

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION – OCTOBER- DECEMBER 2024
THURSDAY, December 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/87804164690?pwd=CZD86621qP6yDivBp9Q0xcA4B13qBl.1>

Meeting ID: 878 0416 4690

Passcode: 027540

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. December 5, 2024 Regular Meeting
2. December 5, 2024 Special Joint Session

Approval of Accounts Payable:

1. December 12, 2024
2. December 19., 2024

Approval of Manual Checks:

1. December 13, 2024
2. December 20, 2024

Approval of Payroll:

1. December 20, 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. 6:15 pm Presentation: Commissioner Jane Tabb’s retirement
 1. Jason Adams, Jefferson County Farmland Protection Board
 2. Liz Wheeler, former director of the Jefferson County Farmland Protection Board
 3. Mike Sine, Jefferson County Emergency Services Agency
 4. Thomas Hansen, Jefferson County Sheriff
 5. Jeff Polczynski, Director of Communications, Jefferson County 911
 6. Jennifer Myers, Jefferson County Parks and Recreation
 7. Emily Wells, West Virginia University Extension
 8. Patsy Noland, former Jefferson County Commissioner
2. 6:40 pm Jessica James, Chief Human Resource Officer
 1. Ratification of start date
 2. Approval of Hire – Administrative Assistant – Jefferson County WVU Extension Office
 3. Approval of Hire – Training Coordinator – Jefferson County Emergency Communications
 4. Approval of Employee Change in status-Full time to Part time – Emergency Services Agency
 5. Approval of change in FLSA exemption status for positions within the Office of the Prosecuting Attorney
 6. Salary change, Jefferson County Farmland Protection Board

3. 7:00 pm David Bound, Chief Financial Officer
 1. State and internal budget revisions for FY25
 2. Approval of FY26 Budget Process Calendar
 3. County ARPA obligations
4. 7:10 pm Jane Tabb, Commissioner
 1. Motion to repeal Jefferson County’s Obscenity Ordinance
5. 7:20 pm Non-residential Impact Fees
6. 7:40 pm Roger Goodwin, Engineering, Planning, and Zoning
 1. Appointment of an interim Zoning Administrator
7. 7:45 pm Krista Hoffman, Jefferson County Development Authority
 1. Economic development project funding modification
 2. Local Economic Development grant resolution approval
7. 7:55 pm Jeffrey Polczynski, Director of Communications
 1. Approve contract amendment to Motorola Solutions Connectivity Master Services Agreement
8. 8:10 pm Sandy Hamilton, Telamon
 1. Telamon Community Board Representation
9. 8:15 pm Nathan Cochran, Assistant Prosecuting Attorney
 1. Report by counsel on Impact Fee cap issue
10. 8:20 pm Edwina Benites-LM, county administrator
 1. 2025 Holiday Schedule
 2. 2025 Meeting Schedule

CORRESPONDENCE AND INFORMATION

1. David Tabb
2. David Tabb
3. Comment received as part of consideration of the Comprehensive Plan after December 1