

**REGULAR MEETING AGENDA  
JEFFERSON COUNTY COMMISSION  
FIRST QUARTERLY SESSION JANUARY-MARCH 2024  
THURSDAY, FEBRUARY 15, 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 – Pastor Adam Johnson, Bakerton Bible Church**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- February 1, 2024 BORE
- February 6, 2024 BORE
- February 8, 2024 BORE

**APPROVAL OF REQUISITIONS**

- February 15, 2024

**APPROVAL OF ACCOUNTS PAYABLE**

- February 8, 2024
- February 15, 2024

**APPROVAL OF MANUAL CHECKS**

- February 9, 2024
- February 16, 2024

**APPROVAL OF PAYROLL**

- February 16, 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. 6:15p.m. Tina Renner, Circuit Clerk  
- Jefferson County IT Department Request
3. 6:25 p.m. Karen Olden, Jefferson County Clerk's Office - Probate  
-Probate Special Session – Approval of Final Accounting for the Estate of John P. King  
- Petition to Proabte Will of Richard Francis Kennan, Sr., in Solemn Form
4. 6:40 p.m. Jennifer Myers, Director, Jefferson County Parks and Recreation  
- Presentation on Fireworks at Sam Michaels Park on June 29, 2024  
- ARPA Funding Request – Lighting Project at the AMP  
- Presentation of Eugene M. Fuller Award from the West Virginia Recreation and Parks Association
5. 7:00 p.m. Sara Curley, Director, Bolivar-Harpers Ferry Public Library  
- ARPA Funding Request – Roof Replacement at Bolivar-Harpers Ferry Public Library
6. 7:15 p.m. Jane Tabb, Commissioner  
- Discussion/Action re: Possible Reinstatement of School Impact Fees
  - Continued from February 1, 2024 regular meeting
7. 7:35 p.m. Jennifer Krouse, Commissioner  
- Discussion/Action re: Insurance Billing by Fire Departments
8. 7:50 p.m. Nathan Cochran, Assistant Prosecuting Attorney
  - a. 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]
  - b. Consider minor boundary issue between Berkeley and Jefferson Counties
  - c. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property.
  - d. Review and discussion of Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sherriff's Department, and the Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff's Department, and the Corporation of Bolivar for Tax Collection Services.

#### UNFINISHED BUSINESS

9. Discussion/possible action on revisiting Agenda Policy 900

#### NEW BUSINESS

10. Discussion/Action by County Commission to adopt the Resolution – Pledge of Allegiance to the West Virginia State Flag (TJ)
11. Fire Protection Fund Disbursement

#### INTERIM COUNTY ADMINISTRATOR REPORTS

- Update on the Hiring Solicitations

- Update on Emergency Services Agency Onboarding
- Update on TIF Attorney
- Update on Boards & Employees Ethics Training
- Update on Opioid Settlement items
- Internal Budget Revision- ARPA
- Personnel Issues - closed session recommended
- Budget Consideration- Farmland Protection
- Approval of Budget Dates

**12. ADJOURN**

**CORRESPONDENCE AND INFORMATION**

**Notices of Intent to Appoint to the following: Jefferson County Parks and Recreation Commission, Jefferson County Property Safety Enforcement Agency Board, Jefferson County Building Commission**

**2024 Primary Election Timeline**

**Year-to-Date Budget Report for January 2024**

**January 2024 Impact Fee Status Report**

**Notice of Community Forum – Domestic Violence Homicide Reduction**

**Public Comment received from the following: David Tabb, Jacquelyn Milliron, Tim Wiltshire, Mike Wiltshire, Rose Wilson, Rebecca Nachtrieb, Laura Kasinof, Helen Burns, Suellen Myers, Carlos Olivares**

*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.*