

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION – OCTOBER- DECEMBER 2024
THURSDAY, December 5, 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/83922951845?pwd=AyF7wVo7aJhFuhGpyYNNUcPaWPYuQ4.1>

Meeting ID: 839 2295 1845

Passcode: 871003

Meeting ID: 885 0813 1766

Passcode: 629988

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

Approval of Minutes

1. November 7, 2024 Regular Meeting
2. November 12, 2024 SPECIAL SESSION CANVASS DAY 1
3. November 13, 2024 SPECIAL SESSION CANVASS DAY 2
4. November 19, 2024 SPECIAL SESSION CANVASS CERTIFICATION
5. November 21, 2024 Regular Meeting
6. November 26, SPECIAL SESSION

Approval of Accounts Payable:

1. November 28, 2024
2. December 5, 2024

Approval of Manual Checks:

1. November 29, 2024
2. December 6, 2024

Approval of Payroll:

1. December 6, 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 Jessica James, Chief Human Resources Officer
1. Employee recognition
2. 9:45 am Roger Goodwin, Director and Chief County Engineer
Michelle Mason, Impact Fees Program Specialist
1. Impact Fees 2024 Recalculation Study- Possible Adoption of Revised Impact Fees
3. 10:30 am Roger Goodwin, Director and Chief County Engineer
1. Partial bond release for Rocky Ridge Phase 1 file # 19-7-SD
2. Complete bond release for DALB West Building Expansion file # 23-12-SP
4. 10:35 am Mike Sine, Director of Emergency Services

1. West Virginia Emergency Management Services Enhancement Funding application approval
 2. Federal Emergency Management Grant application approval
5. 10:40 am Tom Hansen, Sheriff and Treasurer
 1. Salary correction- tax deputy
 6. 10:45 am Karen Olden, Jefferson County Clerk (Probate)

Special Probate Session: Review Estate Final Accounting for Ruth Ann Meyers, deceased. Henry W. Morrow, Jr. Administrator CTA, DBN
 7. 11:00 am Public Hearing: Harvest Homes, LLC Zoning Map Request
 8. 11:30 am Nathan Cochran, Assistant Prosecuting Attorney
 1. Report by counsel on West Virginia Human Rights Commission EREP-49-21.
 9. 12:00 pm Edwina Benites-LM, county administrator
 1. Development Authority- ARPA Funding (See attached)
 2. CDARS Renewal Approval (See attached)
 3. 2025 Board of Review (See attached)

CORRESPONDENCE AND INFORMATION

1. Alicia Payne
2. Governor Jim Justice
3. Daniel Galindo, Loudoun County Planning and Zoning