

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION – JULY – SEPTEMBER 2024
THURSDAY, AUGUST 1, 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 – Moment of silence

Pledge of Allegiance

Pledge of Allegiance to the West Virginia 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:

July 11, 2024

Approval of Accounts Payable:

1. July 18, 2024
2. July 25, 2024
3. August 1, 2024

Approval of Manual Checks:

1. July 19, 2024
2. July 26, 2024
3. August 2, 2024

Approval of Payroll:

July 19, 2024

Requisitions:

August 1, 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 minutes.

Presentations

1. 9:45 am Angie Banks, Assessor
 1. Exonerations
 2. Part-time seasonal hire

2. 9:55 am Tom Hansen, Sheriff
 1. Renewal of Board of Education agreement for public resource officer
 2. Bailiff retirement/replacement
 3. Sheriff’s commission

3. 10:00 am Nikki Painter, Voters and Elections
 1. Extended Emergency Absentee Voting Policy
 2. Early Voting locations
 3. Election update/ timeline

4. 10:15 am Lyn Widmyer, League of Women Voters
Appreciation to the County Commission and County Clerk elections staff on primary election canvass and request November general election canvass be live-streamed

5. 10:30 am Roger Goodwin, chief county engineer of the Department of Engineering, Planning and Zoning
 1. D.R. Horton, Inc.- Tollhouse Woods Subdivision (File #04-21-SD) partial bond release
 2. Shubhangini, LLC- Burr Business Park, Lot 37 Warehouse (File #22-4-SP) partial bond release
 3. Howard Shockey & Sons, Inc.- TeMa North America (File #21-7-SP) complete bond release
 4. Request approval to amend Parks and Recreation Impact Fees- FY 2025 Capital Improvement Plan

6. 10:45 am Mike Sine, director of the Emergency Services Agency
Letter of support- application for new fire department
7. 11:00 am Jennifer Myers, director of Jefferson County Parks & Recreation
Commission
Virtual presentation of the Aquatic Feasibility Study final report by
George Dines from Counsilman-Hunsaker
8. 11:15 am Chris Colville, CEO/ president of the YMCA
Summary of YMCA Feasibility Study demonstrating support for program
expansion and comprehensive aquatic needs
9. 11:30 am Dana Burton, USDA
Request coordination of treatment for spotted lantern fly infestation
10. 11:45 am Karen Olden, Probate, Jefferson County Clerk's office
Motion to remove Howard Lee Moore, Jr. and Alan H. Norton as personal
representatives (co-executors) of the estate of Mary Alice Logan,
deceased, and appoint a successor executor in their place and stead, and
seize estate records from their possession
11. 12:00 pm Board and Commission Appointments and Solicitations
 1. Eastern Panhandle Home Consortium – board solicitation
 2. Parks and Recreation Board – interviews and appointment(s)
12. 12:15 pm Martin Burke, Jefferson County historic landmarks commission
Request for real estate tax relief for the James Osbourn Farm in the
amount of \$11,161.24
13. 12:20 pm Laura Kuhn, director of Jefferson County Fleet and Facilities Maintenance
Request approval of the Courthouse Facilities Improvement Authority
grant application
14. 12:25 pm Jessica James, assistant deputy county administrator
 1. Years of service awards
 2. Approval of Promotion – Deputy County Administrator
 3. Approval of employee status change – part-time to full-time –
Department of IT/GIS
 4. Approval of lateral employee transfer
 5. Approval to advertise – clerk of administration, finance, and human
resources – County Commission administration

6. Approval of advertise – zoning administrator position – Department of Engineering, Planning, and Zoning
7. Approval to advertise – CAD administrator position – Department of Emergency Communications

Old Business

15. Consideration of Order Creating the County Commission of Jefferson County Redevelopment District No. 1 – Hill Top House Hotel and Approving Project Plan No. 1

New Business

16. Resolution in support of the WV Voluntary Farmland Protection Act (JT)
17. Discussion of possible solution for overcrowding and trash issues on the Shenandoah River by Bloomery road and Millville road (JT)
18. Resolution: Expressing condemnation of political violence and denouncing the attempted assassination of former President Donald J. Trump (PM)

19. County Administrator Report

1. Impact Fee Study workshop scheduling- discussion/ possible action
2. Fire Service RFP update- discussion
3. Letter regarding individual tax liability and TIFs- discussion
4. Opioid settlement fund- discussion/ possible action

20. ADJOURN

CORRESPONDENCE AND INFORMATION

YTD Budget Reports
Harpers Ferry-Bolivar PSD Meeting Minutes