

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION – JULY – SEPTEMBER 2024
THURSDAY, JULY 11, 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 – Pastor Rich Miller, All Church, Martinsburg

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

- June 27, 2024, Regular meeting minutes

APPROVAL OF ACCOUNTS PAYABLE

- July 4, 2024
- July 11, 2024

APPROVAL OF MANUAL CHECKS

- July 5, 2024
- July 12, 2024

APPROVAL OF PAYROLL

- July 5, 2024

REQUISITIONS

- July 11, 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. Angie Banks-Assessor
 - Exonerations
 - Tax ticket apportionment

2. 9:55 a.m. Tom Hansen, Sheriff
 - Job Corps Cooperative Law Enforcement Agreement Renewal

3. 10:05 a.m. Jacki Shadle, County Clerk
 - Employee recognition for 20 years of service

4. 10:10 a.m. Karen Olden, Probate
 - Fiduciary Quarterly Review of Estates opened. Waivers of Final Settlement and Accountings Recorded since last Quarterly Review.

5. 10:25 a.m. Kelly Franklin-Jefferson Day Report Center, Inc.
 - F25 West Virginia Community Corrections Grant Award Contract

6. 10:35 a.m. Roger Goodwin-Chief County Engineer
 - Property Safety Enforcement Agency – Hearing on Case 23-001 (Daniel D. Duncan)

 - Dave Lutman, Lutman Construction, LLC, Home Builder - Discussion of issue with processing building permit applications and Office of Permits and Inspections level of staffing and resources

 - Complete bond release for ILA Properties, Inc. Quail Ridge Subdivision, Section II, Phase III, Lots 129-159 (file#05-55)

7. 11:00 a.m. Jennifer Myers, Director of Jefferson County Parks & Recreation Commission
 - Update and information regarding the 2024 Fireworks event that was held at Sam Michaels Park on June 30, 2024.

8. 11:10 a.m. Laura Kuhn, Fleet & Facilities Management
 - Request for Approval and President's Notarized Signature on Underground Injection Control Permit for Septic Tank and Groundwater Protection Plan for the West Virginia Department of Environmental Protection

9. 11:20 a.m. Jessica James, assistant deputy county administrator
 - Approval of hire - Executive Director, Jefferson County Farmland Protection
 - Pay adjustment (ESA)
 - Employee recognition

10. 11:30 a.m. Nathan Cochran, Prosecuting Attorney's Office

- 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.

OLD BUSINESS

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

- Discussion and possible action on proposed revisions 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)

- Discussion and possible action 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.

COUNTY ADMINISTRATOR REPORT

- Hill Top House TIF
- Letter of Support- Parks and Recreation
- Cox Hollida Young engagement letters

11. ADJOURN

CORRESPONDENCE AND INFORMATION

Jefferson County Historic Landmarks Commission: Quarterly Report

Meeting agenda and public comments received for the July 1, 2024 Shepherdstown Town Hall with Commissioners Cook and Upson

E-mail correspondence received from the following: James Wolfe, Kenneth Shrieves, Danny O'Dell, Tonya Neil, Brendan Mitchell, Justin Duke, Michael Gray, Samuel Hubbard, Ronald Lewis, James Liller, Tyrone Lyles, Todd Hough, Ron Rissler, Stacey Hough, David Tabb.

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.