

County Appointed Boards and Commissions

<u>Term Expiration</u>	<u>Length of Term</u>	<u>Name of Board/Commission</u>
January 1	3 years	Board of Zoning Appeals
January 31	3 years	Eastern Panhandle Transit Authority (EPTA)
February 8	2 years	Property Safety Enforcement Agency (quarterly asneeded)
March 6	3 years	Historic Landmarks Commission
March 31	3 years	Planning Commission
April 5	3 years	Development Authority
June 30	4 years	Solid Waste Authority
June 30	5 years	Board of Health
June 30	6 years	Harpers Ferry/Bolivar Public Service District
June 30	5 years	Harpers Ferry/Bolivar Public Library Board
June 30	3 years	Parks & Recreation Commission
June 30	5 years	South Jefferson Library Committee
June 30	2 years	Region 9 Eastern Panhandle Regional Planning and Development Council
July 1	2 years	Building Code Board of Appeals (annually or as needed)
July 3	3 years	Community Corrections Board (Jefferson Day Report Center)
July 27	5 years	Building Commission (as needed)
September 7	4 years	Farmland Protection Board
September 29	4 years	Civil Service Commission

More information re: qualifications, how to apply, etc. can be found via the following:

- County Website: jeffersoncountywv.org
- County Facebook page: facebook.com/jeffersoncountywv
- Email: jjames@jeffersoncountywv.org directly or call 304-728-3282
- County Constituent e-mail alerts – email info@jeffersoncountywv.org to be added to the distribution list to receive County Commission agendas, notices of Special Sessions & Public Hearings, employment & volunteer opportunities, etc.

County Commission Recurring Monthly Meetings

	Monday	Tuesday	Wednesday	Thursday	Friday
WK1	12pm – Region 9 (quarterly – Jan., April, July, October)				
WK2	5pm – Farmland Protection Board	5:30pm – S.Jeff. Library (except July, December) *7pm – Planning Commission	1pm – Community Corrections Board *7pm – Historic Landmarks		9am – Board of Health
WK3	4pm - EPTA 7pm – HF Bolivar Library	3pm – Development Authority	3pm – HF Bolivar PSD *5pm – Civil Service Comm. 7pm – Parks and Rec.		
WK4	7pm – Solid Waste Authority	*7pm - Planning Commission (as needed)	*6:30pm – Property Safety (quarterly)	*2pm – Board of Zoning Appeals	

*meetings held at the Jefferson County Commission meeting room - Old Charles Town Library

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 21, 2024, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: one unexpired term ending June 30, 2025

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 or via email at info@jeffersoncountywv.org no later than 12:00 p.m. the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 21, 2024, or as soon thereafter as the Commission may decide:

Jefferson County Building Commission - two (2) five-year terms ending July 27, 2029

Per West Virginia State Code:

"No more than two thirds of the total number of members of the board of each commission shall be from the same political party and no member of any such board shall hold any office (other than the office of notary public) or employment under the United States of America, the state of West Virginia, any county or political subdivision thereof, or any political party. All members of any board shall be residents of the county for which appointed."

Please note: Interested applicants must not have ties to any local financial agencies or institutions that may potentially bid on projects approved by the members of the Jefferson County Building Commission.

The Jefferson County Building Commission does not have a regular meeting scheduled and, instead, meets on an as-needed basis.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 or via email at info@jeffersoncountywv.org no later than 12:00 pm on the Monday prior to the proposed appointment date.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 21, 2024 or as soon thereafter as the Commission may decide:

Jefferson County Property Safety Ordinance Enforcement Agency Board - two (2) two-year terms ending February 8, 2026

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 or via email at info@jeffersoncountywv.org by 12:00 pm the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 4, 2024 or as soon thereafter as the Commission may decide:

Jefferson County Planning Commission - two (2) three-year terms ending March 31, 2027

Per WV State Code §8A-2-4:

(b) The members of a county planning commission must be:

(1) Residents of the county; and

(2) Qualified by knowledge and experience in matters pertaining to the development of the county.

(c) At least three fifths of all of the members must have been residents of the county for at least three years prior to appointment and confirmation by the county commission.

(d) The members of a county planning commission must fairly represent different areas of interest, knowledge and expertise, including, but not limited to, business, industry, labor, farming, government and other relevant disciplines. One member must be a member of the county commission or a designee. The term of membership for this member is the same as the term of office.

(e) The Legislature finds that there are persons willing to serve on planning commissions who may also own interests in businesses that regularly conduct business in front of or with planning commission staff. Such persons may have experience and expertise which would be valuable assets to a planning commission. For those reasons, notwithstanding any other provisions in this code to the contrary, any person employed by, owning an interest in or otherwise associated with a business that regularly conducts business in front of or with planning commission staff may also serve as a member of a planning commission and shall not be disqualified from serving as a member because of a conflict of interest as defined in section fifteen, article ten, chapter sixty-one of this code and shall not be subject to prosecution under provisions of that chapter when the violation is created solely as a result of his or her relationship with the business. This member must recuse himself or herself from any vote, discussion, participation or other activity regarding the conflicting issue.

(f) The Legislature finds that there are persons willing to serve on planning commissions who may also own interests in businesses who regularly conduct business in front of or with planning commission staff. Such persons may have experience and expertise which would be valuable assets to a planning commission. For those reasons, notwithstanding any other provisions in this code to the contrary, any person employed by, owning an interest in or otherwise associated with a business that regularly conducts business in front of or with planning commission staff may also serve as a member of a planning commission and shall not be in violation of subsection (g), section five, article two, chapter six-b of this code if the member recuses himself or herself from any vote, discussion, participation or other activity regarding the conflicting issue: Provided, That such members do not constitute a majority of the members of the planning commission at the same time.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 or via email at info@jeffersoncountywv.org by 12:00 pm the Monday prior to the appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 4, 2024 or as soon thereafter as the Commission may decide:

Historic Landmarks Commission – three 3-year terms ending March 31, 2027

The Historic Landmarks Committee is specifically seeking Jefferson County residents with education and experience or demonstrated special interest in historic preservation or local history drawn from one of the following professions: history, architecture, archeology, landscape architect, real estate, or law.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 or via e-mail at info@jeffersoncountywv.org no later than 12:00 p.m. the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 4, 2024 or as soon thereafter as the Commission may decide:

Building Code Board of Appeals – five (5) two-year terms ending July 1, 2026.

Per Title 87 Legislative Rule – State Fire Commission:

Section 113.3. Board of Appeals – Qualifications

“The board of appeals shall consist of five members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction. They may include, but are not limited to, a WV Registered Professional Architect or Engineer, or a WV Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical, or Fire Protection Contractor with at least 10 years’ experience, five of which shall be in responsible charge or work. No less than one of the members of such Board of Appeals shall be a WV Registered Professional Architect or Engineer, or a WV Licensed General Building, Residential, Electrical, Piping, Plumbing, Mechanical or Fire Protection Contractor.”

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 or via e-mail at info@jeffersoncountywv.org no later than 12:00 p.m. the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

The Jefferson County Commission proposes to select nominees to potentially serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 4, 2024, or as soon thereafter as the Commission may decide:

CHARLES TOWN UTILITY BOARD

Upon approval of the Ordinance authorizing the acquisition of the Jefferson County Public Service District sewer system, including the real and personal property, the Utility Board will continue to be comprised of five (5) members, each of which shall be appointed by the City Council. With respect to one (1) member of the Utility Board, the City Council will consider the recommendation of the County Commission for the individual to serve on the Utility Board as follows:

a) The County Commission shall have the right to nominate not more than three (3) individuals to serve as a member of the Utility Board, each of whom shall satisfy all of the following criteria:

- (1) Resident of Jefferson County, West Virginia
- (2) Customer of the Charles Town Utility Board served by the Assets of the former "District Sewer System," or extensions thereof; and,
- (3) Customer of the Charles Town Utility Board paying the same prevailing sewer rate charged to the customers of the former "District Sewer System"

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 or info@jeffersoncountywv.org no later than 12:00 p.m. the Monday before the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.