

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FIRST QUARTERLY SESSION - JANUARY-MARCH 2017**  
**THURSDAY, MARCH 16, 2017**  
**9:30 A.M.**

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

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- February 22, 2017 - Budget Work Session
- February 23, 2017 - Budget Work Session
- February 24, 2017 - Budget Work Session
- February 28, 2017 - Budget Work Session
- March 2, 2017 - Regular Session

**APPROVAL OF ACCOUNTS PAYABLE**

- March 9, 2017
- March 16, 2017

**APPROVAL OF MANUAL CHECKS**

- March 9, 2017
- March 16, 2017

**APPROVAL OF PAYROLL**

- March 9, 2017

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Jacki Shadle, County Clerk  
- Approval of employment - Kelly R. Dardis - County Clerk's Office -  
Discussion/Action

2. 10:00 a.m. Matthew Harvey, Prosecuting Attorney
  - Approval of employment for two assistant prosecuting attorneys - Discussion/Action
  - Reclassify Assistant Prosecuting Attorney in Civil Division and approve corresponding budget revision - Discussion/Action
3. 10:15 a.m. Debra Young, Jefferson County Victim Assistance Program
  - Approval and signing of VOCA Grant application - Discussion/Action
4. 10:30 a.m. Bruce Matthews, Resident - Elimination of Ambulance Fee for veterans - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate Office
  - Quarterly Probate Review - Discussion/Action
  - Approve reappointment of Ralph Lorenzetti as Fiduciary Commissioner - Discussion/Action
7. 11:15 a.m. John Reisenweber, Jefferson County Development Authority
  - Resolution of Participation and Cooperation (Local Development Grant Program) - Discussion/Action
  - Request for personnel reclassification - Discussion/Action
8. 11:30 a.m. Barb Miller, Jefferson County Homeland Security and Emergency Management
  - Approval of Contract with J. H. Consulting to update certain annexes of the Jefferson County EOP - Discussion/Action
9. 11:45 a.m. Jennifer Brockman, County Planner and Alexandra Beaulieu, Zoning Administrator
  - Approval of the final draft of proposed Zoning Ordinance text amendment (ZTA16-01)
10. 12:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney
  - Discussion of issues related to consolidation and infrastructure of the PSD and interaction with Charles Town and Ranson - Discussion/Action - Possible Executive Session
  - Discuss possible litigation regarding liens Instrument # 201700005542 - Possible Executive Session
  - Discussion of Mandate on Case No. 15-1155 - Possible Executive Session
  - Issues regarding appeal of Jefferson County Circuit Court Case No. 16-AA-2 - Possible Executive Session
  - Issues regarding Kanawha County Circuit Court Case No. 09-AA-40 - Possible Executive Session
11. 12:30 p.m. **Break for Lunch**

**NEW BUSINESS**

12. Legislative Issues
13. Discuss renaming the Gray Building and dedicating it to Walt Pellish - Discussion/Action (PO)
14. Request total refund of the zoning variance fee for Anna Binkley - Discussion/Action
15. Request to use the JCC Meeting Room November 17<sup>th</sup> and 18<sup>th</sup>, 2017 for the Dolley Madison Garden Club holiday market - Discussion/Action
16. Request for letter of support for the expansion of transportation services provided by Good Shepherd Interfaith Caregivers Volunteers - Discussion/Action

**FINANCIAL DIRECTOR REPORTS**

- Review of FY2017 Budget to Actual as of 01/31/2017

**COUNTY ADMINISTRATOR REPORTS**

- Approval of revised Meeting Session Policy and accompanying Resolution - Discussion/Action
- Letter to Supreme Court regarding Family Court rent and maintaining of sound system after installed - Discussion/Action
- Selection of times for adoption of FY18 Budget and Lay the Levy - Discussion/Action
- Update on issue of unclaimed bodies

**COUNTY COMMISSION REPORTS**

**~~~~~ AFTERNOON SESSION ~~~~~**

17. 1:30 p.m. Work Session - Jefferson County Commission and the Jefferson County Public Service District - Discussion of consolidation

**~~~~~ EVENING SESSION ~~~~~**

18. 7:00 p.m. Public Hearing - FY18 County Budget

19. **ADJOURN**

**CORRESPONDENCE/INFORMATION**

Jefferson County Commission Notice of Meeting Time Change for the Fifth Thursday

Jefferson County Commission Notice of Public Hearing for March 30, 2017.

Jefferson County Commission Notice of Public Hearing for April 6, 2017.

Jefferson County Commission Notice of Intent to Appoint to the Historic Landmarks Commission.

Jefferson County Commission Notice of Intent to Appoint to the Planning Commission.

**Impact Fee Status Report for February 2017.**

**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.**

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

**Letter from the WV Division of Culture and History re: Feagans' Mill Complex.**

**WV Lottery Weekly Settlement for Charles Town - week ending February 25, 2017.**

**WV Lottery Weekly Settlement for Charles Town - week ending March 4, 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.***