

**REGULAR MEETING AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION JANUARY–MARCH 2024
THURSDAY, MARCH 21, 2024
6:00 P.M.
County Commission Meeting Room
Old Charles Town Library
200 E. Washington Street, Charles Town, WV**

CALL TO ORDER

PRAYER

PLEDGE OF ALLEGIANCE

PLEDGE OF ALLEGIANCE TO THE 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

- March 7, 2024 Regular Meeting
- March 12, 2024 Budget Deliberations
- March 14, 2024 Budget Deliberations

APPROVAL OF REQUISITIONS

- March 21, 2024

APPROVAL OF ACCOUNTS PAYABLE

- March 14, 2024
- March 21, 2024

APPROVAL OF MANUAL CHECKS

- March 15, 2024
- March 22, 2024

APPROVAL OF PAYROLL

- March 15, 2024
- March 15, 2024 Special Payroll

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 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. Public Hearing – FY25 Draft Budget
3. 6:45 p.m. Tom Hansen, Sheriff
- Approval of PUP Control Grant
4. 7:00 p.m. Nancy Strine, Community & Development, City of Martinsburg
- Public Hearing to discuss the housing needs of Jefferson County for FY23 HOME Investment Partnership Program
- Approval of Resolution to Authorize participation in the Eastern Panhandle HOME Consortium of WV for the period of July 1, 2024 – June 30, 2025
5. 7:15 p.m. Gillian Olsen, Environmental Health Manager, JC Health Department
- Approval of Jefferson County Board of Health Local Rule “Jefferson County Board of Health Fees for Permits & Services”
6. 7:30 p.m. Karen Olden, Probate, Jefferson County Clerk’s Office
- Motion to remove Executrix and seize estate records for the Estate of Dorothy W. Copesake, decease, as presented by Henry W. Morrow, Attorney
7. 7:45 p.m. Laura Kuhn, Director, JC Fleet & Facilities Management
- Request Budget Revision to Increase the Vehicle Fuel for the Fiscal Year ending June 20, 2024
8. 7:55 p.m. Jennifer Brockman, Chief County Planner, JC Department of Engineering, Planning, and Zoning
- Presentation and possible action on proposed revisions to the Bylaws of the Jefferson County Planning Commission
9. 8:10 p.m. Mike Sine, Director, Jefferson County Emergency Services Agency
- Approval of Support Letters for Regional Fire, EMS, and Law Enforcement Training Facility
- Ambulance Transport Billing
10. 8:30 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of Minor Boundary Issue between Berkeley and Jefferson Counties
- Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property

UNFINISHED BUSINESS

11. Approval of Budget for FY25

INTERIM COUNTY ADMINISTRATOR REPORTS

- TIF Lawyer
- Opioid Settlement Plan
- Approval of Budget Dates
- Impact Fee Study

12. ADJOURN

CORRESPONDENCE AND INFORMATION

Notices of Intent to Appoint to the following: Jefferson County Planning Commission, Jefferson County Board of Building Code Appeals, Jefferson County Historic Landmarks Commission, Nominees for the Charles Town Utility Board

Notice of Final Public Input Meeting for the 2024 Comprehensive Plan Update

Jefferson County Emergency Services 2024 Ambulance Response Area Report

Impact Fee Status Report for February 2024

Year-to-Date Budget Reports for February 2024

Letter from the WV PSC re: the Disbursement of the Wireless E911 Subscriber Fee Deposit

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.