

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION – APRIL – JULY 2024
THURSDAY, APRIL 4, 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

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

- March 19, 2024 Budget Deliberations, Day 3
- March 21, 2024 Regular Meeting
- March 29, 2024 Special Session

APPROVAL OF ACCOUNTS PAYABLE

- March 28, 2024
- April 4, 2024

APPROVAL OF MANUAL CHECKS

- March 29, 2024
- April 5, 2024

APPROVAL OF REQUISITIONS

- April 4, 2024

APPROVAL OF PAYROLL

- March 29, 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 name & any written comments submitted for the record will be included in the minutes.**

PRESENTATIONS

1. 9:45 a.m. Jacki Shadle, County Clerk
- Approval of Hire – Full-time Deputy Clerk
2. 9:55 a.m. Nikki Painter, Chief Deputy Clerk, County Clerk’s Office
- Fiduciary Review of Estates Opened and Waivers of Final Settlement and Accountings Recorded since January
- Order for Irma Jean Wise Estate to appoint D. Frank Hill as Administrator CTA DBN
3. 10:10 a.m. Dr. James Broomall and Peter Smith, Planning Group for 250th Anniversary of the Beeline March
- Presentation of planned events and activities commemorating the 250th Anniversary of the Beeline March
4. 10:25 a.m. Interviews & Appointments to the following:
- Jefferson County Historic Landmarks Commission – three (3) three-year terms ending March 31, 2027
- Jefferson County Planning Commission - two (2) three-year terms ending March 31, 2027
- Charles Town Utility Board - selection of three (3) nominees to forward to Charles Town City Council for appointment
5. 10:50 a.m. ~~~~~BREAK~~~~~
6. 11:00 a.m. Roger Goodwin, Chief County Engineering, JC Department of Engineering, Planning, and Zoning
- Impact Fees 2024 Recalculation Study – Acceptance of Proposals
- Request Approval to Amend Board of Education Impact Fees – FY2024 Capital Improvement Plan
- Building Code Board of Appeals – Appointment of Members
- Consideration of Adoption of Revised Building Permit & Land Development Fee Schedules
7. 11:30 a.m. Mike Sine, Director, Jefferson County Emergency Services
- Approval of Promotion – Firefighter/Paramedic to Lieutenant to fill budgeted vacancy
- Main Office Construction/Renovation Request
8. 11:45 p.m. Bessie Nelson, Budget Director
- Review & Approval of State and Internal Budget Revisions for FY24
9. 12:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney
a. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property.
b. Report by counsel on Magistrate Court space and related issues.
10. 12:30 p.m. ~~~~~Break for Lunch~~~~~

11. 1:30 p.m.

AFTERNOON SESSION

Luke Seigfried, County Planner

- Joint Session of the County Commission and Planning Commission to discuss the Direction of the 2045 Comprehensive Plan Update, including Goals & Objectives and Comprehensive Plan Adoption Timeline

UNFINISHED BUSINESS

12. To consider and act upon a proposed Resolution regarding the approval of (1) a Tax Increment Financing Application (the "TIF Application") with respect to the proposed creation of a Tax Increment Financing District to be designated "Jefferson County Redevelopment District No. 1 – Hill Top House Hotel" (the "Property TIF District") and the adoption of a project plan for the Property TIF District to be designated as "Project Plan No. 1"; and (ii) submission of the TIF Application to the West Virginia Department of Economic Development for approval.

13. Presentation and possible action on proposed revisions to the Bylaws of the Jefferson County Planning Commission (carried over from 3/21/24)

NEW BUSINESS

14. Scheduling of Interviews for County Administrator position

INTERIM COUNTY ADMINISTRATOR REPORTS

- Article 147 (Charles Town Utility Board)
- FY24 Congressional Directed Spending – Jefferson County
- FY25 Congressional Directed Spending – Jefferson County
- Solicitation of Human Resource Manager

15. ADJOURN

CORRESPONDENCE AND INFORMATION

Jefferson County Levy Estimate (Budget) for 2024-2025 Fiscal Year

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

JCESA Updates

Public Comment received from Dr. Christine Wimer of the Jefferson County Foundation, Inc.

Notice of CCAWV County Government Essay Contest for 8th grade students

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

