

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, DECEMBER 20, 2012**  
**10:00 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. 10:15 a.m. Matt Mullenex, Region 9  
- Update on the Broadband Survey - Discussion
2. 10:30 a.m. Robert Shirley, Sheriff  
- Approval of New Hire - Animal Control Officer - Discussion/Action
3. 10:45 a.m. Roger Goodwin, Chief County Engineer  
- Complete release of the Construction Bond security for WV Hunter, LLC/National Land Partners, LLC - Waterside Reserve Subdivision (File #05-19) Letter of Credit #598 with First United Bank & Trust, Oakland, Maryland - Discussion/Action  
- Complete release of the Construction Bond security for Jefferson Reality, LLC - Country Roads Market (File #S11-08) - Letter of Credit #318 with the Bank of Charles Town, Charles Town, WV - Discussion/Action

**UNFINISHED BUSINESS:**

4. Motion by Mr. Manuel that the Commission set three priorities to present at the Legislative Session in the following order of priority Marc Trains, Transfer Tax - Regional Jail Center and Unfunded Mandates such as Chesapeake Bay Cleanup. Inability to bid election ballots and election materials. Motion seconded by Mr. Pellish  
Amended motion by Ms. Morgan to include support of Senator Snyder and Delegate Doyle in amending Article 36 B as a fourth priority. Motion seconded by Ms. Widmyer and unanimously approved.  
Commission must vote on the main motion. - Discussion/Action

## **NEW BUSINESS:**

5. Prepare a letter to the WV Department of Highways regarding a hazardous situation on the new Rt 9 and Rt 115 (DM) - Discussion/Action
6. Prepare a letter to the WV Department of Highways concerning Cattail Road (LW) - Discussion/Action
7. Decision to approve the additional Half Day for County Offices on December 24<sup>th</sup>, 2012 under the Proclamation of the Governor - Discussion/Action
8. Approval to reappoint Ben Money to the Property Safety Board as Fire Chief representative - Discussion/Action

## **DIRECTOR OF PLANNING AND ZONING MONTHLY UPDATE**

- Comprehensive Plan monthly update - Discussion

## **FINANCIAL DIRECTOR REPORTS**

- Reallocation of Coal Severance Order to create new account - Discussion/Action
- Order to transfer \$500,000 to the Capital Outlay Fund to cover planned capital Projects - Discussion/Action
- Budget Analysis for the General County Fund for the month ending October 31, 2012 - Discussion/Action
- Approval of Internal Budget Revision 106 & 108 - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

- Briel Building/Liberty Building - Continuing negotiations, Possible Executive Session - Discussion/Action
- IT RFP - Discussion/Action

## **COUNTY COMMISSION REPORTS**

**Presentation by Patsy Noland, Commission President**

9. **ADJOURN**

## **CORRESPONDENCE:**

Reminder - Jefferson County Offices will close on noon Monday, December 24<sup>th</sup>, 2012 and be closed Tuesday, December 25, 2012 in observance of the Christmas Holiday.

Reminder - Jefferson County Offices will close on noon Monday, December 31, 2012 and be

closed Tuesday, January 1, 2013 in observance of the New Year's Day.

Letter received from the Public Service Commission concerning Wireless E-911 fees in the amount of \$195,943.79.

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for weeks ending December 1<sup>st</sup> & 8<sup>th</sup>, 2012 received from the West Virginia Lottery.

Invitation to Citizens Fire Company Annual Membership Recognition Banquet on February 2, 2013 at the Moose Lodge of Charles Town beginning at 5:30 p.m.

Valley Views December 2012 Newsletter received from the Potomac Valley Audubon Society received.

Letter received from West Virginia Department of Revenue State Tax Department concerning Tax year 2011 Jefferson County Monitoring Report.

Letter received from Jefferson County Historic Landmarks Commission concerning the proposed cell silo near Leetown.

Letter received from Good Shepherd Interfaith Volunteer Caregivers.

Donation request received from Martinsburg-Berkeley County Public Libraries.

Letter received from The Land Trust of the Eastern Panhandle concerning an easement at Claymont, in Jefferson County.

Holiday Greetings sent from the Maintenance Department.

Holiday Greetings sent from West Virginia Association of Counties.

Resignation received from Robert Murto of the Jefferson County Emergency Services Agency.

November 2012 issue of the County Line Newsletter received from the West Virginia Association of Counties.

Notice of Public Hearing scheduled Thursday, January 10<sup>th</sup>, 2012 at 7:00 p.m. on Zoning Map Amendment (Rezoning) for property designated as Tax District; Charles Town, Map: 13, Parcel: 7. This property is located on the south side of WV Route 51 near Tusawilla Hills entrance approximately 2 miles west of Charles Town and is a total of 34.27 acres. This property is currently zoned Rural and a request has been made by the owner, Jefferson Asphalt Products, Inc. to change the zoning to Residential/Light Industrial/Commercial.

Notice of Public Hearing scheduled Thursday, January 10<sup>th</sup>, 2012 on Zoning Map Amendment

**(Rezoning) for property designated as Tax District; Shepherdstown, Map: 8, Parcel: part of 5. This property is located on the northeast side of alternate Route 45 (Potomac Farms Drive and to the south side of Route 45 (Martinsburg Pike) and is a total of 8.07 acres. This property is currently zoned Residential Growth and a request has been made by the owner, John D. Lowe, III, to change the zoning to Residential/Light Industrial/Commercial. This hearing will start immediately upon the conclusion of the hearing scheduled before it.**

**Reminder - Public Hearing on Petition to remove Executor of the Blanche V. Nelson Estate on Tuesday, January 2<sup>nd</sup>, 2013 at 10:00 a.m.**

*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.*