

#### **INTERIM COUNTY ADMINISTRATOR REPORTS**

- Legislative Summary
- Update on hiring solicitations
- Emergency Services Agency onboarding
- Update on TIF lawyer
- Draft Budget schedule
- BORE Workshop date request (action requested)
- Follow-up re: Harvest Hills vote
- Follow-up re: amplified sound/text display of proposed motions
- Boards training
- CoxHollidaYoung engagement letter (action requested)

15. **ADJOURN**

#### **CORRESPONDENCE AND INFORMATION**

2024 Notice of Board of Review & Equalization

Notice of Public Input Meeting – Mapping Jefferson County’s Future

Jefferson County Historic Landmarks Commission – 2023 Q4 Quarterly Report

Year-to-Date Budget Report for December 2023

December 2023 Impact Fee Status Report

Public Comment received from the following: David Tabb, Bob Aitcheson

*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.*