

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, SEPTEMBER 6, 2012
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

- Regular Minutes for August 16, 2012
- Regular Minutes for August 23, 2012

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

Approval of Revised Agenda Policy - Discussion/Action

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action

2. 10:00 a.m. Robert Shirley, Sheriff
- Approval to hire new part-time Bailiff - Discussion/Action
- Approval to hire a new Animal Control Officer - Discussion/Action

3. 10:15 a.m. Jennifer Maghan, County Clerk
- Approval to remove Ronald "Ronnie" Bell from the General Elections Ballot
- Discussion/Action

4. 10:30 a.m. **Break**

5. 10:45 a.m. Elizabeth Wheeler, Farmland Protection Board
- Approval of one deed of easement for the Farmland Protection Program -
Discussion/Action

6. 11:00 a.m. Laura Storm, Circuit Clerk
- Moving Melinda Maye from part-time to full-time employment -
Discussion/Action

7. 11:15 a.m. Ralph Lorenzetti, Prosecuting Attorney & Stephanie Grove, Assistant Prosecuting Attorney
- Review of Civil Counsel job description/ job duties - Possible Executive Session §6-9A-4 - Discussion/Action

UNFINISHED BUSINESS:

8. Decision on hiring of County Commission Civil Counsel - Discussion/Action
9. If applicable, filling of Civil Counsel position - Possible Executive Session §6-9A-4 - Discussion/Action
10. Approval of FY2013 County Commission Community Grants - Discussion/Action

NEW BUSINESS:

11. Amending sign ordinance requirements to allow smaller commercial business signs without added cost of permits, staff review (LW) - Discussion/Action
12. Discussion on the Agriculture Task Force (WP) - Discussion/Action
13. Decision on hiring a County Administrator and review of job duties - Possible Executive Session §6-9A-4 - Discussion/Action
14. Approval of Resolution - Land and Water Conservation fund application - Discussion/Action

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- GIS Department Quarterly Update Report - 2012 3rd Quarter

FINANCIAL DIRECTOR REPORTS

- Approval of Internal Budget Revisions #104 & 105 - Discussion/Action
- Approval of State Budget Revision #6 - Discussion/Action
- Recommendation for account funding for the approved eCivis contract - Discussion/Action
- Discussion on Grant Funds received for the WV Eastern Panhandle Transportation Authority - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

15. Break for Lunch

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

16. 1:30 p.m. Continuation of Work Session on Potential Amendments to the Zoning Ordinance Text regarding the Creation of New Commercial and Industrial Zoning Categories and Related Amendments - Discussion/
17. 7:00 p.m. Public Hearing on a proposed Zoning Ordinance Text Amendment to establish additional commercial and industrial zoning district categories, and related changes to the ordinance. The amendment includes changes to the following sections of the Zoning and Land Development Ordinance: 4.4; 4.6; 4.10; 4.11; 5.1; 5.4; 5.6; 5.7; 5.8; 5.10; 6.3; 6.5; 8.1; 8.9; 8.12; 12.2; 12.3; Appendices A, B, and C; and the addition of new Sections 5.11, 5.12, 5.13, 5.14, 5.15, 5.16 and 5.17 - Discussion

**18. ADJOURN**

**CORRESPONDENCE:**

Invitation to Meet and Converse with Jefferson County Commission at Skipper's Downtown Dips & Deli on September 27, 2012 between 5:00 p.m. - 7:00 p.m.

Letter received from John C. Allen, Jr. concerning the recommendations from the Courthouse Committee regarding two ongoing courthouse projects.

Letter received from MinSec Companies regarding a decision to not pursue the halfway house.

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for weeks ending August 18 & August 25, 2012 received from the West Virginia Lottery.

Invitation to attend the County Commissioner's Association of WV's Fall Board & Legislative Committee meeting September 16-17, 2012 at the Inn at Charles Town.

Invitation to attend a buffet dinner and Gala Celebration in honor of the 218<sup>th</sup> wedding anniversary of James Madison and Dolley Payne Todd.

West Virginia Association of Counties, July 2012 issue of the County Line Newsletter received.

August 2012 edition of the West Virginia Ethics Report received.

September 2012 edition of the Valley News received from the Potomac Valley Audubon Society.

Reminder that the Jefferson County Video will begin September 11 - 13, 2012.

*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.*