

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, OCTOBER 3, 2013**  
**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**

- September 19, 2013 Regular Meeting Minutes
- September 19, 2013 Public Hearing Minutes
- September 25, 2013 Special Session Minutes

**APPROVAL OF PURCHASE ORDERS**

- October 3, 2013

**APPROVAL OF ACCOUNTS PAYABLE**

- September 26, 2013
- October 3, 2013

**PUBLIC COMMENT**

**PRESENTATIONS:**

1. 9:45 a.m. The Honorable John Unger, WV Senate  
- Presentation of Community Participation Grant to the Jefferson County Homeless Coalition in the amount of \$20,000
2. 10:00 a.m. The Honorable Stephen Skinner, WV House of Delegates  
- Presentation of Community Participation Grant to Friends of Blackwater J.R. Clifford Project
3. 10:15 a.m. Angie Banks, Assessor  
- Exonerations - Discussion/Action
4. 10:30 a.m. Laura Storm, Circuit Clerk  
- Hiring of two (2) full time Deputy Clerks - Discussion/Action
5. 10:45 a.m. Jennifer Maghan, County Clerk & Nickki Painter, Chief Deputy of Election

- Electronic Poll Books - Funding - Discussion/Action

6. 11:00 a.m. BREAK
7. 11:15 a.m. Lyn Fields, Deputy Probate Clerk
  - Admit to record letter from Carroll M. Crawford regarding Estate of Elna N. Crawford - Discussion/Action
  - Requesting scheduling of Public Hearing for Printz Estate
  - Discussion/Action
8. 11:25 a.m. Roger Goodwin, Chief Engineer
  - Mission Ridge Subdivision - Site Work - Close out of bond escrow account
  - Discussion/Action
9. 11:35 a.m. Jennifer Brockman, Director Planning & Zoning
  - Approval to move forward with Job Offer for Zoning Administrator Position
  - Discussion/Action
  - Proposed Amendments to WV Code 8A - Discussion/Act

#### NEW BUSINESS:

10. Interviews & Appointments - Sheriff's Civil Service Commission - One (1) - Four (4) year term ending September 9, 2017 - Discussion/Action

#### COUNTY ADMINISTRATOR REPORTS

11. Hiring of Jessica Carroll as Executive Administrative Assistant - Discussion/Action
12. Hiring for Finance Director Position - Discussion/Action
13. Potential hiring of one full-time and one part-time IT employee - Discussion/Action

#### COUNTY COMMISSION REPORTS

- ADJOURN

#### DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Engineering Department - Quarterly Report - October 1, 2013
- Jefferson County Homeland Security and Emergency Management - Quarterly Report - 1<sup>st</sup> Quarter (July-September, 2013)

#### CORRESPONDENCE:

Notice of Public Hearing on proposed Text Amendments to the sections of the Zoning and Land Development Ordinance, October 10, 2013 – 7 p.m.

**Jefferson County Offices Closed – Monday, October 14, 2013 – Columbus Day.**

**Notice of West Virginia Broadband 2013 Summit – Monday, November 4, 2013 8:30 a.m. – 3:30 p.m. Morgantown, WV.**

**Save the Date - Eastern Panhandle Legislative Summit - December 3, 2013.**

**Assessor's Certificate of Compliance from the WV Department of Agriculture.**

**Memo from State of WV, Office of the Treasurer regarding Distribution of Coalbed Methane Severance Tax.**

**Copy of letter to Daniel P. Lutz, Jr. from Roger Goodwin, Chief Engineer.**

**Letter from the WV Department of Transportation, Division of Highways regarding the Statewide Transportation Improvement Program.**

**Letter from the WV Development Office regarding the approved economic development plan and plat for the Old Standard Quarry Brownfield Project in Jefferson County.**

**Letter from FEMA announcing approval of Jefferson County's Hazard Mitigation Plan.**

**Notice from the Public Service Commission regarding disbursement of Wireless E-911 subscriber fees.**

**West Virginia Association of Counties – The County Line, August 2013, Number 206.**

**West Virginia Weekly Settlement for Charles Town for the week of September 14, 2013.**

**West Virginia Weekly Settlement for Charles Town for the week of September 21, 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.***