

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION – JULY – SEPTEMBER 2024
THURSDAY, October 3, 2024
9:30 a.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/84274880315?pwd=kxBWIA8I8DbLoxPpk7A7G3Daq3bde1.1>

Meeting ID: 842 7488 0315

Passcode: 616099

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.

Consent Agenda

1. Approval of Accounts Payable:

1. September 26, 2024
2. October 3, 2024

2. Approval of Manual Checks:

1. September 27, 2024
2. October 4, 2024

3. Approval of Payroll:

September 27, 2024

4. Approval of Requisitions:

October 3, 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.

Regular Agenda- It is expected that all items will include discussion and possible action

1. 9:40 am Angie Banks, Assessor
 1. Exonerations
 2. Consolidation of parcels: Charles Town Corporation parcel 3 to be consolidated with parcel 4
2. 9:50 am Jessica James, Chief Human Resources Officer
 1. Anniversary Awards
3. 9:55 pm Jacki Shadle, County Clerk
 1. Approval to move a part-time employee to full-time
4. 10:00 am Karen Olden, Jefferson County Clerk (Probate)
 1. Quarterly review of estates—approve estates opened since last quarterly review in July, and close estates that have met all the requirements per WV State Code
5. 10:05 pm Jennifer Myers (Parks and Recreation) and Debbie Lowe (Sheriff’s Office), Bloomery Road Work Group
 1. Initial findings of the Bloomery Road Work Group
6. 10:15 am Edwina Benites-LM, County Commission
 1. FY 2024 Budget Overview and Changes, presentation by Charli Heilmann of Cox Hollida Young

7. 10:25 am Jane Tabb, Jefferson County Commissioner
 1. Impact Fees
8. 10:35 am Roger Goodwin, Engineering
 1. Partial bond release for Roderick Planes, LLC- Aspen Greens Phase IIB (File #20-1-SD)
9. 10:40 am Ami Sirbaugh, Children's Home Society of West Virginia- Victoria's House Child Advocacy Center
 1. Letter supporting Children's Home Society of West Virginia in application to West Virginia First Foundation
10. 10:45 am Jessica James, Chief Human Resources Officer
 1. Approval of hire – full-time Firefighter/EMT I
 2. Consider personnel issues involving potential employee complaint
11. 10:50 am Nathan Cochran, Assistant Prosecuting Attorney
 1. Report by counsel on West Virginia Human Rights Commission EREP-49-21.
 2. Discussion and possible action regarding minor boundary issue between Berkeley and Jefferson counties
 3. Report by counsel on wearing facemasks in public
12. 11:15 am Edwina Benites-LM, County Administrator
 1. Using AI in Grant Application- workshop (see attached)
 2. Bloomery Road Workgroup (see attached)
 3. Impact Fees Study Next Steps (see attached)
 4. BEAD Application (see attached)
 5. Opioid Settlement Funds (see attached)
 6. Remaining ARPA Funds (see attached)
 7. Meeting minutes- options (see attached)
 8. CFO recruiting (see attached)
 9. Ranson Lot/ ESA Expansion (see attached)
 10. Congressionally Directed Spending requests (see attached)
 11. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space

13. ADJOURN

CORRESPONDENCE AND INFORMATION

Letter from the WVPSC re: quarterly disbursement of wireless subscriber fees.