

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2018
THURSDAY, NOVEMBER 29, 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

- November 1, 2018
- November 13, 2018 - General Election Canvass

APPROVAL OF PURCHASE ORDERS

- November 15, 2018

APPROVAL OF ACCOUNTS PAYABLE

- November 8, 2018
- November 15, 2018
- November 29, 2018

APPROVAL OF MANUAL CHECKS

- November 9, 2018
- November 16, 2018
- November 30, 2018

APPROVAL OF PAYROLL

- November 1, 2018
- November 8, 2018 - Poll Workers
- November 15, 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. **Matt Harvey, Prosecuting Attorney**
- Discussion of staffing needs and potential new hires - Discussion/Action
3. 10:15 a.m. **Martin Burke, Jefferson County Historic Landmarks Commission**
- Request for \$3,000 to abate asbestos and remove debris from Duffields Depot - Discussion/Action
4. 10:30 a.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. 10:45 a.m. **BREAK**
6. 11:00 a.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
- Fiduciary Commissioner's Findings and Recommendations upon the Petition for Will Probate in Solemn Form for the estate of Geraldine W. Bolyard, deceased - Discussion/Action
7. 11:15 a.m. **Nic Diehl, Jefferson County Development Authority**
- Resolution of Participation and Cooperation for Local Economic Development Grant Program - Discussion/Action
8. 11:30 a.m. **Daniel P. Lutz, Jr.**
- National Environment Policy Act - Discussion/Action
- Relocation ECON Research Service and National Institute of Food and Agr. - 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, 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
- Discussion of EEOC Charge #533-2017-00706 - Discussion/Action

NEW BUSINESS

10. Amend 2018 Holiday Schedule - Discussion/Action
11. Approval of the 2019 Holiday Schedule - Discussion/Action
12. JCDA meetings - Location & public accessibility, recording of meetings - Discussion/Action (JT)
13. Discussion of residential and commercial impact fees - Discussion/Action (JC)
14. Discussion of Board of Health, sanitarian, and septic approvals - Discussion/Action (JC)
15. Discussion of Jefferson County Development Authority Board Member Resignations - Discussion/Action
16. Acknowledgment of "Assessor's Additional Duties" as delineated in West Virginia Code § 7-7-6a - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Jefferson County Property Safety and Enforcement Agency - Fire Chief Position - Discussion/Action
- Holiday Breakfast
- Meet and Greet
- Legislative Summit
- Temporary assignment to Boards and Commissions - Development Authority, Historic Landmarks Commission, and Planning Commission - Commission Liaison - Discussion/Action
- Nomination for JCDA from the City of Charles Town - Discussion/Action
- IT Support Position - Discussion/Action

COUNTY COMMISSION REPORTS

17. 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.

Jefferson County Public Service District Regular Board Meeting minutes received for September 10, 2018.

Jefferson County Public Service District Regular Board Meeting minutes received for October 3, 2018.

Correspondence received from the WV Department of Transportation regarding the Statewide Transportation Improvement Program (STIP).

Notice of Intent to appoint to the Jefferson County Development Authority Board on December 6, 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.