

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, OCTOBER 20, 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

- September 29, 2016 Regular Meeting
- October 6, 2016 Regular Meeting

APPROVAL OF PURCHASE ORDERS

- October 20, 2016

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- October 13, 2016
- October 20, 2016

APPROVAL OF PAYROLL

- October 20, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Peter Dougherty, Sheriff
- Presentation and approval of the WV Records Management and Preservation Board grant application - Discussion/Action
2. 10:00 a.m. James B. Crawford and E. Adelaide Crawford, Crawford Law Group
- Petition to close alley located in Shepherdstown District pursuant to WV 7-1-3 (h) - Discussion/Action

3. 10:15 a.m. Jennifer Myers, Director, Jefferson County Parks and Recreation
- Presentation of the 10 Year Park Master Plan - Discussion/Action
4. 10:45 a.m. **BREAK**
5. 11:00 a.m. Lynn Fields, Probate Office
- Quarterly Review of Accounts and Waivers - Discussion/Action
6. 11:15 a.m. Barbara Miller, Director, Jefferson County Homeland Security & Emergency Management
- Approval of the Program for Public Information for the Community Rating System of the National Flood Insurance Program - Discussion/Action
- Approval of the Memoranda of Understanding with the Jefferson County Board of Education - Discussion/Action
7. 11:30 a.m. Board of Assessment Appeals
- Don J. Orser
- Patrick Schneble
- Robert B. Mellander for McDonald's
- Jonathan Swift

NEW BUSINESS

8. Defining a Jefferson County Commission Session -Discussion/Action (PO)
9. Appointment to the Eastern Panhandle Transit Authority Board (EPTA) - one unexpired term ending January 31, 2019 - Discussion/Action
10. Hiring of legal counsel regarding the possible JCPD acquisition by the cities of Charles Town and Ranson - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Request from Charles Town Utilities for list of questions for the November 3, 2016 Work Session with the cities of Charles Town and Ranson regarding the possible asset acquisition of the Jefferson County Public Service District - Discussion/Action
- Discussion of FLSA rule change and impact on position classifications in the Emergency Management Department - Possible Executive Session - Discussion/Action

COUNTY COMMISSION REPORTS

11. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Jefferson County Department of Engineering
- Jefferson County Office of GIS/Addressing
- Jefferson County Office of Planning and Zoning
- Jefferson County Historic Landmarks Commission

CORRESPONDENCE/INFORMATION

FY16 Annual Report for Jefferson County Planning and Zoning.

Impact Fee Status Report for September 2016

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.

Jefferson County Public Service District Regular Board Meeting Minutes for September 6, 2016.

Jefferson County Public Service District Special Meeting Minutes for September 12, 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.