

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JANUARY 17, 2013
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

- Special Session - January 2, 2013
- Regular Meeting - January 3, 2013
- Public Hearing - January 10, 2013

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

- December 27, 2012
- January 10, 2013
- January 17, 2013

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
2. 10:00 a.m. Katie Willard, Department of Environmental Protection
- Introduction of myself as the Public Information Specialist for the Eastern Panhandle - Discussion
3. 10:15 a.m. Interviews and Appointments to the following Boards - Discussion/Action
- Jefferson County Emergency Services Agency - unexpired ends 11/2/13
- Jefferson County Parks and Recreation Commission - unexpired ends 6/30/15
- Jefferson County Property Safety Enforcement Agency - one term ending February 8, 2015
4. 10:30 a.m. **Break**

5. 10:45 a.m. Interview and Appointments to the Water Advisory Committee - Discussion/Action
- (3) Three year terms ending January 31, 2016
- (1) Unexpired term ending January 31, 2015
6. 11:00 a.m. Lynn Fields, Deputy Probate Clerk
- Approval of quarterly review of wills/estates and approval for closure of accountings and waivers - Discussion/Action
7. 11:15 a.m. Mike Wiley, Beallair Homes, LLC
- Request from Beallair Homes, LLC for the County Commissions consideration of the First Amendment to Agreement Regarding Bonding Obligations and Declaration of Covenants, Conditions and Restrictions Beallair Phase II Subdivision - Discussion/Action
8. 11:30 a.m. Steve Rawlings, West Virginia Risk Pool
- Update on the WV Risk Pool - Discussion
9. 11:45 a.m. Cheryl Keyrouze, Director of Eastern Panhandle Transit Authority
- Update on Eastern Panhandle Transit Authority - Discussion
10. 12:00 p.m. Daniel P. Lutz, Jr., Feagan's Mill
- Appear before Commission concerning Feagan's Mill - Discussion/Action
11. 12:15 p.m. Jennifer Brockman, Director of Planning and Zoning
- Comprehensive Plan Monthly Update - Discussion/Action
12. 12:30 p.m. Barbara Miller, Director of Homeland Security and Emergency Management
- Approval of contract with J. H. Consulting, LLC to review/revise/develop certain annexes in the Jefferson County Emergency Operations Plan and Resource Manual Additions, per the RFP that was advertise on the County Website. J. H. Consulting was the low bidder at \$11,000. The contract was reviewed by legal - Discussion/Action
- Approval of the recommendations put forth by the Jefferson County Homeland Security and Emergency Management Steering Committee for appointees for the term of 2013-2015. See the attached letter from John Sherwood, Chair and Barbara Miller, Director. There are also attached bios from each of the proposed appointees - Discussion/Action
- After Action Report/Improvement Plan from the SuperStorm Sandy activation - Discussion/Action

UNFINISHED BUSINESS:

13. 2013 County Commission First Quarter Priorities - Discussion/Action

NEW BUSINESS:

14. Appoint liaison to Solid Waste Authority (JT) - Discussion/Action
15. Appoint Jesse Jones as Interim Manager of the Sheriff's department until a Sheriff can be appointed - Discussion/Action
16. Discuss setting Special Session on Tuesday, January 22, 2013 at 11:00 a.m. for the purpose of additional appointments to the Jefferson County Envision Jefferson 2035 Steering Committee - Discussion/Action
17. Discussion of process for filling Sheriff's vacancy - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Commissioner's Top Project Listing - Discussion/Action
- Briel Building, Possible Executive Session - Discussion/Action
- Discuss Budget Work Session to be held on Thursday, January 24, 2013 - Discussion/Action

COUNTY COMMISSION REPORTS

18. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Jefferson County Emergency Services
- Jefferson County Engineering Department
- Jefferson County Homeland Security and Emergency Management
- Jefferson County Historic Landmarks Commission

CORRESPONDENCE:

Notice County Commission Offices will be closed on Monday, January 21, 2013 in observance of Martin Luther King, Jr. Day.

Notice of Special Session on Tuesday, January 22, 2013 at 11:15 a.m. in the Commission Meeting Room, the Commission will meet with Senator John Unger and the West Virginia Department of Highway to discuss safety issues at Cattail Run Rd/Rt 9 and Charles Town Rd/Rt 9 intersections.

Notice of Public Hearing scheduled Thursday, January 31, 2013 at 7:00 p.m. on Zoning Map Amendment (Rezoning) for property designated as Tax District: Harpers Ferry, Map:7, Parcel: 18. This property is located on the south side of US Route 340 on Campground Road approximately a half mile east of its intersection with Old Taylor Lane and is a total of 3.94 acres. This property is currently zoned Residential Growth and a request has been made by the owners, the Aitcheson Family Trust and Federica Adkinson, to change the zoning to Residential/light Industrial/Commercial.

Notice County Commission to convene as Board of Review and Equalization on Wednesday, January 30, 2013 at 1:30 p.m, Tuesday, February 5, 2013 at 1:30 p.m., Thursday, February 7, 2013 at 1:30 p.m. and Tuesday, February 8, 2013 at 1:30 p.m.

December 2012 issue of the County Line Newsletter received.

Letter received from the State of West Virginia Department of Revenue State Tax Department concerning Integrated Assessment.

Pamphlet received from Thompson Gas.

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for weeks ending December 22nd & 29th, 2012 and January 5, 2013 received from the West Virginia Lottery.

Letter received from Jefferson County Community Ministries thanking the Commission for the \$4,500 contribution.

Letter/invitation received from State Auditor, Glen B. Gainer, III concerning Regional Training Workshops.

Minutes received from the Jefferson County Public Service District's regular Board meeting on December 3, 2012.

Memorandum received from Todd Fagan, GIS concerning return on investment (ROI) for Content Management System Purchase.

Letter of Resignation received from Paul Espinosa of the Development Authority Board.

Invitation from the County Commissioners' Association of West Virginia to attend the Legislative Association Meeting and Educational Training Series on February 24 - 26, 2013 in Charleston, WV.

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.