

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL-JUNE 2018
THURSDAY, APRIL 19, 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

- April 5, 2018 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- April 12, 2018
- April 19, 2018

APPROVAL OF MANUAL CHECKS

- April 13, 2018
- April 20, 2018

APPROVAL OF PAYROLL

- April 5, 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

2. 10:00 a.m. Pete Dougherty, Sheriff
 - Approval of JJDP Grant Application - Discussion/Action
 - Approval of Part-Time Bailiff/Trip Guard - Discussion/Action

3. 10:15 a.m. Dr. David Didden, Jefferson County Health Department
 - Brief the Commission on the Drug Crisis - Inform the Commission on Drug Addiction/Harm Reduction
 - Discuss sanitarian issues - Discussion/Action

4. 10:30 a.m. Michelle Gordon, Finance Director
 - Acceptance of Sales Quotation with Tyler Technologies - Munis ERP Solution (Self-Hosted, Tax Optional) for Financial System Project - Discussion/Action - Possible Executive Session

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

6. 11:00 a.m. Lynn Fields, Probate Office
 - Quarterly Review - April Term - Discussion/Action
 - Consideration of Motion to Continue - Petition for Will for Probate In Solemn Form, estate of Geraldine Bolyard, deceased - Discussion/Action

7. 11:15 a.m. Alexandra Beaulieu, Zoning Administrator
 - Provide an overview of the recommended amendment and to request scheduling the required Public hearing to be held by the County Commission - Text amendment, in accordance with WV Code 8A, proposes revisions and additions to multiple sections of the Zoning Ordinance including Section 2.2 Terms Defined; Section 6.3 Conditional Use Permit, Section 6.5 Special Exception Uses; and Article 10 Provisions for Signs - Discussion/Action

8. 11:30 a.m. Roger Goodwin, Engineering, Planning & Zoning
 - Partial release of Irrevocable Letter of Credit #339 with The Bank of Charles town, Charles Town, WV construction bond - Security for Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. - Summit Point Motorsports Park Staging Area (Fil #S17-10) - Discussion/Action
 - Partial release of Irrevocable Letter of Credit #339 with The Bank of Charles town, Charles Town, WV construction bond - Security for Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. - SPARC Range Extension (File #S17-11) - Discussion/Action

- 9. 11:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, related issues - Discussion/Action - Possible Executive Session
 - Discussion of Jefferson County Civil Action #17-C-282 - Discussion/Action - Possible Executive Session
 - Discussion of Fire Suppression Contract for 911 Center - Discussion/Action - Possible Executive Session
 - Discussion of US District Court civil Action #3:16-CV-74 - Discussion/Action - Possible Executive Session

10. 12:30 p.m. Break for Lunch

NEW BUSINESS

- 11. Resolution to proclaim April as Fair Housing Month - Discussion/Action
- 12. Endorsement letter for the purpose of applying for a permit for the retail sale and consumption of wine and/or beer for the WV Guard Softball Team - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Review and Approval of Revisions to the Hotel Occupancy Tax Ordinance - Discussion/Action
- Acceptance of Sales Quotation with Tyler Technologies - Munis ERP Solution (Self Hosted, Tax Optional) for Financial System Project - Discussion/Action - Possible Executive Session

COUNTY ADMINISTRATOR REPORTS

- Discuss date and time for Meet and Greet - Discussion/Action
- Approval of Employment - Maintenance Mechanic - Discussion/Action

COUNTY COMMISSION REPORTS

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

13. 1:30 p.m. Public Hearing
 Amendments to the Jefferson County Emergency Ambulance Service Fee Ordinance with regards to the Commercial Fee rate structure.

14. ADJOURN

CORRESPONDENCE/INFORMATION

Notice of Meeting Schedule Change.

WV Lottery Weekly Settlement for Charles Town - week ending March 31, 2018.

WV Lottery Weekly Settlement for Charles Town - week ending April 7, 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.