

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**SECOND QUARTERLY SESSION - APRIL-JUNE 2017**  
**THURSDAY, APRIL 6, 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**

- March 23, 2017 - Special Session
- March 30, 2017 - Regular Session

**APPROVAL OF PURCHASE ORDERS**

- April 6, 2017

**APPROVAL OF ACCOUNTS PAYABLE**

- April 6, 2017

**APPROVAL OF MANUAL CHECKS**

- April 6, 2017

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Angie Banks, Assessor  
- Split Ticket - Discussion/Action

2. 9:50 a.m. Matthew Harvey, Prosecuting Attorney  
- Approval of new hire for Assistant in Civil Division - Discussion/Action
3. 10:00 a.m. Cecelia Nichols, Alzheimer's Association, WV Chapter  
- Approval of Resolution - Recognize the month of June, 2017 as Alzheimer's and Brain Awareness Month - Discussion/Action
4. 10:15 a.m. Interviews and Appointments to the Jefferson County Planning Commission - three 3-year terms ending March 31, 2020 - Discussion/Action
5. 10:30 a.m. Tammy Biser, WV Division of Highways  
- WV Division of Highways request to acquire property owned by the Jefferson County Commission - Discussion/Action
6. 10:45 a.m. **BREAK**
7. 11:00 a.m. John Reisenweber, Jefferson County Development Authority  
- Discussion of Project Shuttle - Executive Session - Discussion/Action
8. 11:15 a.m. Interviews and Appointments to the Jefferson County Historic Landmarks Commission - One 3-year term ending March 6, 2020 - Discussion/Action
9. 11:30 a.m. Roger Goodwin, Chief County Engineer  
- Pleasant Hill Subdivision (JCPC File No. 05-28) - Contractor's Site Work Proposal - Discussion/Action
10. 11:45 a.m. Pete Dougherty, Sheriff  
Presentation of Donation to Animal Control - Discussion/Action
11. 12:00 p.m. **Break for Lunch**

## **NEW BUSINESS**

12. Legislative Issues
13. Request staff to create opportunities for citizen donations to the ambulance fee on the billing invoice and online payment portal - Discussion/Action (JT)
14. Recommendation from the Sheriff that the pledged securities with BB&T be increased to \$800,000 - Discussion/Action

15. Decision on the proposed Policy on Vested Property Rights including the following language: - Discussion/Action
  - The validity of any subdivision plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2017 until July 1, 2020. Any other plan or permit associated with the subdivision or land development plan or plat shall also be extended for the same period
  - The requirements for the vesting of property rights contained in an ordinance enacted pursuant to WV Code §8A-4-2 that required the performance of any action within a certain time period for any subdivision for land development plan or plat that was valid and outstanding as of January 1, 2010 and had received preliminary approval by the Planning Commission prior to March 1, 2010 shall be extended from July 1, 2017 until July 1, 2020. This provision would apply to all special and conditional use permits or any other agreement or zoning action
  - Any plat affected by this extension shall conform to the Stormwater Requirements of the most current regulations in effect at the time when the plat or plan is submitted for approval

**FINANCIAL DIRECTOR REPORTS**

- Review of FY2017 Budget Actual as of 02/28/2017

**COUNTY ADMINISTRATOR REPORTS**

- Approval of revised Meeting Session Policy and accompanying Resolution - Discussion/Action
- Approval of Agenda Policy - Discussion/Action

**COUNTY COMMISSION REPORTS**

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

16. 1:30 p.m. Public Hearing
  - Zoning Map Amendment for property designated as Tax District Middleway, Map 19A, Parcels 13, 14, and 14.1 - Jefferson Reality, LLC
17. 2:00 p.m. Peggy Smith, Mayor
  - Application of the City of Charles Town for Annexations by Urban Growth Boundary Adjustment - Discussion/Action

18. 2:45 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- Renewal of police agreement between Bolivar & Sheriff's Department - Discussion/Action
  - Discussion of insurance & other legal issues concerning deceased persons - Discussion/Action
  - Legal discussion of new lawsuit 17-C-63 - Possible Executive Session - Discussion/Action
  - Continued discussion regarding a dissolution of PSD & assets - Possible Executive Session - Discussion/Action
  - Inform Commission of lawsuit against Planning Department -17-C-53 - Possible Executive Session - Discussion/Action

19. **ADJOURN**

**CORRESPONDENCE/INFORMATION**

Notice of Intent to Appoint to the Jefferson County Development Authority.

Pre-proposal Conference Memorandum from the Department of Engineering, Planning, and Zoning.

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