

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FIRST QUARTERLY SESSION - JANUARY-MARCH 2018**  
**THURSDAY, FEBRUARY 15, 2018**  
**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 1, 2018 Regular Meeting
- February 1, 2018 BORE
- February 6, 2018 BORE
- February 6, 2018 Budget 101 Forum
- February 8, 2018 BORE

**APPROVAL OF PURCHASE ORDERS**

- February 15, 2018

**APPROVAL OF ACCOUNTS PAYABLE**

- February 8, 2018
- February 15, 2018

**APPROVAL OF MANUAL CHECKS**

- February 9, 2018
- February 16, 2018

**APPROVAL OF PAYROLL**

- February 8, 2018

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

## **PUBLIC COMMENT**

### **PRESENTATIONS**

1. 9:45 a.m. Pete Dougherty, Sheriff
  - Request approval to create position and hire of Analyst/Special Deputy - Discussion/Action
  - Request approval of promotion and wage increase for the position of Assistant Chief Tax Deputy - Discussion/Action
2. 10:00 a.m. Tom Smith, Department of Transportation - Governor's Office - Discuss MARC Train - Discussion/Action - Possible Executive Session
3. 11:00 a.m. **BREAK**
4. 11:15 a.m. Lynn Fields, Probate Office
  - Probate in Solemn Form - The Last Will and Testament of Betty Lou Bryant, Deceased - Discussion/Action
5. 11:30 a.m. Annette Gavin Bates, CEO - Jefferson County Convention Visitor's Bureau
  - Use land as collateral for financing of the CVB expansion project - Discussion/Action
6. 11:45 a.m. Tara Jenkins - Panhandle Earth Day, Inc.
  - Request to have alcohol at the 10<sup>th</sup> Annual Panhandle Earth Day Celebration - Discussion/Action
7. 12:00 p.m. - Interviews/Appointments to the Eastern Panhandle Transit Authority Board - One 3-year term ending January 31, 2021 - Discussion/Action
  - Interviews/Appointments to the Property Safety Enforcement Agency - Discussion/Action

### **UNFINISHED BUSINESS**

8. 911 Center Outage - Discussion/Action
9. Discuss County Courthouse conditions and issues that needs to be addressed - Discussion/Action
10. Approval of Judicial Elevator Upgrade proposal from Kone Elevators - Discussion/Action

**NEW BUSINESS**

- 11. Legislative Issues
  - Senate Bill 415 - Discussion/Action
  - Senate Joint Resolution 9 - Discussion/Action
- 12. Proclamation - Proclaim March as National Athletic Training Month for 2018 - Discussion/Action (JC)
- 13. Determination of Jefferson County PSD service area - Discussion/Action (JC)
- 14. Discussion of County Commission meeting times - Discussion/Action (JC)

**FINANCIAL DIRECTOR REPORTS**

- Review and Approval of FY2018 Internal Budget Revision 1 for the General Fund - Discussion/Action
- Review and Approval of FY2018 State Budget Revision 7 for the General Fund - Discussion/Action

**COUNTY ADMINISTRATOR REPORTS**

- Discuss after hours line regarding Charles Town Utilities - Discussion/Action

**COUNTY COMMISSION REPORTS**

- 15. 12:30 p.m. **Break for Lunch**

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

- 16. 1:30 p.m. Public Hearing - 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)
- 17. 1:45 p.m. Public Hearing - 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

18. 2:00 p.m. Judge Bridget Cohee  
- Discuss Elevator at Judicial Building - Discussion/Action
19. 2:15 p.m. Roger Goodwin, Chief County Engineer  
- Request to accept the proposal of Peter H. Lorenzen, in the amount of \$400,000, to create a final plat of easement for the Smith Mountain View Estates (JCPC File No. 02-06) - Discussion/Action  
- Request approval to advertise to fill the position of Building Code Plans Reviewer - Discussion/Action  
- Presentation of Calendar Year 2017 Annual Report for the Office of Impact Fees - Discussion/Action  
- Presentation of the FY 2019 Capital Improvement Plan for the Office of Impact Fees - Discussion/Action
20. 3:00 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  
- FLSA issues regarding ESA Employees - Discussion/Action - Possible Executive Session  
- Renewal of Bolivar Police Service Contract - Discussion/Action

**21. ADJOURN**

**DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS**

- Engineering Offices Quarterly Update Report - 4<sup>th</sup> Quarter 2017
- GIS Office Quarterly Update Report - 2017, 4<sup>th</sup> Quarter
- Quarterly Report for Office of Planning and Zoning

**CORRESPONDENCE/INFORMATION**

Jefferson County Commission offices will be closed on Monday February 19<sup>th</sup>, 2018 in observance of Presidents' day.

Notice of Budget Work Sessions.

Board of Review and Equalization - Notice.

Notice of Public Hearing on Thursday, March 15, 2018 at 7:00 p.m. - Zoning Map Amendment for property designated as Tax District Kabletown (06), Map 17, Parcel 2.3 - Summit Point Ventures,

LLC.

Correspondence received from Elizabeth Van Absher regarding MARC ridership.

West Virginia Legislature - Bill Tracking List. Jefferson County Maintenance Department Monthly Report - January 2018.

Impact Fee Status Report - January 2018.

WV Lottery Weekly Settlement for Charles Town - week ending January 27, 2018

*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.*