

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, SEPTEMBER 1, 2016
9:00 A.M.

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

9:00 a.m. Tanner Haid & Herb Peddicore - Cacapon Institute & WV Division of Forestry
- Tree Donation Presentation in the Courtyard behind the Hunter House - The West
Virginia Division of Forestry has donated a Kousa Dogwood tree to be planted
behind the Hunter House. The tree will be planted and presented to the County

9:30 a.m. Regular Meeting

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- August 18, 2016

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- August 25, 2016
- September 1, 2016

APPROVAL OF PAYROLL

- August 25, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Approval of Split Tickets and Exonerations - Discussion/Action

2. 10:00 a.m. Tanner Haid - Cacapon Institute
- Discussion on the County Commission's 2011 Urban Tree Canopy Goal and Plan and discussion on the WV Project CommuniTree Program - Discussion/Action
3. 10:15 a.m. Robert Allen
- Request extension of building permit deadline - Discussion/Action
4. 10:30 a.m. Interviews and appointments to the Jefferson County Farmland Protection Board - three 4-year terms ending September 7, 2020 - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Bill Polk, Maintenance Department
- Retirement announcement for Larry Collier - Request to advertise for Maintenance Helper position - Discussion/Action
- Request to advertise for vacant Custodial position - Discussion/Action
7. 11:15 a.m. Roger Goodwin, Chief County Engineer
- Engineering, Planning, Zoning and GIS/Addressing Department Restructuring Plan - Discussion/Action - Possible Executive Session
8. 11:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney
- Update on new building purchase 120 South George Street - Discussion/Action - Possible Executive Session
- Update on WV State Fire Commission Meeting on August 19, 2016 - Discussion/Action - Possible Executive Session
- Discussion of the JCCVB letter to potential sponsors regarding support of the "Brunch Bill" education and outreach campaign - Discussion/Action
- Approval of Resolution Concerning the Commencement of Cable Renewal Procedures - Discussion/Action

NEW BUSINESS

9. Request to hold a public hearing concerning the restructuring of the Department of Engineering, Planning, Zoning, GIS and Impact Fees - Discussion/Action (DM)
10. Discussion on best use of Gray Building - Discussion/Action (PN)
11. Request of a letter of endorsement by the County Commission for the Mountain Heritage Arts and Crafts Festival, September 23-25, 2016 for the Fairs and Festivals licenses - Discussion/Action
12. Discuss scheduling a date, time and location for the next Meet and Greet your Commissioners - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Update on Dispatching matter

COUNTY COMMISSION REPORTS

13. ADJOURN

CORRESPONDENCE/INFORMATION

Notice of County Office Closure for Monday, September 5, 2016 in observance of Labor Day.

Notice of Ribbon Cutting for James Hite Park - Saturday, September 10, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending August 6, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending August 13, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending August 20, 2016.

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.