

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION – JULY – SEPTEMBER 2024
THURSDAY, AUGUST 15, 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 – 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 Accounts Payable:

1. August 8, 2024
2. August 15, 2024

Approval of Manual Checks:

1. August 9, 2024
2. August 16, 2024

Approval of Payroll:

August 2, 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. 6:10 pm Angie Banks, Assessor
 1. Exonerations
2. 6:15 pm Tom Hansen, Sheriff
 1. Equitable Sharing Agreement and Certification
 2. Tax deputy new hire and transition payment plan
 3. GHSP grant
3. 6:30 pm Jefferson County Junior Little League- Junior League Softball
 1. Recognition award
4. 6:35 pm Chris Colville, CEO/ president of the YMCA
Seeking County support/ partnership in order for YMCA to be eligible to apply for an EPA grant. Grant application requires government or higher education partnership.
5. 7:00 pm Boards and Commissions- interviews/ discussion/ possible action
 1. Bolivar- Harpers Ferry Public Library Board
 2. Jefferson County Board of Health
6. 7:20 pm Elizabeth Wheeler, director of Jefferson County Farmland Protection Board
 1. The attached Deed of Easement for Property 2024-02 has been approved by the Jefferson County Farmland Protection Board and reviewed and approved by the Planning and Zoning Office and the Office of the Prosecuting Attorney. The easement is ready to close. Funding is provided for the easement through the Jefferson County Farmland Protection Board. The 2024-02 easement is for 100 acres with a cost to the board of \$600,000. The landowner is donating \$107,700 of easement value.
7. 7:35 pm Laura Kuhn, director of Fleet and Facilities Management
 1. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.
8. 7:50 pm Nathan Cochran, Assistant Prosecuting Attorney
 1. Report by counsel on West Virginia Human Rights Commission EREP-49-21.
 2. Report by counsel and Health Department on adoption of State policy for appeals of septic applications denied by the Health Department.

3. Report by counsel on Shepherdstown Cell Tower Project.

9. 8:15 pm Jessica James, assistant deputy county administrator
1. Years of service award – Mark Renner, Jefferson County Sheriff’s Office
 2. Approval of hire – building code plans reviewer, Department of Engineering, Planning, and Zoning
 3. Approval of hire – public safety dispatcher, Department of Emergency Communications
 4. Approval to advertise – training coordinator position, Department of Emergency Communications
 5. Approval of work-based learning agreement with Harpers Ferry Job Corps

New Business

10. Consider vacancies on the Jefferson County Commission and potential appointments-discussion/ possible action

County Administrator Report

1. Congressionally directed spending- update (see attached)
2. Fire Service RFP- informational (see attached)
3. Using AI in Grant Application- Workshop- event announcement (see attached)
4. Opioid Settlement Funds- discussion/ possible action (see attached)

11. ADJOURN

CORRESPONDENCE AND INFORMATION

Impact Fee Status Report

July- Total fees and interest collected by Office of Planning and Zoning

Constituent correspondence- Debra Allen, Missy Thompson, Susan Benzinger