

AGENDA
JEFFERSON COUNTY COMMISSION
SECOND QUARTERLY SESSION - APRIL-JUNE 2019
THURSDAY, APRIL 4, 2019
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

- February 15, 2019 BORE
- February 19, 2019 BORE
- March 7, 2019 Regular Meeting
- March 13, 2019 Budget Public Hearing
- March 21, 2019 Budget Work Session
- March 21, 2019 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- March 28, 2019
- April 4, 2019

APPROVAL OF MANUAL CHECKS

- March 29, 2019
- April 5, 2019

APPROVAL OF PAYROLL

- March 21, 2019

DISCUSS MEETING DECORUM AND PUBLIC COMMENT

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT (20 minutes)

PRESENTATIONS

1. 10:00 a.m. Jackie Shadle, County Clerk
- Approval/signatures for Records Preservation Program grant application - Discussion/Action
2. 10:15 a.m. Pete Dougherty, Sheriff
- Approval of Part-time Bailiffs - Discussion/Action
- Determine available space within the Judicial Complex to place the Home Confinement Program - Discussion/Action
- Discuss plans for the relocation of the Tax Office - Discussion/Action
3. 10:30 a.m. Bill Polk, Maintenance Director
- Update and discuss cost for additional space 2nd floor Judicial Building - Discussion/Action
4. 10:45 a.m. BREAK
5. 11:00 a.m. Bill Clark, Region 9
- Fair Housing Month Proclamation - Discussion/Action
6. 11:05 a.m. Selection of Nominations for Citizen Representative to the Charles Town Utility Board - Discussion/Action
7. 11:20 a.m. Interviews and appointments to the Jefferson County Historic Landmarks Commission - Two (2) three-year terms ending March 6, 2022 - Discussion/Action
8. 11:30 a.m. Interviews and appointments to the Jefferson County Planning Commission - Three (3) three-year terms ending March 31, 2022 - Discussion/Action
9. 11:45 a.m. Robert T. Edwards, US Census Bureau
- Presentation 2020 Census - Discussion/Action
10. 12:05 p.m. David Lillard, West Virginia Rivers Coalition
- Brief Commissioners on a collaborative effort among land trusts, water utilities and watershed groups to protect drinking water through land conservation - Discussion/Action

NEW BUSINESS

11. Student Liaison to the JCC - Discussion/Action (JC)

- 12. Jefferson County CEOS Council seeks permission to post a display board in the Tax Office window during May 19-25, 2019, National Community Educational Outreach Service Week - Discussion/Action (JT)
- 13. Fire Department Funding Committee - Discussion/Action (JT)
- 14. Approval of Cooperative Law Enforcement Agreement - Discussion/Action
- 15. Discuss various appointments/interviews to the JCDA - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

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COUNTY COMMISSION REPORTS

- 16. BREAK FOR LUNCH

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

- 17. 1:30 p.m. Jeffrey Polczynski, Director of Communications
- Approval of full-time employment of Heather Ketchens as full-time Public Safety Dispatcher - Discussion/Action
- 18. 1:35 p.m. Stephen S. Allen, Director Jefferson County Office of Homeland Security and Emergency Management
- Approval of full-time employment of Brianna L. Gustafson for the position of Administrative Assistant/Public Information Officer/Volunteer Coordinator - Discussion/Action
- 19. 1:40 p.m. Roger Goodwin, Chief County Engineer
- Adoption of the 2019 Building Code Enforcement Ordinance - Discussion/Action
- 20. 1:50 p.m. David Lutman
- Discussion of issues at Health Department - Discussion/Action

21. 2:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- 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 pump station property exchange at Burr Industrial Park - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #18-P-132 - 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 EEOC Charge #533-2017-00706 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action # 18-C-201 - Discussion/Action
 - Discussion of Board of Health septic tank permitting process and procedures - Discussion/Action
 - Discussion of and communication with FEMA regarding potential resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122 - Discussion/Action
 - Discussion of TeMa Pilot Agreement - Discussion/Action

22. ADJOURN

CORRESPONDENCE/INFORMATION

Press Release - League of Women Voters to Study Local Implementation of Open Governmental Meetings Act.

Memorandum regarding PILOT Agreements.

Notice to appoint a County Liaison to the Charles Town Utility Board.

Interview and appointments to the Jefferson County Development Authority - April 18, 2019.

Notice of Special Session - Lay the Levy - April 16, 2019.

Notice of Public Hearing - Amendments to the Emergency Ambulance Service Fee Ordinance - April 17, 2019.

Notice of Public Hearing - Proposed revision to the County excise tax (i.e. property transfer tax) - May 16, 2019.

Correspondence received from Bruce D. Strathearn regarding "Warning Message, Jefferson County Health Department".

Invitation to attend charity basketball game.

Correspondence received from the WV Department of Transportation regarding FY19 Highway Safety grant.

Correspondence received from FEMA Region III regarding the Hazard Mitigation Plan has been approved.

Correspondence received regarding FY20 Budget.

Jefferson County Development Authority Profit & Loss report received.

Surviving West Virginia by Tracy Danzey received.

Elks Run Phase II 319 Incremental Grant information 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.