

**REGULAR MEETING AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION APRIL-JUNE 2024
THURSDAY, APRIL 18, 2024
6:00 P.M.
County Commission Meeting Room
Old Charles Town Library
200 E. Washington Street, Charles Town, WV**

CALL TO ORDER

PRAYER- Pastor Van Marsceau from Fellowship Bible Church

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

- April 4, 2024 Regular Meeting

APPROVAL OF REQUISITIONS

- April 18, 2024

APPROVAL OF ACCOUNTS PAYABLE

- April 11, 2024
- April 18, 2024

APPROVAL OF MANUAL CHECKS

- April 12, 2024
- April 19, 2024

APPROVAL OF PAYROLL

- April 12, 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 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
- Approval to Hire Part-Time Help
2. 6:15p.m. Tom Hansen, Sheriff
- Approval to apply for funding for Xray machines for the Courthouse and Old Jail
- Approval of hire for Bailiff
3. 6:45 p.m. Sara McGee, MountainHeart Community Services, Inc.
- Approval of Proclamations for Community Action Month and Provider Appreciation Day (partnering with Telamon)
4. 7:00 p.m. Jennifer Brockman, Planning and Zoning
-Approval to request a Public Hearing
5. 7:10 p.m. Interviews and Appointments to the following:
- Charles Town Utility Board – selection of three (3) nominees to be forwarded to the Charles Town City Council
- Jefferson County Parks and Recreation – one unexpired term ending June 30, 2025
6. 7:30 p.m. Jennifer Myers, director, Jefferson County Parks and Recreation
- Approval of funding to replace AC units
7. 7:45 p.m. Laura Kuhn, director, fleet & facilities management
- Approval of the submission of the Energy Efficiency and Conservation Block grant program
8. 7:55 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.
 - c. Report by counsel regarding the Advisory Opinion concerning Planning Commission committees received April 4, 2024.

INTERIM COUNTY ADMINISTRATOR REPORTS

- **Article 147**
- **Solicitation of a Human Resource Manager**
- **Employee Benefits Fair**

ADJOURN

CORRESPONDENCE AND INFORMATION

Jefferson County Historic Landmarks Commission Quarter 1 Quarterly Report

Jefferson County Year-to-Year report

Public Comments received from the following: Christine Wimer, David Tabb, Jacquelyn Milliron

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.