

**REGULAR MEETING AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION JANUARY–MARCH 2024
THURSDAY, MAY 16, 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

- May 2, 2024 Regular Meeting

APPROVAL OF REQUISITIONS

- May 16, 2024

APPROVAL OF ACCOUNTS PAYABLE

- May 9, 2024
- May 16, 2024

APPROVAL OF MANUAL CHECKS

- May 10, 2024
- May 17, 2024

APPROVAL OF PAYROLL

- May 10, 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 and any written comments submitted for the record will be included in the meeting minutes.**

PRESENTATIONS

1. 6:10 p.m. Angela Banks, Assessor
 - Exonerations
 - Employee promotions
2. 6:20 p.m. Tom Hansen, Sheriff
 - Approval of Hires – full-time bailiff/trip guard and part-time bailiff
3. 6:30 p.m. Interviews and appointments to the following:
 - Jefferson County Historic Landmarks Commission – one three-year term ending March 31, 2027
 - Property Safety Enforcement Agency Board – one two-year term for citizen representative ending February 8, 2026 and one two-year term for fire chief ending February 8, 2026
4. 6:45 p.m. Roger Goodwin, Chief County Engineer, Department of Engineering, Planning, and Zoning
 - Approval to advertise for building plans reviewer/inspector position
 - Property Safety Enforcement Agency request for petition/complaint hearing date on Property Safety Case 23-001 (Duncan)
5. 7:00 p.m. Mike Sine, Director, Jefferson County Emergency Services
 - EMS Week Proclamation
 - Employee recognition
6. 7:20 p.m. Bessie Nelson, Budget Director
 - State and internal budget revisions for FY24
7. 7:30 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. Discussion of WV Human Rights Comm. Case No. EREP-49-21

COUNTY ADMINISTRATOR REPORTS

- Article 147
- American Public University (APU) Memorandum of Understanding (MOU)
- Shepherd University Announcement
- Grant match letter
- Update on Sam Michaels Park HVAC

8. ADJOURN

CORRESPONDENCE AND INFORMATION

Impact Fee Status Report for April 2024

Notice of Public Hearing – Sunnyside Industrial Park Rezoning – Thursday, June 6, 2024

Jefferson County Circuit Court Administrative Order Concerning Appointment of Home Confinement Officer

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.