

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION – OCTOBER- DECEMBER 2024
THURSDAY, November 21, 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/87317284310?pwd=5cfEcnYwgTI6D4Jm8uNdJvmSUxkE3c.1>

Meeting ID: 873 1728 4310

Passcode: 095040

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. November 14, 2024
2. November 21, 2024

2. Approval of Manual Checks:

1. November 15, 2024
2. November 22, 2024

3. Approval of Payroll:

1. November 8, 2024

4. Approval of Requisitions:

1. November 21, 2024

5. Approval of Meeting Minutes

1. October 3, 2024
2. October 17, 2024
3. November 12, 2024
4. November 18, 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. 6:10 pm Roger Goodwin, Deputy County Administrator/ Director and Chief Engineer
Michelle Mason, Impact Fees Program Specialist
 1. Impact Fees 2024 Recalculation Study- Possible Adoption of Revised Impact Fees
2. 6:55 pm Tom Hanson, Sheriff and Treasurer
 1. Tax Deputy New Hire
 2. Home Confinement Update
 3. Administrative Assistant New Hire
3. 7:10 pm Mike Sine, Director of Emergency Services
 1. Pay Adjustment in accordance with ESA AP1192 for 10 years of prior work experience and service.
 2. Approval of Ronnie Shutts from part-time to full-time FF/ EMT III effective 11/24/2024.

4. 7:20 pm Jessica James, Chief Human Resources Officer
 1. Approval to hire – CFO position
 2. Notices of Solicitation – GIS Analyst Level 1 and Building Code Plans Reviewer - informational only

5. 7:30 pm Nathan Cochran, Assistant Prosecuting Attorney
 1. Report by counsel on West Virginia Human Rights Commission EREP-49-21.

6. 7:40 pm Roger Goodwin, Deputy County Administrator, Director and Chief County Engineer of the Jefferson County Department of Engineering, Planning, and Zoning
 1. Appointment of Acting/ Interim Zoning Administrator

7. 7:45 pm Edwina Benites-LM, County Administrator
 1. Hydrogeologic Studies- Berkeley County
 2. Assessor’s Additional Duties
 3. Commissioner/ Board seats held by current commissioners
 4. 250th Anniversary Celebration
 5. CDARS Renewal Approval

8. ADJOURN

CORRESPONDENCE AND INFORMATION

1. Moshe Hay Saikevich
2. West Virginia Courthouse Facilities and Improvement Authority
3. David Tabb