

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, DECEMBER 1, 2011**  
**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**

**APPROVAL OF PURCHASE ORDERS**

**APPROVAL OF ACCOUNTS PAYABLE**

**PUBLIC COMMENT**

**PRESENTATIONS:**

1.        9:45 a.m.    **Presentation of Resolution in Recognition of Joseph A. Hankins for his service on the Jefferson County Public Service District Board**
  
2.        10:00 a.m.    **John Allen, Historic Landmarks Commission**  
            - **The Jefferson County Historic Landmarks Commission requests a one time grant of \$25,000 to cover the purchase price of the 18-acre Shepherdstown Cement Mill property on the Potomac River - Discussion/Action**
  
3.        10:15 a.m.    **Mark Dyck, Jefferson County Development Authority**  
            - **Request that the Jefferson County Commission consider the elimination of all impact fees on non-residential projects for a period of not less than twenty-four (24) to forty-eight (48) months - Discussion/Action**
  
4.        10:30 a.m.    **BREAK**
  
5.        10:45 a.m.    **Elizabeth Wheeler, Jefferson County Farmland Protection Board**  
            - **Approval of three deeds of farmland conservation easements - Discussion/Action**  
            a) **J. L. Burch Sr. property**  
            b) **D.A. Gray property**  
            c) **J. H. Witt property**
  
6.        11:00 a.m.    **Lynn Fields, Probate Office**  
            - **Approval/Closing of estates - Discussion/Action**

7. 11:15 a.m. Stephen Groh, Assistant Prosecuting Attorney
  - Update Regarding Planning Commission Legal Issues and Decisions:
    - a) Faraway Farms
    - b) Gibson property
    - c) Miscellaneous pending issues
8. 11:30 a.m. Stephanie Grove, Assistant Prosecuting Attorney
  - Legal Updates
9. 11:45 a.m. J. Michael Cassell, Esq.
  - Request for an amendment to the Zoning Map by James and Barbara Gibson, owners of real estate known as Allstadt's Corner - Discussion/Action
10. 12:15 p.m. Roger Goodwin, Chief County Engineer
  - a) Request approval of the complete release of the Construction Bond security for Robert S. and Amy R. Leonard - Brookstone Subdivision, Lots 1-6 & 7 - Residue (File #06-37) in the amount of \$266,235.00 - Letter of Credit #5203902 with Jefferson Security Bank, Shepherdstown, WV - Discussion/Action
  - b) Report on the Westridge Hills Test Wells project

**UNFINISHED BUSINESS:**

11. Proposed change in Jefferson County Magisterial Districts - Discussion/Action

**NEW BUSINESS:**

12. Request approval to reappoint Chris Jackson to the Jefferson County Deputy Civil Service Commission as recommended by the Jefferson County Deputy Sheriff's Association - Discussion/Action

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

**ADJOURN**

**CORRESPONDENCE:**

Letter received from Joy M. Oakes, Senior Regional Director, Mid-Atlantic Region, National Parks Conservation Association regarding the proposed rezoning of Allstadt's Corner.

Letter received from Stacy DeLong to R. M. Kelley at the Jefferson County Emergency Services Agency.

**Notice of Intent to Appoint individuals to the Board of Zoning Appeals on December 15, 2011.**

**Memorandum from Roger Goodwin, Chief County Engineer enclosing the bond and security for Cello Partnership d/b/a Verizon Wireless/Cottontail File #S11-03.**

**Letter of resignation from the Jefferson County Emergency Services Agency received from Brendan Soennecken.**

**Letter of resignation from the Jefferson County Emergency Services Agency received from Paul Rosa.**

**Notice that the Jefferson County Commission will conduct interviews and make appointments to the Jefferson County Public Service District and the Jefferson County Emergency Services Agency on December 8, 2011.**

**Weekly settlement reports for the Charles Town Races received from the West Virginia Lottery for week ending November 19, 2011.**

**Letter of resignation from the Jefferson County Building Commission received from Beverly S. Hughes.**

**Letter from Good Shepherd Interfaith Volunteer Caregivers regarding the Annual Summary.**

**Letter from the Arts & Humanities Alliance (AHA!) seeking membership and donations.**

**Letter from the Children's Home Society of West Virginia thanking the Commission for its \$5,000 contribution.**

**Memorandum received from Jennifer Brockman, Director of Planning & Zoning announcing that the next Public Meeting regarding the US 340 East Gateway Plan will be on Tuesday, December 6, 2011 at 7:00 p.m. in the KOA Campground Community Room.**

**Letter received from Joe Anderson, Mayor of Harper Ferry requesting that the Jefferson County Commission hold a public hearing on the application of James and Barbara Gibson to rezone 12.97 acres at the intersection of US 340 and Millville Road.**

**Jefferson County 4-H Newsletter for November and December 2011 received from the Extension Service of West Virginia University.**

Letter regarding the Statewide Transportation Improvement Program (STIP) received from the WV Dept. Of Transportation, Division of Highways.

Thank you note received from Hospice of the Panhandle regarding Day of Caring 2011.

Thank you note to Patsy Noland and the Jefferson County Commission from Hospice of the Panhandle.

Letter from Comcast regarding cable channel contract renewals.

Weekly settlement reports for Hollywood Casino at the Charles Town Races received from the West Virginia Lottery for week ending November 19, 2011.

*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.*