

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2018
THURSDAY, JANUARY 18, 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

APPROVAL OF MINUTES

- January 4, 2018

APPROVAL OF PURCHASE ORDERS

- January 18, 2018

APPROVAL OF ACCOUNTS PAYABLE

- December 21, 2018 - Ratify approval on January 4, 2018
- January 11, 2018
- January 18, 2018

APPROVAL OF MANUAL CHECKS

- January 12, 2018
- January 19, 2018

APPROVAL OF PAYROLL

- January 11, 2018

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
 - Exonerations - Discussion/Action
 - Approval to advertise - vacant Clerk's position - Discussion/Action
2. 10:00 a.m. Pete Dougherty, Sheriff
 - Request approval of promotion and wage adjustment of Brandon Conway from Corporal to Sergeant - Discussion/Action
 - Request approval of the hire of Donald Dean and Teri Mand - Bailiffs/Trip Guards - Discussion/Action
 - Request approval of the conversion of David Sayampanathan from part-time to full-time Bailiff/Trip Guard - Discussion/Action
3. 10:15 a.m. Laura Storm, Circuit Clerk
 - Request to fill a vacancy in the Circuit Clerk's office - Discussion/Action
4. 10:30 a.m. Joshua Midgett, Contemporary American Theater Festival
 - Request approval of funding for the Contemporary American Theater Festival's Economic Impact Study - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate Office
 - Quarterly Review to close estates and approve new estates - Discussion/Action
7. 11:15 a.m. Martin Burke, Jefferson County Historic Landmarks Commission
 - Request approval and support to prepare a briefing statement for a National Historic Landmark designation for the Jefferson County Courthouse - Discussion/Action
 - Request for \$5,000 of FY18 funds to abate asbestos discovered in the Eyler House, Shepherdstown Battlefield - Discussion/Action
8. 11:30 a.m. Nikki Painter, Voter and Elections
 - Approval of the Extended Emergency Absentee Voting Policy - Discussion/Action
9. 11:45 a.m. Interviews and Appointments to the Board of Zoning Appeals - Two 3-year terms ending January 1, 2021 and 3 alternate positions expiring January 1, 2019, 2020 and 2021 - Discussion/Action
10. 12:00 p.m. Jeffrey A. Polczynski, ENP - Director of Communications

- Request to approve and reinstate Public Safety Dispatcher Sara Kelly from part-time to full-time employment - Discussion/Action

11. 12:30 p.m. **BREAK FOR LUNCH**

NEW BUSINESS

12. Legislative Issues

13. Appointment to the North Eastern Regional EMS - Discussion/Action

14. Commission liaison to the Jefferson County Parks and Recreation - Discussion/Action

15. Discuss County Courthouse conditions and issues that needs to be addressed - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- FY19 Budget 101 - Decide Date & Time - Discussion/Action
- Review and Approval of FY2018 State Budget Revision 3 for the Coal Severance Fund - Discussion/Action
- Review and Approval of FY2018 State Budget Revision 6 for the General Fund - Discussion/Action
- Review of FY2018 Budget to Actual as of 12/31/2017, includes analysis of expenditures by statue and funding sources, an analysis of gaming revenues, and an analysis Regional Jail Fees that will require additional funding in FY18 - Discussion/Action
- Ambulance Fee Billing Rate Structure - Continue Review - Discussion/Action
- BB&T Bank Securities/Bonding - Review balance and current pledged securities level and approve increase - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- 911 Center Outage - Discussion/Action
- Set date, time, and location for Commission Meet and Greet
- Update - PSD Audit
- Approval of Employment - Director of Homeland Security - Discussion/Action
- Discuss Compensation During Temp Assignment - Discussion/Action

COUNTY COMMISSION REPORTS

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

16. 1:30 p.m. Public Hearing - Proposed text amendments to the Jefferson County

Subdivision and Land Development Regulations, File #STA16-01

17. 1:45 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 #ZTA17-03) which proposes revisions to Section 5.7D Maximum Number of Lots Allowed (in Rural Zoning District) - Discussion/Action
18. 2:00 p.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
- Discussion of US Supreme Court Case #17-7 (Jeff. Co. Circuit Court Civil Action #13-C-432) - Discussion/Action - Possible Executive Session
- Discussion and potential action concerning Public Service Commission Case Number 08-0006-PSD-C - Discussion/Action - Possible Executive Session

19. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Historic Landmarks Commission Written Quarterly Report

CORRESPONDENCE/INFORMATION

Notice of Public Hearing on Thursday, February 15, 2018 at 1:30 p.m. regarding proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA16-02.

Correspondence received from the Department of Revenue, State Tax Department regarding the housing index report to the Joint Committee on Government and Finance.

Board of Review and Equalization - Notice.

Jefferson County Maintenance Department Monthly Report received.

Impact Fee Status Report - December, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending December 30, 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.