

AGENDA  
JEFFERSON COUNTY COMMISSION  
THIRD QUARTERLY SESSION – JULY – SEPTEMBER 2024  
THURSDAY, SEPTEMBER 5, 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 – 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 22, 2024
2. August 29, 2024
3. September 5, 2024

Approval of Manual Checks:

1. August 23, 2024
2. August 30, 2024
3. September 6, 2024

Approval of Payroll:

1. August 16, 2024
2. August 30, 2024

Requisitions:

September 5, 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 and any written comments submitted for the record will be included in the minutes.

Presentations

1. 9:45 am Angie Banks, Assessor
  1. Exonerations- discussion/ possible action
  
2. 9:55 am Commission presentation
  1. Years of Service awards
  2. Jefferson County Excellence Awards (Q2)
    - a. Exemplary Constituent Services
    - b. Outstanding Professionalism
  
3. 10:05 am Consideration of the Shepherdstown District Seat Appointment- discussion/ possible action
  
4. 10:20 am Nikki Painter, Elections- County Clerk’s Office
  1. Poll worker and alternate approval- 2024 General- discussion/ possible action
  
5. 10:30 am Tom Hansen, Sheriff and Treasurer
  1. Tax Deputy new hire- discussion/ possible action
  2. Resolution- GHSP- discussion/ possible action
  
6. 10:35 am Thomas Hansen, Sheriff  
Laura Kuhn, director of Fleets and Facilities Management  
Mike Sine, director of Emergency Services Agency
  1. Designation of the Public Safety Center- discussion/ possible action
    - a. Designation of the Public Service Center lot as the future site of the Public Safety Center
    - b. Request approval to amend the Jefferson County Emergency Services Agency and the Sheriff of Jefferson County CIP
  
7. 10:55 am Mike Sine, director of Emergency Services Agency  
Fire Department Application- discussion/ possible action
  
8. 11:10 am Boards and Commissions- interviews/ discussion/ possible action

1. Bolivar- Harpers Ferry Public Library Board
2. South Jefferson Library Committee
3. Bolivar- Harpers Ferry Public Service District
4. Jefferson County Solid Waste Authority
5. Jefferson County Building Commission
6. HOME Consortium of the Eastern Panhandle

9. 11:30 am Direct counsel to review legal options for prohibiting masks during political protests- discussion/ possible action (Majdi)
10. 11:40 am County groundwater survey- discussion/ possible action (Tabb)
11. 11:50 am Tara Mayson, The Hope Dealer Project
  1. Jefferson County Goes Purple - Recovery Month Proclamation - discussion/ possible action
12. 12:00 pm Leigh Koonce, development coordinator, Old Charles Town Library
  1. Presentation and approval of resolution recognizing September as Library Card Sign-Up Month
13. 12:10 pm Steve Allen, director, Jefferson County Homeland Security and Emergency Management
  1. Approval and signature of the Emergency Management Performance Grant (EMPG) reimbursement document for calendar year 2022
14. 12:15 pm Roger Goodwin, chief county engineering, Department of Engineering, Planning, and Zoning
  1. Partial bond release for Wall Street Partners WV1, LLC-Dollar General Harpers Ferry (File #22-14-SP)
15. 12:20 pm Bessie Nelson, budget director
  1. State budget revisions- discussion/ possible action
  2. Internal budget revisions- discussion/ possible action
  3. Review and approval of FY25 budget selection to include medical; dental; vision; short-term disability; accident, death, and dismemberment; and, life insurance
16. 12:45 pm Jessica James, assistant deputy county administrator
  1. Recognition of Commissioner Jane Tabb, 2024 recipient of the WV Women's Commission's Mitchell-Bateman Government and Public Service award
  2. Appointment of Zoning Administrator for the Department of Engineering, Planning, and Zoning

3. Approval of hire –planning and zoning clerk, Department of Emergency Communications
4. Approval of hire – finance and administration manager, Emergency Services Agency
5. Approval to advertise – finance director, Department of Commission Administration
6. Correction of clerical payment error for three employees of the Prosecuting Attorney’s Office

17. 1:00 pm Nathan Cochran, Assistant Prosecuting Attorney
1. Report by counsel on Jefferson County Circuit Court Case No. 2023-C-127
  2. Report by counsel on Shepherdstown Emergency Communications Tower Project.

18. 1:15 pm County Administrator Report
1. ESA Policies- discussion/ possible action (see attached)
  2. Fire Service RFP- discussion/ possible action (see attached)
  3. Using AI in Grant Application- workshop- discussion/ possible action (see attached)
  4. Bloomery Road Workgroup- discussion/ possible action (see attached)
  5. Impact Fees- discussion/ possible action (see attached)
  6. Opioid Settlement Funds- discussion/ possible action (see attached)
  7. Creation of the Office of Human Resources- discussion/ possible action (see attached)
  8. Promotion of staff to lead the newly created Office of Human Resources- discussion/ possible action (see attached)
  9. Consider matters involving or affect the construction, planning, purchase, sale, or lease of property for County office space and/or courthouse space- discussion/ possible action

19. ADJOURN

CORRESPONDENCE AND INFORMATION

Public comments received during the August 15, 2024 regular county commission meeting:  
 Jacqueline Milliron, Denise Nick, David Tabb

Other constituent comments received: Nancy Jones, Richard Zigler