

AGENDA  
JEFFERSON COUNTY COMMISSION  
FOURTH QUARTERLY SESSION – OCTOBER- DECEMBER 2024  
THURSDAY, OCTOBER 17, 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/85375960621?pwd=MYJBLkXKddaKBnnxHulh231w9xeTor.1>

**Meeting ID: 853 7596 0621**

**Passcode: 299548**

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

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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.*

Consent Agenda

1. Approval of Accounts Payable:

1. October 10, 2024
2. October 17, 2024

2. Approval of Manual Checks:

1. October 11, 2024
2. October 18, 2024

3. Approval of Payroll:

October 11, 2024

4. Approval of Requisitions:

October 17, 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](mailto: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. 6:10 pm Angie Banks, Assessor
  1. Consolidation of land
2. 6:15 pm Tom Hansen, Sheriff
  1. GHSP Grant Award
  2. New position request
3. 6:30 pm Bessie Nelson, County Commission
  1. Permission to advertise for Audit Committee and advertise for Audit RFP
4. 6:40 pm Harvest Homes LLC
  1. Landowner petition for map amendment for Harvest Homes, LLC: Charles Town, Map 4, Parcels 11, 11.1, and 13 containing total of approximately 127 acres (126.4 per tax map, 127.6 per deeds). Request to schedule a public hearing and refer the application to the Planning Commission for advice on the Comprehensive Plan Consistency of the request.
5. 6:50 pm Mike Shepp, Planning Commission  
Luke Seigfried, County Planner
  1. Planning Commission presentation of the recommended Comprehensive Plan

6. 7:30 pm ARPA Funding Requests
7. 8:00 pm Opioid Funding Requests
8. 9:30 pm Peter Vila, Jefferson County Solid Waste Authority
  1. Jefferson County Solid Waste Authority proposes expansion of operations to adjoining Transfer Station and Landfill property
10. 9:45 pm Pasha Majdi, Commissioner
  1. Hydrogeologic testing requirements for land development
11. 9:55 pm Pasha Majdi, Commissioner
  1. Promotion of farm wineries and tourism in Jefferson County
12. 10:25 pm Jessica James, Chief Human Resources Officer
  1. Approval of letter of appointment – designation of fire chief
  2. Review and approval of update to Annual Performance Review Policy 217 and associated documents
13. 10:40 pm 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 Supreme Court of Appeals of West Virginia Case No. 23-369.
  4. Report by counsel on Jefferson County Circuit Court Case No. 23-112.
14. 11:15 pm Edwina Benites-LM, County Administrator
  1. Time and location of the Canvass
  2. Impact fee next steps (see attached)
  3. Shepherdstown Tower letter of support (see attached)
  4. FY 23 Audit Update (see attached)
  5. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space
15. ADJOURN

## CORRESPONDENCE AND INFORMATION

JCHLC Quarterly Report for October 2024