

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JUNE 30, 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

APPROVAL OF MINUTES

- June 16, 2016 Regular Meeting

APPROVAL OF PURCHASE ORDERS

- June 30, 2016

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- June 23, 2016
- June 30, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 - County Commission Appointment Procedures/Requirements - Discussion/Action
 - Personnel Matter - Issues regarding resignation/and or appointment of County Commissioner - Discussion/Action - Possible Executive Session

2. 10:15 a.m. Angie Banks, Assessor
 - Remove non-existing parcel from land books - Discussion/Action
 - Exonerations - Discussion/Action

3. 10:30 a.m. Pete Dougherty, Sheriff
 - Review Auction Report
 - Review and discuss Inter-Government Agreement between Commission, Sheriff's Office and Bolivar - Discussion/Action
 - Approval of vehicle transfer - Discussion/Action
4. 10:45 a.m. BREAK
5. 11:00 a.m. Jennifer Maghan, County Clerk/Gail Magaha, Deputy County Clerk
 - Approval of Depository Bonds for fiscal year 2016-2017 - Discussion/Action
6. 11:15 a.m. Interviews and appointments to the Harpers Ferry/Bolivar Public Service District - One 6-year term ending June 30, 2022 - Discussion/Action

Interviews and appointments to the South Jefferson Library Committee - One 5-year term ending June 30, 2021 - Discussion/Action

Interviews and appointments to the Jefferson County Parks and Recreation Commission - Four 3-year terms ending June 30, 2019 - Discussion/Action

Interviews and appointments to the Jefferson County Emergency Services Agency - One 3-year term as Citizen Representative; one 3-year term as Fire Representative; one 3-year term as EMS Representative - Discussion/Action

NEW BUSINESS

7. Memorandum of Understanding between the Department of Homeland Security Federal Management Agency Mount Weather Emergency Operations Center Emergency Services Division and Rescue and Jefferson County - Discussion/Action
8. Decision on amendments to the Hotel Occupancy Tax Ordinance - Discussion/Action
9. Approval for DHS Grant for \$3,400 for Emergency Preparedness Educational materials - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Review of Budget to Actual as of May 31, 2016

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

10. 12:00 p.m. Break for Lunch

~~~~~ AFTERNOON SESSION ~~~~~

11. 1:30 p.m. Kathy Santa Barbara, Attorney  
- Update on Briel Building Foreclosure - Discussion/Action - Possible Executive Session
12. 2:00 p.m. Roger Goodwin, Chief County Engineer  
- Smith Mountain View Estates (JCPC File No. 02-06) - Lot Corners Certification - Surveyor's Invoice Payment - Discussion/Action  
- Vasuvat Subdivision (JCPC File No. 08-01) Contractor's Site Work Proposal - Discussion/Action  
- Adoption of the 2016 Building Code Enforcement Ordinance - Discussion/Action
13. 2:15 p.m. Debra Lee Hovatter, Esq., Spilman Thomas & Battle, PLC on behalf of Primax Properties, LLC  
- A Certificate of Occupancy (or temporary Certificate of Occupancy) is required on or before July 18, 2016 in order for AAP to complete "fixturing" (i.e., counters, shelves for product) and make the planned opening date of August 11, 2016 - Discussion/Action
14. 2:30 p.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Memorandum of Understanding with APUS - Discussion/Action - Possible Executive Session  
- Memorandum of Understanding with JCBOE re: 1863 Commemorative Rock Discussion/Action - Possible Executive Session  
- Cable Franchise Agreement - conference call with Robert Rodecker Discussion/Action - Possible Executive Session  
- Vision Internet Website Contract Renewal Discussion/Action - Possible Executive Session
15. ADJOURN

## **CORRESPONDENCE/INFORMATION**

**Notice of County Office Closure - Monday, July 4, 2016.**

**Notice of Intent to Appoint to the Jefferson County Parks and Recreation Commission.**

**Letter from the WV PSC re: Disbursement of Wireless E-911 Subscriber Fees.**

**Letter from the WV State Auditor's Office re: the audit report for the Jefferson County Commission for the fiscal year ending June 30, 2015.**

**Administrative Order from WV DHHR re: Fox Glen Utilities.**

**JCPSD Regular Meeting Minutes from May 2, 2016.**

**WV Lottery Weekly Statement for Charles Town - June 11, 2016.**

**WV Lottery Weekly Settlement for Charles Town - June 18, 2016.**

**County Financials as presented during the June 16, 2016 regular meeting.**

***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.***