

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, DECEMBER 15, 2016
10:30 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

- December 1, 2016 Regular Meeting

APPROVAL OF PURCHASE ORDERS

- December 15, 2016

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- December 8, 2016
- December 15, 2016

APPROVAL OF PAYROLL

- December 1, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 10:45 a.m. Emily Wells, West Virginia University Extension Service
- Request to Reclassify WVU Extension Service County Employee -
Discussion/Action
2. 11:00 a.m. Public Hearing - Closure of Alley in Shepherdstown District - Petition for
Closing Unused Roads, Streets and Travel Ways

3. 11:15 a.m. Peter Dougherty, Sheriff
 - Bailiff, Trip Guard, and Special Deputies Additions - Discussion/Action
 - Transfer Title of 2004 Jeep Cherokee to JCESA - Discussion/Action
 - Addition of New Reserve Deputies - Discussion/Action
 - Approval of additional position, vehicle, and corresponding budget revision associated with the Bolivar Intergovernmental Agreement - Discussion/Action

4. 11:30 a.m. Daniel Zappe, Resident
 - Review wavier of fee for subdivision - Discussion/Action

5. 11:45 a.m. Roger Goodwin, Chief County Engineer
 - Request to call Letter of Credits due to expire January 15, 2017 - Discussion/Action
 - Complete Construction Bond Release for Daniel G. McGinn/McGinn and Company - Burr Business Park Lot 11 (File #S15-08) - Discussion/Action
 - Complete Construction Bond Release for McGee Civil Construction, LLC Burr Business Park Lot 40 (File #S15-07) - Discussion/Action

6. 12:00 p.m. **BREAK**

7. 12:10 p.m. Bill Polk, Director of Maintenance
 - 3rd Floor Judicial Center Remodel - Update & Elevator Quote - Discussion/Action

8. 12:15 p.m. Barbara J. Miller, Director - Jefferson County Homeland Security and Emergency Management
 - Approval of Emergency Management Performance Grant (EMPG) Application - Discussion/Action
 - Approval of the 2016 Jefferson County Emergency Operations Plan - Discussion/Action
 - Recommendation from JCHSEM Steering Committee for appointments/reappointments to the JCHSEM Steering Committee - Discussion/Action
 - Reminder that all County Commissioners and County Administrator staff need to complete NIMS On-line Training (National Incident Management Training) Courses IS-700 and IS-100 to be in compliance with grant applications

9. 12:30 p.m. Jeff Polczynski, Director of Communications
 - Appointment Request for Full-Time Public Safety Dispatcher - Discussion/Action

NEW BUSINESS

10. Approval of the WV Courthouse Facilities Improvement Authority Grant Contract - Discussion/Action
11. Appointment to the Jefferson County Community Criminal Justice Board - five unexpired terms ending July 3, 2017 - Discussion/Action
12. Appointment to the Jefferson County Board of Zoning Appeals - one unexpired term ending January 1, 2018 - Discussion/Action
13. Discuss sending a letter to Harpers Ferry Town Council to offer support of the Amendment to the Zoning Ordinance to allow for the Promontory Overlay District - Discussion/Action (PN)
14. Discuss Jefferson Utilities' request to purchase the Jefferson County Public Service District's Westridge Hills well - Discussion/Action (JT)
15. Decision on the proposed redline edits to the Jefferson County Zoning Ordinance (File #ZTA16-01) to amend various sections of the Zoning and Land Development Ordinance to replace the current nontraditional zoning ordinance with a traditional zoning ordinance by eliminating DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use Process. The proposed text amendment also includes a recommendation to increase the density provisions of the Rural Zoning Cluster Development in Section 5.7; and proposes amending various sections related to rural land use throughout the Ordinance - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Update on State Fire Commission
- Retention of expert witness in Civil Action 11-C-325 - Discussion/Action

COUNTY COMMISSION REPORTS

16. ADJOURN

CORRESPONDENCE/INFORMATION

Notice of Office Closure for the Christmas holiday.

Notice of Office Closure for the New Year's holiday.

Jefferson County Commission 2017 Holiday Schedule

Impact Fee Status Report - November 2016.

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

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

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

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

WV Lottery Weekly Settlement for Charles Town - week ending November 26, 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.