

REVISED AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION – APRIL – JULY 2024
THURSDAY, JUNE 27, 2024
6:00 P.M.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PRAYER – Pastor Adam Johnson, Bakerton Bible 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

- May 30, 2024, Special Session- certification of the 2024 primary elections results and candidates interviews for the vacant Shepherdstown and Harpers Ferry District commission seats
- June 6, 2024, Regular meeting minutes

APPROVAL OF ACCOUNTS PAYABLE

- June 13, 2024
- June 20, 2024
- June 27, 2024

APPROVAL OF MANUAL CHECKS

- June 14, 2024
- June 21, 2024
- June 28, 2024

APPROVAL OF PAYROLL

- June 7, 2024
- June 21, 2024

REQUISITIONS

- June 27, 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. 6:15 p.m. Tom Hansen, Sheriff
 - New deputy hire
 - Court Security Grant Award
 - Agreement Renewal with Job Corps
2. 6:25 p.m. Bessie Nelson on behalf of Nikki Painter- County Clerk’s Office
 - Approval of depository bonds for Fiscal Year 2024-2025
3. 6:30 p.m. Rebecca Hall, Prosecuting Attorney’s Office Victim Assistance Program
 - VOCA Grant Application 2024-2025 Approval and Signature
4. 6:35 p.m. -Interview and appointment to the Jefferson County Historic Landmarks Commission- One three-year term ending March 30, 2027
5. 6:45 p.m. Nancy Strine, City of Martinsburg- Eastern Panhandle HOME Consortium as the HOME Administrator
 - Resolution for Jefferson County, WV Authorizing participating in the Eastern Panhandle HOME Consortium of West Virginia for the period of July 1, 2024 to June 30, 2027.
 - Cooperative Agreement, Housing Consortium Cooperative Agreement by and between the City of Martinsburg and the County of Jefferson, West Virginia for the period of July 1, 2024-June 30, 2027.

*****6:55 p.m. BREAK*****

6. 7:00 p.m. *****PUBLIC HEARING*****
 - Proposed amendment to Division 24.300 C and D of the Jefferson County Subdivision and Land Development Regulations related to holding Public Hearings for Waiver Applications (STA24-01)
7. 7:20 p.m. Gino Sisco- Jefferson County Health Department
 - Jefferson County Board of Health Environmental Health Fees for Permits and Services Rule
8. 7:30 p.m. Roger Goodwin, Chief Engineer
 - Letter of Credits securing construction bonds
9. 7:35 p.m. Becky Burns, Office manager, Engineering, planning and zoning
 - Memorandum of Understanding (MOU) Tiny Treasures Daycare
10. 7:45 p.m. Laura Kuhn, Fleet & Facilities Management
 - Air Conditioning Installation- Jefferson County Emergency Services Agency
 - Jefferson County Facilities Presentation

11. 8:00 p.m. Christopher L. Callas, Esq.-Wild Hill Solar, LLC
-Resolution and Order authorizing the execution and delivery of a payment in lieu of Taxes Agreement and a lease agreement with Wild Hill Solar, LLC.
12. 8:20 p.m. Jessica James, Assistant Deputy County Administrator
- Approval of Modification of Job Title – “Emergency Medical Dispatching Coordinator” to “Quality Assurance Coordinator” (FT) and “Quality Assurance Evaluator” (PT) – E911
-Approval of Employee Status Change – Full-time to Part-time – E911
-Approval of Employee Salary Adjustment and Employee Promotion – ESA
-Reclassification of Position and Approval to Advertise – Finance and Administration Manager – ESA
13. 8:35 p.m. Bessie Nelson, Budget Director
- State and Internal budget revisions for FY24
- Revisit FY25 Budget Requests
14. 8:45 p.m. Edwina Benites- Development Authority
-Bylaws revision
-Membership update
-Solicitation for board members vacancies and expirations
15. 9:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney
a. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for county office and/or courthouse space.
b. Report by counsel on Magistrate Court space and related issues.
c. Review and discussion of Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff’s Department and the Corporation of Bolivar for Public Safety Services and Intergovernmental Agreement between the Jefferson County Commission, the Jefferson County Sheriff’s Department, and the Corporation of Bolivar for Tax Collection Services
d. Personnel issue
e. Review and discussion of annual renewal of the cooperative law enforcement agreement with Job Corps/Forest Service

OLD BUSINESS

-Discussion and possible action on proposed revisions to the Bylaws of the Jefferson County Planning Commission

COUNTY ADMINISTRATOR REPORT

- -Bylaws revision
- Membership update
- Solicitation for board member vacancies and expirations
- West Virginia Department of Environmental Protection Permit #WV0116025 (see attached)
- Fire Services Study (see attached)
- Appointment Policy (see attached)
- ARPA (see attached)

17. ADJOURN

CORRESPONDENCE AND INFORMATION

Press Release: Commission seeks applicants for volunteer boards

Impact Fees Bank Statements

E-mail correspondence received from the following: Christine Marshall, Bill Gillette

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.