

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2018**  
**THURSDAY, NOVEMBER 15, 2018**  
**6:00 P.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**

- November 1, 2018

**APPROVAL OF PURCHASE ORDERS**

- November 15, 2018

**APPROVAL OF ACCOUNTS PAYABLE**

- November 8, 2018
- November 15, 2018

**APPROVAL OF MANUAL CHECKS**

- November 9, 2018
- November 16, 2018

**APPROVAL OF PAYROLL**

- November 1, 2018
- November 8, 2018 - Poll Workers

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

## **PRESENTATIONS**

1. 6:15 p.m. Lynn Fields, Probate Office
  - Petition for the Removal of Joann J. McLean, Successor Executor - Discussion/Action
  - Petition to Reopen the Estate of John T. DeLeonardo, II - Discussion/Action
2. 6:30 p.m. Matt Harvey, Prosecuting Attorney
  - Discussion of staffing needs and potential new hires - Discussion/Action
3. 6:45 p.m. Martin Burke, Jefferson County Historic Landmarks Commission
  - Request for \$3,000 to abate asbestos and remove debris from Duffields Depot - Discussion/Action
4. 7:00 p.m. Charles M. Baisden, WV State Commander - Military Order of the Purple Heart (MOPH)
  - Proclamation - Declare Jefferson County as a Purple Heart County in the State of WV - Discussion/Action
5. 7:15 p.m. **BREAK**
6. 7:30 p.m. Daniel P. Lutz, Jr.
  - National Environment Policy Act - Discussion/Action
  - Relocation ECON Research Service and National Institute of Food and Agr. - Discussion/Action
7. 7:45 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
  - Discussion of Jefferson County Civil Action #17-C-282 - Discussion/Action
  - Discussion of renewal of County cable franchise agreement and related issues - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #18-P-132 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #18-C-158 - Discussion/Action
  - Discussion of EEOC Charge #533-2018-01557 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #18-C-171 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #18-C-108 - Discussion/Action

## **NEW BUSINESS**

8. Amend 2018 Holiday Schedule - Discussion/Action

9. Approval of the 2019 Holiday Schedule - Discussion/Action
10. JCDA meetings - Location & public accessibility, recording of meetings - Discussion/Action (JT)
11. Discussion of residential and commercial impact fees - Discussion/Action (JC)
12. Discussion of Board of Health, sanitarian, and septic approvals - Discussion/Action (JC)
13. Discussion of Jefferson County Development Authority Board Member Resignations - Discussion/Action

#### **COUNTY ADMINISTRATOR REPORTS**

#### **COUNTY COMMISSION REPORTS**

14. ADJOURN

#### **CORRESPONDENCE/INFORMATION**

Correspondence received from the WV Office of the Insurance Commissioner regarding flood insurance.

Correspondence received from the Department of Planning and Zoning, Loudoun County, Virginia regarding a public hearing on the Loudoun 2040 Comprehensive Plan.

Correspondence received from the Land Trust of the Eastern Panhandle regarding Rockwool.

Correspondence received from Susan D. Cardella regarding Rockwool.

Email received from Eric Hansen regarding Rockwool.

Comments from Russell Geiman shared with the Jefferson County Commissioners on November 1, 2018.

Impact Fee Status Report for October 2018 received.

*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.*