

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2018
THURSDAY, JANUARY 4TH, 2018
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

1. 9:30 a.m. County Commission Organization
 - a. Selection of President
 - b. Selection of Vice President
 - c. Committee Assignments

APPROVAL OF MINUTES

- December 15, 2017 - Legislative Summit
- December 21, 2017 - Special Session

APPROVAL OF PURCHASE ORDERS

- January 4, 2018

APPROVAL OF ACCOUNTS PAYABLE

- December 28, 2017
- January 4, 2018

APPROVAL OF MANUAL CHECKS

- December 28, 2017
- January 4, 2018

APPROVAL OF PAYROLL

- December 28, 2017

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

2. **10:00 a.m.** **Matthew Harvey, Prosecuting Attorney and Debra Young, Jefferson County Victim Assistance Program**
 - Approval to fill the position of the part-time Victim Advocate in the Jefferson County Victim Assistance Program - Discussion/Action
 - Approval of full-time Assistant Prosecuting Attorney - Discussion/Action

3. **10:15 a.m.** **Thomas Butcher, First Energy Corp.**
 - Introduction to Jefferson County Commission as the new External Affairs Manager of First Energy Corp.

4. **10:30 a.m.** **Interviews/Appointments to the Jefferson County Public Service District - one unexpired term ending December 1, 2019 - Discussion/Action**

5. **10:45 a.m.** **BREAK**

6. **11:00 a.m.** **Appointment of Daryl Hennessy, Charles Town City Manager, to the Jefferson County Development Authority for one unexpired term ending April 5, 2020 - Discussion/Action**

7. **11:15 a.m.** **Nathan Cochran, Assistant Prosecuting Attorney**
 - Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues - Discussion/Action - Possible Executive Session
 - Discussion of Jefferson County Civil Action No. 2017-C-282 - Discussion/Action - Possible Executive Session
 - Conference call with counsel regarding Comcast cable franchise contract and related issues - Discussion/Action - Possible Executive Session
 - Provide update and final report re: City of Charles Town v. Hilleary Trust, et al (Jefferson County Civil Action No. 2017-P-83)

8. **11:45 a.m.** **Stephen S. Allen, Deputy Director/Planner/Program Manager**
 - Recommendation from JCHSEM Steering Committee for appointments/reappointments to the JCHSEM Steering Committee - Discussion/Action

- 9 **12:15 p.m.** **Break for Lunch**

NEW BUSINESS

10. **Approval of the 2018 Board of Review and Equalization Notice - Discussion/Action**

COUNTY ADMINISTRATOR REPORTS

- Discuss PSD Audit - Discussion/Action
- Discuss Security Cameras - Discussion/Action

COUNTY COMMISSION REPORTS

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

11. 1:30 p.m. Michelle Gordon, Finance Director
- Ambulance Fee Analysis - Continued - Discussion/Action
12. 2:00 p.m. Alexandra Beaulieu, Zoning Administrator
- Request to schedule a public hearing to receive input on the proposed amendments to the Jefferson County Zoning and Land Development Ordinance (File #ZTA16-02) which includes proposed revisions and additions to multiple sections including Section 2.2, Terms Defined; Section 3.4 Boards and Commissions; Section 4.6, Distance Requirements; Section 4.14 Historic Preservation; Section 5.10 Village (V) District; Section 10.4 Signs Requiring a Zoning Permit; and Appendix C: Principal Permitted and Conditional Uses Table - Discussion/Action
13. 2:15 p.m. Roger Goodwin, P.E. Director and Chief County Engineer
Ralph Blasey, Attorney, Peel Properties
Tim Pownell, United Bank
- Thorn Hill Subdivision (JCPC File No. 02-17) - Request for time extension on Tolling of Bonding Agreement expiration - Discussion/Action
14. 2:30 p.m. Roger Goodwin, P.E. Director and Chief County Engineer
- Complete Bond Release request for The Conservation Fund Freshwater Institute - Hoop Structure Replacement (File #S16-03) - Discussion/Action
15. 2:35 p.m. Roger Goodwin, P.E. Director and Chief County Engineer
- Engineering Consultant Proposal - Bardane Industrial Park Waste Water Treatment Plant Lagoon Decommissioning & Sinkhole Remediation Project - Discussion/Action
16. ADJOURN

CORRESPONDENCE/INFORMATION

Offices closed on Monday, January 15, 2018 in observance of martin Luther King Jr. Day.

Notice of Public Hearing on Thursday, January 18, 2018 at 1:30 p.m. regarding proposed text amendments to the Jefferson County Subdivision and Land Development Regulations, File #STA16-01.

Road Closure Detour Route - January 13-14, 2018 - 7AM to 5PM.

WV Lottery Weekly Settlement for Charles Town - week ending December 2, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending December 9, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending December 16, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending December 23, 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.