

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION – APRIL – JULY 2024
THURSDAY, MAY 2, 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

- April 15, 2024 – Opioid Settlement Fund Public Workshop
- April 16, 2024 – Lay the Levy
- April 18, 2024 Regular Meeting
- April 22, 2024 – County Administrator Interviews

APPROVAL OF ACCOUNTS PAYABLE

- April 25, 2024
- May 2, 2024

APPROVAL OF MANUAL CHECKS

- April 26, 2024
- May 3, 2024

APPROVAL OF PAYROLL

- April 26, 2024

ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

PUBLIC COMMENT

****To participate in public comment in person, please sign the public comment sign-in sheet located on the table in the back of the room. To participate virtually, please “raise your hand” on the GotoWebinar control panel. 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. Matt Harvey, Prosecuting Attorney
- Approval of hire – Assistant Prosecuting Attorney
2. 9:55 a.m. Nikki Painter, Chief Deputy Clerk, County Clerk’s Office
- Fiduciary Commissioner Report for the Estate of Tyrone Stewart Jr.
- Election update and setting of location for primary election canvass on May 20, 2024
3. 10:10 a.m. Luke Peters, WV Office of Broadband
- Presentation regarding broadband deployment in Jefferson County
4. 10:30 a.m. Susan McFadden, Jefferson County Community Educational Outreach Service
- Proclamation Request to declare the week of May 19-24, 2024 Community Educational Outreach Service Week in Jefferson County
5. 10:40 a.m. Matt Cockerham, Cochran Mill, LLC
- Landowner Petition for Zoning Map Amendment for Cochran Mill Road, LLC, Kabletown District; Tax Map 12, Parcel 12.7 containing 10.21 acres & Parcel 12.6 containing 9.99 acres (20.20 Total Acres) – Request to schedule a Public Hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan Consistency of the request.
6. 10:55 a.m. Martin Burke, Jefferson County Historic Landmarks Commission
- Request for \$13,200 in ARPA funding as part of an 80/20 match for Duffields Depot rehabilitation
7. 11:05 a.m. Jennifer Brockman, County Planner, Jefferson County Office of Planning and Zoning
- Request for a full refund of a fee for a Waiver Application for Road Runner Wrecker (applicant)
8. 11:15 a.m. Laura Kuhn, Director, Jefferson County Fleet & Facilities Management
- Approval to purchase three 5-ton heat pump units for the gymnasium at the Jefferson County Community Center
9. 11:25 a.m. Jeffrey Polczynski, Director, Jefferson County Emergency Communications
- Appointment Request – two full-time public safety dispatchers
10. 11:30 a.m. ~~~~~~BREAK ~~~~~~
11. 11:40 a.m. Mike Sine, Director, Jefferson County Emergency Services
- MOU with HFNP employee promotion
- Pay table revision
- Transfer employee from part-time to full-time
- Employee promotion

12. 11:55 a.m. Bessie Nelson, Budget Director
- Review and Approval of FY25 Benefits Selection to include medical, dental, vision, and life insurance

13. 12:15 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 - a. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property
 - b. Discussion and legal advice concerning West Virginia Human Rights Commission Docket No.: EREP-49-21

COUNTY ADMINISTRATOR REPORTS

- Article 147
- FY2023 Appropriation Requests
- Grant Funding – Region 9
- Opioid Settlement Funding – Next Steps
- Impact Fee Study Update

14. ADJOURN

CORRESPONDENCE AND INFORMATION

Jefferson County Office of Planning & Zoning FY24 3rd Quarter Report

Year-to-Date Budget Reports

Correspondence received from the following: Thomas & Jan Loy, Peter Kubic, William Wilt

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

