

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2019**  
**THURSDAY, OCTOBER 3, 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**

- September 19, 2019

**APPROVAL OF ACCOUNTS PAYABLE**

- September 26, 2019
- October 3, 2019

**APPROVAL OF MANUAL CHECKS**

- September 27, 2019
- October 4, 2019

**APPROVAL OF PAYROLL**

- September 19, 2019

**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
  - Split Tickets - Discussion/Action

2. 10:00 a.m. Laura Storm, Circuit Clerk
  - Certificate of Recognition and Appreciation for Service for Shayna Mason, Assistant Clerk in the Circuit Clerk's Office - Discussion/Action
3. 10:15 a.m. Jacki Shadle, Clerk of the County Commission
  - Approval for the West Virginia County Records Management and Preservation Board Grant - Discussion/Action
4. 10:30 a.m. Alexander Naupac
  - Request to waive late fees for the 2015 & 2016 Ambulance Fee - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate Office
  - Quarterly Reviews - Discussion/Action
  - Joint Petition of the Executor and Sole Beneficiary for the resignation of Henry W. Morrow, Jr., as Executor and the Appointment of Elizabeth Coulter Stead as Successor Executrix - Discussion/Action
7. 11:15 a.m. Eleanor Finn, LWV-JC
  - Report on Open Meetings Compliance - Discussion/Action
8. 11:30 a.m. Elizabeth Wheeler, Director - Jefferson County Farmland Protection Board
  - Approval of purchase of one Agriculture Conservation Easement - Property owned by Timothy W. Smith- Discussion/Action
9. 11:45 a.m. Jeffrey Polczynski, ENP - Director of Communications
  - Re-Appointment - Leah Cambardella - Part-time Public Safety Dispatcher II - Discussion/Action
10. 12:00 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-C-171 - Discussion/Action
  - Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action

## **NEW BUSINESS**

11. Decision - Proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA19-01. The text amendment, in accordance with WV Code §8A and Article 12 of the Zoning Ordinance, proposes revisions to Article 2, Definitions; Article 8, Supplemental Use Regulations; and Appendix C, Principal Permitted and Conditional Uses Table - Discussion/Action

- Review and Approval of FY2020 Internal Budget Revision 1 for the General Fund - Discussion/Action

#### **COUNTY ADMINISTRATOR REPORTS**

- Discussion of JFRA Appointees to the JCESA - Discussion/Action

#### **COUNTY COMMISSION REPORTS**

12. ADJOURN

#### **CORRESPONDENCE/INFORMATION**

*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.*

