

AGENDA  
JEFFERSON COUNTY COMMISSION  
FIRST QUARTERLY SESSION – JANUARY- MARCH 2025  
THURSDAY, January 16, 2025  
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/85188742214?pwd=DBNL0IIAso7COG8rLBq5nLubhJzMWx.1>

Meeting ID: 851 8874 2214

Passcode: 413550

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

Approval of Minutes

1. January 2, 2025 Regular Meeting Minutes DRAFT
2. December 4, 2024 Comprehensive Plan Meeting Minutes DRAFT

Approval of Accounts Payable:

1. January 9, 2025
2. January 16, 2025

Approval of Manual Checks:

1. January 10, 2025
2. January 17, 2025

Approval of Payroll:

1. January 17, 2025

Announcements:

*Please note:*

- Draft minutes are included in the meeting packet. Draft meeting minutes are often also available separately online. See both here: <https://www.jeffersoncountywv.org/find-it-fast/agendas-minutes-and-webcasts>
- Jefferson County Commission spending syncs with West Virginia Checkbook (<https://www.wvcheckbook.gov/>) daily. A complete list of publicly available information, and tutorials on using the site, are available online.

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, County Assessor
  1. Exoneration
2. 6:15 pm Board and Commissioner Appointments
  1. Planning Commission
    1. Allers, Michael Jr.
    2. Chrisman, Amy
    3. Dale, John Henry
    4. Hagberg, Brian
    5. Hayes, Daniel
    6. Heck, Tammy
    7. Holland, Zach

8. Kletter, Elliot
9. Morris, Charles
10. Ross, Maura
11. Tabb, David
12. Wesolek, Tim

3. 6:45 pm Cory Roman, HOME Consortium
  1. Request: Public hearing regarding HOME Consortium work in Jefferson County
4. 6:50 pm Karen Olden, Jefferson County Clerk's office
  1. Quarterly review of accountings and waivers of final settlements
  2. Set hearing date: Petition to probate will of Thelma M. Kaetzel, in solemn form
5. 7:05 pm Mike Sine, Jefferson County Emergency Services Agency
  1. Conversion and reclassification of part-time positions
6. 7:35 pm Nathan Cochran, Prosecuting Attorney's Office
  1. Report by counsel on West Virginia Human Rights Commission EREP-49-21
7. 7:45 pm Edwina Benites-LM, County Administrator
  1. Legislative priorities roundtable- update
  2. Letter of support- RAISE letter for Harpers Ferry
  3. Future of the fire service study- request for commissioner appointment
  4. Rason property acquisition request- ESA expansion
  5. Personnel issue: County Administrator
  6. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space.

#### CORRESPONDENCE AND INFORMATION

1. David Tabb – Public comment attachment
2. Jacquelyn Milliron – Public comment attachment