

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, AUGUST 15, 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

- Regular Meeting - August 1, 2013

APPROVAL OF PURCHASE ORDERS

- August 15, 2013

APPROVAL OF ACCOUNTS PAYABLE

- August 8, 2013
- August 15, 2013

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
2. 10:00 a.m. Steve Rawlings, West Virginia Risk Pool
- Update on the WV Risk Pool Customer Satisfaction - Discussion/Action
3. 10:15 a.m. John Reisenweber, on behalf of the Jefferson County Development Authority Board of Directors
- Introduce new Program Manager, Amy Allen
- Approval of changes to Burr/Bardane Covenants - Discussion/Action
4. 10:30 a.m. Jennifer Brockman, Director Planning & Zoning
- Request by the Planning Commission that the County Commission reconsider their Motion of October 25, 2012 regarding the Proposed Zoning Ordinance Text Amendment related to New Commercial and Industrial Zoning Categories - Discussion/Action

5. 10: 45 a.m. Pete Dougherty, Sheriff
- Present the 2012-2013 report on the Jefferson County Sheriff's Office
- Discussion/Action
6. 11:05 a.m. Lynn Fields, Deputy Probate Clerk
- Special Session to approve and close estates - Discussion/Action
- Set a date and time for a Special Session for Probate matters
- Discussion/Action
7. 11:15 a.m. BREAK
8. 11:25 a.m. Roger Goodwin, Chief Engineer
- Bond Release Barleywood Subdivision - Complete release of the Construction Bond security for Dan Ryan Builders, LLC - The Preserve at Barleywood Subdivision, Lots 1-55 & 3 Residue Lots (File #-4-16) - Letter of Credit #3078760 with Bank of America, Rockville, MD - Discussion/Action
9. 11:30 a.m. Barbara Miller, Director of Homeland Security and Emergency Management
- Memorandum of Agreement between Jefferson County and the Federal Emergency Management Agency Integrated Public Alert and Warning System (IPAWS) Program Management Office - Discussion/Action
- Contract with NIXLE for NIXLE Engage Annual License - Discussion/Action
10. 11:40 a.m. Unfinished Business/New Business/Financial Director Report
- Discussion/Action
11. 12:30 p.m. LUNCH BREAK

UNFINISHED BUSINESS:

12. Discussion regarding contracting the position of the Chief Financial Officer for the Jefferson County Commission, follow-up discussion - Discussion/Action (*Executive Session*) (PN)

NEW BUSINESS:

13. Discussion regarding renewing membership with the County Commission Association of West Virginia - Discussion/Action (PN)
14. Eastern Panhandle Regional Planning & Development Council - Region 9 - Annual Consolidated Project Listing Update - Discussion/Action (PN)
15. Set date for briefing from Region 9 staff on Broadband Study and provide opportunity for community comment - Discussion/Action (LW)

16. Approval to move forward with hiring of Finance Director as advertised - Discussion/Action (LW)
17. Approval of Resolution - Community Participation Grant Program for the Saint Andrews Mountain Community Center in the amount of \$2,000 - Discussion/Action
18. Approval of Resolution - Community Participation Grant Program for the African American Community Association - Fisherman's Hall in the amount of \$2,000 - Discussion/Action

FINANCIAL DIRECTOR REPORT:

Internal Budget Revision #2 - Group Health Insurance budget adjustments
- Discussion/Action

COUNTY ADMINISTRATOR REPORT:

- Jefferson County Meeting Schedule - meeting the third Thursday of the month (August 29, 2013) - before Labor Day Weekend - Discussion/Action
- IT Update/IT Position - Discussion/Action
- Debbie Keyser/Sandy McDonald - Continuation of presentation of further Financial Analysis Financial Director Report - Discussion/Action

COUNTY COMMISSIONERS REPORTS:

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

19. 1:30 p.m. Continuation of Unfinished Business/New Business/Financial Director Report - Discussion/Action
20. 2:15 p.m. Jennifer Myers, Director - Jefferson County Parks and Recreation  
- The JCPR will update the Commission on the progress of James Hite Park and requests the release of funds from the land acquisition fund to provide an excavator and operator to perform explanatory trenching in the areas of cut for phase 1 - Discussion/Action
21. 2:25 p.m. Mr. Bob Aitcheson & Mr. Doug Rockwell, residents  
- Discussion regarding the desirability of the Commission to enact the proposed Ambulance Fee - Discussion/Action  
- Discussion regarding the JCESA - Discussion/Action

**Public Comment:**

*The period for Public Comment will be open at this time to allow the public to address item #22, JCESA Fees.*

22. 2:40 p.m. Doug Pittinger/Ed Hannon - Jefferson County Emergency Services Agency - Reading/Review/Edits of the Jefferson County Emergency Service Agency Fee Ordinance - Discussion/Action

**CORRESPONDENCE:**

Invitation from the Jefferson County Deputy Sheriff Reserve Academy, Saturday, August 17, 2013 at Wright Denny Intermediate School.

Flyer announcing the 61<sup>st</sup> Jefferson County Fair dates and Schedule of Events - August 18-24, 2013.

Invitation to the dedication of the Lewis County Judicial Annex, August 20, 2013 - Weston WV.

Invitation from the Division of Juvenile Services, Youth Reporting Center - Parents/Community Appreciation Day, August 21, 2013 from 11:30 am - 4 pm.

Notice - County Offices closed Monday, September 2, 2013 in observance of Labor Day.

Invitation from MADD and the Governor's Highway Safety Office to the Annual Law Enforcement Appreciation Breakfast - September 7, 2013.

Notice from County Commissioners' Association of West Virginia regarding membership dues in the amount of \$419.50.

Letter from Summer Wyatt, WV State Director of the Humane Society regarding the new commercial dog breeding operation law.

Request for funding from Shepherdstown Public Library for "First Books For Babies" program.

Jefferson County Public Service District Regular Board Meeting - July 1, 2013 and July 23, 2013 and Emergency Special Meeting, July 31, 2013.

West Virginia University Extension Service, Jefferson County - Vol. 2 #4, August 2013.

West Virginia Ethics Reporter - July 2013.

Country Roads & City Streets, Summer 2013 Vol. 28 No. 2.

West Virginia Lottery Weekly Settlement for Charles Town week ending July 27, 2013.

West Virginia Lottery Weekly Settlement for Charles Town week ending August 3, 2013

*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.*