

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, MAY 5, 2016**  
**9:30 A.M.**

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

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- April 19, 2016 Special Session to Lay the Levy
- April 21, 2016 Regular Meeting

**APPROVAL OF PURCHASE ORDERS**

- May 5, 2016

**APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS**

- April 28, 2016
- May 5, 2016

**APPROVAL OF PAYROLL**

- April 21, 2016
- May 5, 2016

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Ralph Lorenzetti, Prosecuting Attorney  
- Request to hire a summer Intern in the Victim Advocate's Office -  
Discussion/Action

2. 10:00 a.m. Barbara Miller, Jefferson County Office of Homeland Security and Emergency Management  
- Approval of employment - Deputy Director - Discussion/Action
3. 10:15 a.m. Roger Goodwin, Chief County Engineer  
- Complete Construction Bond Release for Asbury United Methodist Church (File #S11-05) - Discussion/Action  
- Complete Construction Bond Release for Colonial Hills Subdivision, Phase 1, Lots D1-D20 (File #00-03) - Discussion/Action  
- Complete Construction Bond Release for Colonial Hills Subdivision, Phase 2, Lots TH1-TH60 (File #04-33) - Discussion/Action
4. 10:30 a.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Review and report regarding the following cases:  
15-AA-4  
16-AA-2  
15-C-282  
16-C-18  
13-C-432/15-1155  
16-C-43  
Any or all of which may require an Executive Session to obtain legal advice
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate Office  
- Probate in Solemn Form - Last Will and Testament of Lawrence L. Cook, deceased - Discussion/Action
7. 11:30 a.m. **Break for Lunch**

#### **NEW BUSINESS**

8. Discussion to determine the process and request support for placing on the November General Election Ballot a Levy to support the following organizations: Jefferson Arts Counsel, Parks and Recreation, Libraries, and Fire Departments - Discussion/Action (PN)
9. Discuss possibility of a Public Hearing for citizens to provide input regarding the restructuring of the Departments of Planning, Zoning, Engineering, Impact Fees, and GIS - Discussion/Action
10. Ratification of the motion made on April 21, 2016 to approve the hire of Noemi Brun for the custodial vacancy within the Maintenance Department - Discussion/Action
11. Discuss the appointment to the Harpers Ferry/Bolivar Public Service District - One unexpired term ending June 30, 2016 - Discussion/Action

**FINANCIAL DIRECTOR REPORTS**

- Review of HRA 18 month impact for employees due to the Highmark Medical Insurance Renewal period change from calendar year to fiscal year (July 1, 2016 - June 30, 2017) - Discussion/Action
- Review of WVCORP Self Insurance Renewal for Liability (Property, Automobile, Liability, Volunteer Accident & Sickness, and Line of Duty Act) and Workers' Compensation coverage for July 1, 2016 to July 1, 2017 - Discussion/Action

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

**~~~~~ AFTERNOON SESSION ~~~~~**

- 12. 1:30 p.m. Work Session - Amendments of the various sections of the Zoning and Land Development Ordinance (File #ZTA15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting campgrounds in certain Rural and Commercial zoning districts
- 13. **ADJOURN**

**DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS**

- Quarterly Report for the Planning and Zoning Department

**CORRESPONDENCE/INFORMATION**

Jefferson County Commission Notice of Public Hearing - Draft Amendment to the Affordable Housing Discount Provision of the Impact Fees Procedure Ordinance.

Budget to Actual Documents as of March 31, 2016 as presented by Financial Director during the April 21, 2016 Regular Meeting.

Letter from the Senate of West Virginia re: programming of traffic lights within the County.

2016 Jefferson County Levy Rate Sheet.

Jefferson County Public Service District Regular Board Meeting Minutes from March 7, 2016.

WV Lottery weekly settlement for Charles Town - week ending April 16, 2016.

WV Lottery weekly settlement for Charles Town - week ending April 23, 2016.