

**AGENDA**  
**FIRST QUARTERLY SESSION - JANUARY-MARCH 2017**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, FEBRUARY 2, 2017**  
**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**

- January 11, 2017 Special Session
- January 19, 2017 Regular Meeting

**APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS**

- January 26, 2017
- February 2, 2017

**APPROVAL OF PAYROLL**

- January 26, 2017

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Emily Wells, WVU Extension Service  
- Approval of Hire for Extension Service Position, effective February 6, 2017 - Discussion/Action
  
2. 10:00a.m. Matthew Pennington, Eastern Panhandle Planning and Development Council  
- Eastern Panhandle Planning and Development Council (Region 9) Environmental Program Status Report - Discussion/Action

3. 10:15 a.m. Interviews and Appointments to the Jefferson County Board of Zoning Appeals - two three-year terms ending January 1, 2020 and three alternate positions ending January 1, 2018; January 1, 2019; and January 1, 2020 - Discussion/Action
4. 10:30 a.m. Martin Burke, Chair, Jefferson County Historic Landmarks Committee - Request for a pledge of \$10,000 to an agency endowed fund, *Our History, Our Community Fund*, at Eastern WV Community Foundation - Discussion/Action
5. 10:45 a.m. BREAK
6. 11:00 a.m. Nancy Strine, Community Development Administrator, City of Martinsburg - HOME Consortium Council Public Hearing - Discussion/Action
7. 11:15 a.m. Interviews and Appointments to the Jefferson County Development Authority Board of Directors - one unexpired term ending April 5, 2019 - Discussion/Action
8. 11:30 a.m. Roger Goodwin, Chief County Engineer - Partial Construction Bond Release for Middleway Dollar General - Discussion/Action
9. 11:45 a.m. Jennifer Brockman, County Planner and Alexandra Beaulieu, Zoning Administrator - Review changes requested by the County Commission on January 11, 2017 To the proposed Zoning Ordinance text amendment (ZTA16-01) with possible Action on ZTA16-01 - Discussion/Action
10. 12:00 p.m. Break for Lunch

#### NEW BUSINESS

11. Interview/Appointment to the Jefferson County Board of Health - one unexpired term ending June 30, 2018 - Discussion/Action

#### COUNTY ADMINISTRATOR REPORTS

- Apple Valley Waste Recycling Fee - Discussion/Action
- Use of County Commission Meeting Room for Historic Landmarks Commission - Discussion/Action
- Data Content Management Initiative Update - Discussion/Action
- Appointment to the 23<sup>rd</sup> Judicial Public Defender Corporation - Discussion/Action

#### COUNTY COMMISSION REPORTS

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

12. 1:30 p.m. 2017 Legislative Summit with Senator Patricia Rucker, Delegate Paul Espinosa, and Delegate Jill Upson
13. ADJOURN

**CORRESPONDENCE/INFORMATION**

Jefferson County Commission Notice of FY18 County Budget Forum.

Jefferson County Commission Notice of FY18 Budget Work Sessions.

Impact Fee Status Report - December 2016.

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

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

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

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

Jefferson County Public Service December 5, 2016 Regular Board Meeting Minutes.

Letter from the Jefferson County 4-H Leaders' Association to Brent Clark, Program Director of the WVU Extension - 4H Youth Development Program, regarding personnel changes to the 4-H Agent position. WV Lottery Weekly Settlement for Charles Town - week ending January 14, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending January 21, 2017.

*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.*