

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2024
THURSDAY, FEBRUARY 1, 2024
9:30 A.M.

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PRAYER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- January 18, 2024 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- January 25, 2024
- February 1, 2024

APPROVAL OF MANUAL CHECKS

- January 26, 2024
- February 2, 2024

APPROVAL OF REQUISITIONS

- February 1, 2024

APPROVAL OF PAYROLL

- January 19, 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. Your comments will be included in the minutes and agenda correspondence. Please include your name.*

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Approval of Exonerations
2. 9:55 a.m. Tom Hansen, Sheriff
- New Hire – Part-time Bailiff
3. 10:05 a.m. Nikki Painter, Chief Deputy Clerk, County Clerk’s Voter & Elections Office
- Approval of Extended Emergency Absentee Voting Policy
- Approval of Early Voting Location
- Election Update/Timeline
4. 10:20 a.m. Keith Lowry, Jefferson County Community Ministries
- Funding Request - \$70,000 from the WV First Foundation
5. 10:35 a.m. Kelly Franklin, Jefferson County Day Report Center
- FY25 West Virginia Community Corrections Grant
6. 10:45 a.m. Laura Kuhn, Director, Fleet & Facilities
- Approval of Enterprise Fleet Management Lease Agreement
7. 11:00 a.m. Mike Sine, Director, Jefferson County Emergency Services
- Employee Status Changes and New Hires
- ESO Fire Reporting Software
8. 11:15 a.m. Roger Goodwin, Chief County Engineer
- Complete Construction Bond Release for UFP Ranson, LLC – Universal Forest Products Ranson Plant Expansion (File #S18-04)
- Complete Construction Bond Release for Holtzman Oil Corporation – Burr Business Park Lot 16 (File #19-4-SP)
- Presentation of Calendar Year 2023 Annual Report for the Office of Impact Fees
- Presentation of the FY 2025 Capital Improvement Plan for the Office of Impact Fees
9. 12:00 p.m. Bessie Nelson, Budget Director
- FY25 Budget Charge
10. 12:15 p.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. Report by counsel of the status of the advisory opinion regarding the Planning Commission committee meetings
 - c. Discussion of legal issues and potential action regarding the Jefferson County Circuit Court Civil Action No.'s 2023-C-221 through 251 [Deputies v. JCC]
 - d. Discussion of minor boundary issue between Berkeley and Jefferson Counties

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

f. Update on BZA residency requirement issue

UNFINISHED BUSINESS

11. Appointment to the Jefferson County Board of Zoning Appeals – one three-year term ending January 1, 2027

INTERIM COUNTY ADMINISTRATOR REPORTS

- Update on Hiring – County Administrator and Deputy County Administrator Positions
- ESA Onboarding Update
- TIF Attorney Update
- Update on Meeting Room Sound Amplification
- Boards & Employees Ethics Training
- Approval of Temporary Assignment – Department of Homeland Security and Emergency Management
- Opioid Settlement Plan
- Board Vacancies
- On-Boarding Commissioner Majdi

12. RECESS

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

13. 1:30 p.m. Board of Review and Equalization – Jefferson County Courthouse  
100 E. Washington St., Charles Town WV, 25414

14. ADJOURN

**CORRESPONDENCE AND INFORMATION**

2024 Board of Review and Equalization Notice

Notice of Public Hearing – Harvest Hills Zoning Map Amendment

Public Comment receiving 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*

