

**AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JANUARY 7, 2016
9:30 A.M.**

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

1. 9:30 a.m. County Commission Organization
 - a. Selection of President
 - b. Selection of Vice President
 - c. Committee Assignments

APPROVAL OF MINUTES

- December 17, 2015 - Regular Meeting
- December 18, 2015 - Canvass Special Election
- December 28, 2015 - Certification of Results for Special Election

APPROVAL OF ACCOUNTS PAYABLE

- December 17, 2015
- December 23, 2015
- December 30, 2015

APPROVAL OF MANUAL CHECKS

- December 17, 2015
- December 30, 2015

PAYROLL APPROVAL

- December 17, 2015
- December 18, 2015 Poll Workers
- December 30, 2015

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

2. 10:00 a.m. C. Mark Hofe, 23rd Judicial Circuit Probation Department
- Annexation of former Day Report Center Space - Discussion/Action
3. 10:15 a.m. Pete Dougherty, Sheriff
- Approval of permanent appointment of Jefferson County Animal Control Officers as Humane Officers - Discussion/Action
4. 10:30 a.m. Laura Storm, Circuit Clerk
- Presentation to County Commission regarding Jefferson County Jail Annex
5. 10:45 a.m. BREAK
6. 11:00 a.m. Interview/Appointment to the Jefferson County Board of Zoning Appeals - One 3 year term ending January 1, 2019 - Discussion/Action
7. 11:15 a.m. Stephanie Grove, County Administrator
- Presentation: A Guide to Understanding Property Taxes

NEW BUSINESS

8. Resolution in support of the Stepping Up Initiative to Reduce the Number of People with Mental Illness in Jails/Application to participate in the National Summit on Reducing the Prevalence of Individuals with Mental Illness in Jails - Discussion/Action (EB)
9. Notice for the 2016 Board of Review and Equalization - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Approval of 2016 State Budget Revision #4 - Discussion/Action
- Approval of 2016 Internal Budget Revision #1 & #2 - Discussion/Action
- Review of Budget to Actual as of November 30, 2015 as presented on December 17, 2015

COUNTY ADMINISTRATOR REPORTS

- In-kind engineering assistance for Harpers Ferry - Discussion/Action
- Legal Update Civil Case No. 3:15CV138 and 15C282

COUNTY COMMISSION REPORTS

10. ADJOURN

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- **Quarterly Report for the Jefferson County Planning and Zoning**
- **Quarterly Report for the Jefferson County Homeland Security and Emergency Management**

CORRESPONDENCE/INFORMATION

1. **Reminder: Jefferson County Offices will be closed on Monday, January 18, 2016 in observance of Martin Luther King, Jr. Day.**
2. **Notice of Public Hearing - Thursday, January 21, 2016 at 7:00 p.m. - Proposed text amendments regarding rural campground standards.**
3. **The Jefferson County Commission proposes to name persons to serve on the Water Advisory Committee - Three 3-year terms ending January 31, 2019 on January 21, 2016.**
4. **Correspondence received from Gary G. Howell, Chairman, House Committee on Government Organization regarding a result of a study, committee staff has gathered available information regarding websites, minutes, and ordinances, as well as general contact information.**
5. **Correspondence received from the West Virginia Department of Transportation - Division of Highways regarding the draft copy of the 2016-2021 Statewide Transportation Improvement Program (STIP) is available for public comment.**
6. **Jefferson County Public Service District Regular Board Meeting Minutes for November 2, 2015 received.**
7. **WV Lottery Weekly Settlement for Charles Town - week ending December 12, 2015.**
8. **WV Lottery Weekly Settlement for Charles Town - week ending December 19, 2015.**
9. **WV Lottery Weekly Settlement for Charles Town - week ending December 26, 2015.**

At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.