

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION – JULY – SEPTEMBER 2024
THURSDAY, September 19, 2024
6:00 p.m.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

Zoom Broadcast (live):

<https://us06web.zoom.us/j/88183557137?pwd=2lbl42Q7pcVjmR4HYNjvfvAtOS1QCD.1>

Meeting ID: 881 8355 7137

Passcode: 662210

If you are attending virtually and would like to speak during the public comment period, please use the “raise hand” icon.

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. September 12, 2024
2. September 19, 2024

Approval of Manual Checks:

1. September 13, 2024
2. September 20, 2024

Approval of Payroll:

September 13, 2024

Approval of Requisitions:

September 19, 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 Zoom 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. Apportionment tickets (split tickets)
 3. Acknowledgement of the Assessor’s Certificate of Compliance

2. 6:15 pm Dylan Parsons, Mountain Party chair
 1. Shepherdstown Magisterial District Seat

3. 6:25 pm Tom Hansen, Sheriff
 1. Deputy New Hire
 2. PT bailiff hire and future needs
 3. JAG PRO grant application
 4. Home Confinement program

4. 6:35 pm Boards and Commissions- interviews and possible appointments
 1. Jefferson County Development Authority
 2. Jefferson County Farmland Protection board

5. 7:00 pm Bessie Nelson, County Commission
 1. State Fire Protection Funding to County Fire Departments
 2. Revision to starting salary

6. 7:05 pm Bob Trainer, Mayor of Charles Town
John Nissel, city manager of Charles Town
Keith Lowry, executive director of the Jefferson County Community Ministries
 1. Importance of the County Liaison position and possible funding options for FY 26 and beyond

7. 7:20 pm Publication of Commission policies (Majdi)
8. 7:25 pm Servando Arredondo, Mountaineer Food Bank
Designation of September as Hunger Action Month
9. 7:30 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 Supreme Court of Appeals of West Virginia Case No. 29-369
10. 7:45 pm Jessica James, assistant deputy county administrator
 1. Correction of clerical error for three employees of the Prosecuting Attorney's Office
 2. Approval of position upgrade/approval to advertise – WVU Extension Service administrative assistant position
 3. Approval of promotion – FF/EMT II to FF/EMT III
 4. Approval to re-advertise – zoning administrator position
 5. Consider personnel issues involving potential employee complaint
11. 8:00 pm Roger Goodwin, Department of Engineering, Planning, and Zoning
 1. Approval of West Virginia Department of Economic Development and Jefferson County Commission- Agreement/ Contract extension #3 for the Hill Top House Hotel Tourism Development District project services

County Administrator Report

1. Fire Service RFP- discussion/ possible action (see attached)
2. Using AI in Grant Application- workshop- discussion/ possible action (see attached)
3. Bloomery Road Workgroup- discussion/ possible action (see attached)
4. Impact Fees- discussion/ possible action (see attached)
5. Academy Days 2024- discussion/ possible action (see attached)
6. Opioid Settlement Funds- discussion/ possible action (see attached)
7. Poll workers list published- discussion/ possible action (see attached)
8. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space- discussion/ possible action- discussion/ possible action

11. ADJOURN

CORRESPONDENCE AND INFORMATION

1. Year-to-Date budget reports
2. Tabb, David
3. West Virginia Department of Arts, Culture, and History

4. Public comments received from the following during the September 5, 2024 regular JCC meeting: Toni Milbourne, Jacquelyn Milliron, David Tabb, Colin Stine