

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**SECOND QUARTERLY SESSION – APRIL – JULY 2024**  
**THURSDAY, JUNE 6, 2024**  
**9:30 A.M.**  
**County Commission Meeting Room**  
**located at the Old Charles Town Library**  
**200 E. Washington Street, Charles Town, WV**

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**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**

- May 13, 2024 Special Session- appointment process for the Shepherdstown District and Harpers Ferry District Commission vacancies
- May 16, 2024 Regular Meeting
- May 20, 2024 Special Session: Board of Canvassers

**APPROVAL OF ACCOUNTS PAYABLE**

- May 23, 2024
- June 6, 2024

**APPROVAL OF MANUAL CHECKS**

- May 23, 2024
- May 31, 2024
- June 7, 2024

**APPROVAL OF PAYROLL**

- May 24, 2024

**REQUISITIONS**

- June 6, 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](mailto:info@jeffersoncountywv.org). Your name & any written comments submitted for the record will be included in the minutes.**

**PRESENTATIONS**

1. 9:45 a.m. Angela Banks, Assessor
  - Signatures for the Certificate of Oaths for the 2024 land and personal property books
  - Approval of hire – part-time clerk
2. 9:50 a.m. Tom Hansen, Sheriff
  - New deputy hire
  - Fee schedule change
3. 10:00 a.m. Alexandra Beaulieu, Zoning Admin,
  - Request for a full refund of a fee for a variance application for Bruce Dell
4. 10:15 a.m. Roger Goodwin, Chief Engineer
  - Complete bond release for McGee Civil Construction, LLC – File #21-13-SP
5. 10:30 a.m. Becky Burns, Office manager, Engineering, planning and zoning
  - Impact Fee Refund request for John Hobday/Hobday Custom Homes – Permit #23-1104
6. 10:45 a.m. Jessica James, Assistant Deputy County Administrator
  - Request approval to advertise for the following vacancies
    - Planning and Zoning Clerk-Department of Engineering, Planning and Zoning
    - Executive Director-Jefferson County Development Authority
    - Approval to hire Jefferson County Development Authority summer fellow intern
7. 11:00 a.m. Public Hearing
  - Zoning Map Amendment (rezoning) for the properties designated as Tax District: Kabletown (06), Map: 12, Parcels: 12.6 & 12.7. The properties are part of the Sunnyside Industrial Park on Kanawha Lane, located south of Wheatland Road. The property owner of these two lots is Cochran Mill Road LLC.; the combined Parcel Size is 20.20 acres. The properties are currently zoned Industrial-Commercial (IC) and a petition has been made to the County Commission by the property owner to change the zoning classification from Industrial-Commercial to Residential-Light Industrial-Commercial (RLIC) (Planning Commission File #24-1-Z).
8. 11:15 a.m. Bessie Nelson, Budget Director
  - State and Internal budget revisions for FY24
  - OPEB (Other Post Employment Benefits) Actuarial Study
  - FY25 Cost of Living adjustments (COLA)
9. 11:25 a.m. Jennifer Meyers, Director, Jefferson County Parks and Recreation Commission
  - Request to have the Jefferson County Commission waive the JCESA fees for the fireworks event on June 29, 2024 (Rain date June 30, 2024) at Sam Michaels Park

- 10. **11:40 a.m.** Luke Seigfried- County Planner  
-Quarterly Status Update of the 2045 Comprehensive Plan Update
  
- 11. **12:00 p.m.** Jane Tabb, County Commission  
-ARPA funding  
-Comprehensive Plan Extension
  
- 12. **12:15 p.m.** Mike Sine, director Jefferson County Emergency Services Agency  
-Pay adjustments for 5 employees  
-RFP for Structural Firefighting Turnout Gear  
-RFP for Custom Ambulances
  
- 13. **12:30 p.m.** Edwina Benites- Development Authority  
-Bylaws revision  
-Ordinance update  
-Appointment of board member- Board of Education (see attached)  
-Solicitation for board member vacancies and expirations (see attached)
  
- 14. **12:50 p.m.** Nathan Cochran, Assistant Prosecuting Attorney  
-Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office and/or courthouse space.  
-Report by counsel on Magistrate Court space and related issues.  
-Discussion of W.Va. Human Rights Comm. Case No. EREP-49-21.  
-Discussion of potential Fire Levy and possible action or direction in moving forward with levy process.  
-Report by counsel on building permit and other proposed fee increases for the Department of Engineering, Planning, and Zoning

COUNTY ADMINISTRATOR REPORT

- Commissioner board and Commissioner Assignments

**15. ADJOURN**

**CORRESPONDENCE AND INFORMATION**

**Year-to Date Budget Reports**

**Impact Fees Bank Statements**

**E-mail correspondence received from the following: Richard Zigler, Jim Surkamp**

*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.*