

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2019**  
**THURSDAY, DECEMBER 19, 2019**  
**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 REQUISITIONS**

- December 19, 2019

**APPROVAL OF ACCOUNTS PAYABLE**

- December 12, 2019
- December 19, 2019

**APPROVAL OF MANUAL CHECKS**

- December 13, 2019
- December 20, 2019

**APPROVAL OF PAYROLL**

- December 12, 2019

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PRESENTATION OF RESOLUTION**

- Patsy Kidwell, Prosecuting Attorney's Office - Retirement - Discussion/Action

**PUBLIC COMMENT** (20 minutes)

**PRESENTATIONS**

1. 6:30 p.m. Nikki Painter, Voter & Elections  
- Approval of the Extended Emergency Absentee Voting Policy -  
Discussion/Action

2. 6:45 p.m. Michelle Gordon, Finance Director  
- Review and Approval of FY2020 State Budget Revision 3 for the General County Fund - Discussion/Action
3. 7:00 p.m. Public Hearing  
- Zoning Map Amendment (rezoning) for the property designated as Tax District: Middleway (07); Tax Map:2; Parcel: 1.3. The property is located on the southeast corner of Coast Guard and Charles Town Road, near the Jefferson and Berkeley County line. Property owner is Murall Limited Partnership.
4. 7:15 p.m. Interviews and Appointment to the Jefferson County Development Authority - Represents Bolivar - unexpired term ending April 5, 2022 - Discussion/Action
5. 7:30 p.m. BREAK
6. 7:45 p.m. William T. Wootton  
- Request waiver of the Late Fee of 2015/2016 - Ambulance Fee - Discussion/Action
7. 8:00 p.m. Elliot Simons, Jefferson County Emergency Services Agency  
- Present a Resolution to add a voting member to the JCESA Board, as amended and adopted at the meeting held on November 19, 2019 - Discussion/Action
8. 8:15 p.m. Becky Burns, Office Manager, Office of Engineering  
- Refund of building permit fees for James & Kathleen Childs - Permit #19-792WD - Discussion/Action  
Roger Goodwin, Chief County Engineer  
- Request approval to amend Jefferson County Emergency Services Impact Fees - FY2020 Capital Improvement Plan  
Complete Bond Release - P.F.K., LLC - Locust Hill Townhouses, Phase III, Lots 56-95 (File #04-19) - Discussion/Action  
- Complete Bond Release - The Kentland Foundation, Inc. - Starbucks Somerset Village (File #S18-03) - Discussion/Action
9. 8:30 p.m. Elizabeth Wheeler, Director  
- Approval of acceptance of one donated Agricultural Conservation Easement - Discussion/Action

10. 8:45 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
  - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282) - Discussion/Action
  - Discussion of EPA Administrative Complaint #04R-19-R3 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #19-AA-1 - Discussion/Action

#### **NEW BUSINESS**

11. Approval of the Notice for the 2020 Board of Review and Equalization - Discussion/Action
12. Selection of date and time for joint work session with the Jefferson County Planning Commission and Greenway Engineering to discuss amendments to the Jefferson County Land Development Ordinance and Subdivision Regulations - Discussion/Action
13. Creation of Construction Manager Position and approval of Job Description - Discussion/Action
14. Transfer employee to Construction/Project Manager position - Discussion/Action
15. Appointment of Interim Maintenance Director - Discussion/Action

#### **COUNTY ADMINISTRATOR REPORTS**

- Revision of Absence Time with Pay Policy - Discussion/Action

#### **COUNTY COMMISSION REPORTS**

16. ADJOURN

**CORRESPONDENCE/INFORMATION**

**Jefferson County Commission Holiday Schedule 2020.**

**Information regarding the review of FY20 Budget Charge for Departments.**

**County Commission meeting on January 2, 2020 is cancelled and will resume its regular session on Thursday, January 16, 2020, at 6:00 p.m.**

**Correspondence received from the West Virginia Department of Environment Protection regarding the WWTP Lagoon Decom., Swale Dev. & Sinkhole Remediation.**

***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.***