

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2024
THURSDAY, MARCH 7, 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 – John Mark Seay – Assistant Pastor, Frederick Baptist Church

PLEDGE OF ALLEGIANCE

PLEDGE OF ALLEGIANCE to WV FLAG

“I pledge allegiance to the flag of West Virginia, which serves as a constant reminder that “Mountaineers Are Always Free,” which stands as a symbol of her majestic mountains, fertile forests, rich veins of coal, and the Pride of her people.”

APPROVAL OF MINUTES

- January 30, 2024 BORE
- February 1, 2024 Regular Meeting
- February 15, 2024 Regular Meeting
- February 16, 2024 BORE
- February 27, 2024 Budget Presentations
- February 28, 2024 Budget Presentations

APPROVAL OF ACCOUNTS PAYABLE

- February 29, 2024
- March 7, 2024

APPROVAL OF MANUAL CHECKS

- March 1, 2024
- March 8, 2024

APPROVAL OF REQUISITIONS

- March 7, 2024

APPROVAL OF PAYROLL

- March 1, 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@jeffersoncountyywv.org. Your comments will be included in the minutes and agenda correspondence. Please include your name.*

PRESENTATIONS

1. 9:45 a.m. Angela Banks, Assessor
- Approval of Exonerations
2. 9:50 a.m. Tom Hansen, Sheriff
- Restructure of Trip Guards
3. 10:00 a.m. Nikki Painter, Chief Deputy Clerk, County Clerk’s Office
- Approval of Poll Workers & Alternates for the 2024 Primary Election
4. 10:10 a.m. Karen Olden, Probate, County Clerk’s Office
- Petition to Probate Will of Anna Bogden, in Solemn Form, as presented by Mr. John Dorsey
5. 10:25 a.m. Magistrates D’Angelo, Roper, and Cesare
- Discussion of Magistrate Court Space Needs
6. 10:40 a.m. Martin Burke, Chair, Jefferson County Historic Landmarks Commission
- Approval & Signature of a Letter of Application Identifying the Jefferson County Courthouse as a National Historic Landmark
- Approval of Plaque Text
7. 10:55 a.m. ~~~~~BREAK~~~~~
8. 11:00 a.m. Public Hearing
- Zoning Map Amendment (rezoning) for the property designated as Tax District: Shepherdstown (09), Tax Map: 24; Parcels: 12 & 13. The properties are part of the Harvest Hills Subdivision, located east of the intersection of Flowing Springs Rd and Brass Harness Drive. The property owner is Arcadia Land, Inc.; Parcel Size: 94.63 ac & 257.62 ac (respectively). The properties are currently zoned Rural and a petition has been made to the County Commission by the property owner to change the zoning classification from Rural to Residential Growth (Planning Commission File #23-5-Z).
9. 11:20 a.m. Tina Burns, Director of Resource Development, Shenandoah Community Health
- ARPA Funding Request - \$8,470
10. 11:30 a.m. Alexandra Beaulieu, Deputy Director, JC Department of Engineering, Planning & Zoning
- Request for Full Refund of Application Fee related to Appeal of Administrative Decision
11. 11:35 a.m. Becky Burns, Office Manager, JC Department of Engineering, Planning & Zoning
- Building Permit Fee Refund Requests for two applicants: James & Angela O’Brien (Permit #23-651WD) and Jacob Keckley (Permit #23-364WD)
12. 11:40 a.m. Roger Goodwin, Chief County Engineer, JC Department of Engineering, Planning & Zoning
- Approval of Offer of Employment to fill the position of Building Inspector
- Approval of Bond Release Requests for D.R. Horton, Inc. – Stonecrest Subdivision, Section One (File#22-11-SD) and DR Acquisitions, LLC – Sheridan Estates Subdivision, Phases 1&2 (Files #00-33 & #05-26)
- Approval of Appointees to the Jefferson County Building Code Board of Appeals

- 13. 11:55 a.m. Luke Seigfried, County Planner, JC Department of Engineering, Planning & Zoning
 - Quarterly Status Report of the 2045 Comprehensive Plan Update
 - Request for a Joint Session of the County Commission and the Planning Commission to discuss the direction of the 2045 Comprehensive Plan Update
- 14. 12:10 p.m. Laura Kuhn, Director, JC Department of Fleet and Facilities Maintenance
 - Approval of Commission President's signature on Permit Application for Electrical Inspection
- 15. 12:15 p.m. Mike Sine, Director, Jefferson County Emergency Services
 - Approval of Employee Status Change & Reinstatement of Medical Leave Hours
 - Approval of Promotion
 - Ambulance Response Area Report Update
 - EMS Salary Enhancement Funds
- 16. 12:30 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Discussion of minor boundary issue between Berkeley and Jefferson Counties
 - b. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property

NEW BUSINESS

- 17. Approval to Advertise Director of Farmland Protection Board Program Position (JT)
- 18. Determination of FY25 Tax Levy Rate

INTERIM COUNTY ADMINISTRATOR REPORTS

- Circuit Clerk's Office printers
- TIF Attorney
- Opioid Settlement Plan
- Approval of Budget Dates
- Impact Fee Study

- 19. ADJOURN

CORRESPONDENCE AND INFORMATION

1st and 2nd Quarterly Report for Planning and Zoning (FY2024 – July 1, 2023 – December 31, 2023)

Notices of Intent to Appoint to the following: Jefferson County Parks and Recreation Commission, Jefferson County Property Enforcement Agency Board, Jefferson County Building Commission, Jefferson County Planning Commission, Charles Town Utility Board

Thank You Letter from Jefferson County Community Ministries

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

