

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**SECOND QUARTERLY SESSION - APRIL-JUNE 2019**  
**THURSDAY, MAY 2, 2019**  
**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**

- April 16, 2019 - Lay the Levy
- April 17, 2019 - Public Hearing
- April 18, 2019 - Regular Meeting

**APPROVAL OF REQUISITIONS**

- May 2, 2019

**APPROVAL OF ACCOUNTS PAYABLE**

- April 25, 2019
- May 2, 2019

**APPROVAL OF MANUAL CHECKS**

- April 25, 2019
- May 2, 2019

**APPROVAL OF PAYROLL**

- April 18, 2019

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT (20 minutes)**

## **PRESENTATIONS**

- 1. 10:00 a.m. Angie Banks, Assessor  
- Exonerations - Discussion/Action**
- 2. 10:10 a.m. National Service Recognition - Americorps Promise VISTAS Recognition -  
Discussion/Action**
- 3. 10:25 a.m. Matt Harvey, Prosecuting Attorney  
- Discussion of staffing needs and potential new hires - Discussion/Action**
- 4. 10:40 a.m. BREAK**
- 5. 10:55 a.m. Lynn Fields, County Clerk's Office  
- Employment Approval for Assistant Finance Clerk and Assistant County  
Clerk - Discussion/Action**
- 6. 11:10 a.m. Susan McFadden, Jefferson County Community Education Outreach Service  
Clubs  
- Proclamation request for CEOS Week, May 19 through May 26, 2019 -  
Discussion/Action**
- 7. 11:25 a.m. Interviews and appointments to the Jefferson County Historic Landmarks  
Commission - One 3-year term ending March 6, 2022 - Discussion/Action**
- 8. 11:40 a.m. Interviews and appointments for the Bolivar Representatives to the Jefferson  
County Development Authority - Discussion/Action**
- 9. 11:55 a.m. Russell Burgess, Director of Information Technology  
- Hiring of full-time employee for Information Technology Department within  
the approved budget of Information Technology Department starting July 1,  
2019 and requesting approval of Information Technology Internship payment  
of two hundred dollars (\$200) per week for minimum 20 hour week interns -  
Discussion/Action**

## **COUNTY ADMINISTRATOR REPORTS**

- Legislative Summary - Discussion/Action**
- Discussion of processing of employee benefits - Discussion/Action**

## **COUNTY COMMISSION REPORTS**

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

10. 1:30 p.m. Michelle Gordon, Finance Director
  - Review and Approval of FY2019 Internal Budget Revision 3 for General Fund - Discussion/Action
  - Review of FY2019 Budget to Actual as of 3/31/2019 - Discussion/Action
  - Emergency Ambulance Service Fee Ordinance - Discussion/Action
  
11. 1:45 p.m. Bill Polk, Maintenance Director
  - Request for approval of the Shortel Telephone Software Platform conversion to the Mitel Connect Platform - Discussion/Action
  - Presentation of Quarterly Report - Discussion/Action
  
12. 2:00 p.m. Becky Burns, Office Manager - Engineering Department
  - Refund of building permit fees for Tony B. Harris - Permit #18-694WD - Discussion/Action
  
13. 2:10 p.m. Roger Goodwin, Chief County Engineering - Engineering, Planning & Zoning
  - Complete Bond Release - Arland Property Company, LLC - Waffle House (File #S17-02) - Discussion/Action
  - Complete Bond Release - Global Tower Assets, LLC - Summit Point Cell Tower (File #S10-07) - Discussion/Action
  - Approval for Planning Commission to advertise Request for Qualifications (RFQ) to update Zoning Ordinance and Subdivision Regulations - Discussion/Action
  
14. 2:30 p.m. Nathan Cochran, Assistant Prosecuting Attorney
  - 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 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
  - Discussion of Jefferson County Civil Action #17-C-282 - Discussion/Action

**15. ADJOURN**

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

- **1<sup>st</sup> & 2<sup>nd</sup> Quarterly Report for Planning and Zoning**
- **3<sup>rd</sup> Quarterly Report for Planning and Zoning**

**CORRESPONDENCE/INFORMATION**

**Notice of Public Hearing on May 16, 2019 at 7:00 p.m. - Proposed revision to the County excise tax (i.e. property transfer tax) imposed for the privilege of transferring title to real estate.**

**StormReady Recognition received.**

**Correspondence received from WVDEP regarding General WV/NPDES Water Pollution Control Permit No. WV0115924 Registration WVR109216.**

**Correspondence received from Gavin Perry regarding pollution from the Rockwool smoke stacks.**

**Jefferson County Commission Regular Meeting for June 20<sup>th</sup>, 2019 has been rescheduled.**

**Jefferson County Commission Regular Meeting for July 4, 2019 have been canceled.**

***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.***