

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, OCTOBER 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

- Regular meeting minutes of October 3, 2013

APPROVAL OF PURCHASE ORDERS

- October 17, 2013

APPROVAL OF ACCOUNTS PAYABLE

- October 10, 2013
- October 17, 2013

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
2. 9:50 a.m. Laura Storm, Circuit Clerk
- Renewing request to approve the hiring of two (2) Full Time Deputy Clerks
- Discussion/Action
3. 10:00 a.m. Jeffery Polczynski, Director of Communications
- Contract Approval and Signature with Spillman Technologies, Inc.
- Discussion/Action
4. 10:10 a.m. Barbara Miller, Director Homeland Security & Emergency Management
- Memorandum of Understanding with Jefferson County Schools to use schools during emergencies - Discussion/Action
5. 10:15 a.m. Elizabeth McDonald, President, Jefferson County Farmland Protection Board
- Approval of purchase of one Agricultural Conservation Easement
- Discussion/Action
6. 10:50 a.m. BREAK

7. 11:00 a.m. Lynn Fields, Deputy Probate Clerk
- Probate Quarterly Review and Closings - Discussion/Action
8. 11:15 a.m. Interviews & Appointments
- Jefferson County Board of Zoning Appeals - one unexpired term ending January 1, 2014 - Discussion/Action
9. 11:25 p.m. Interviews & Appointments
- Jefferson County Enhanced E-9-1-1 Board - one - three year term ending September 1, 2016 - Discussion/Action
10. 11:35 p.m. Roger Goodwin, Chief Engineer
- Mission Ridge Subdivision - Site Work (street paving & old Route 9 turn lanes at entrance), close out of bond escrow account - Discussion/Action
- Bond reduction and/or release, Hardy Cellular Telephone Company - Mountain Mission Telecommunications Facility/Kenneth Wilt Property
- Discussion/Action

UNFINISHED BUSINESS:

11. Funding of Comprehensive Plan Planner/Zoning Administrator Position - Discussion/Action
(Possible Executive Session)
12. Contract with Leslie Smith for Financial Consultant - Discussion/Action

NEW BUSINESS:

13. Approval of Resolution - Community Participation Grant Program for the Western Potomac Economic Partnership in the amount of \$25,000 - Discussion/Action

DEPUTY COUNTY ADMINISTRATOR

- Sandy McDonald , Deputy Administrator - payment for claim under Public Officials Coverage - land use endorsement - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Hiring of one full time and one part time employee for IT - Discussion/Action
- Approval of new hire for Prosecuting Attorney's Office, Lindsay Leatherman, Assistant Prosecuting Attorney - Discussion/Action

COUNTY COMMISSION REPORTS

14. 12:00 p.m. Lunch

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

15. 1:30 p.m. Roger Goodwin, Chief Engineer  
Property Safety Enforcement Agency - Hearing on Case 12-001 (Bierer) -  
Property located at 169 Daisy Lane, Walnut Grove Subdivision, Charles Town  
Tax District, Map 4C, Parcel 32 Deed Book 737, Page 340  
- Discussion/Action
16. 2:00 p.m. Roger Goodwin, Chief Engineer  
- Property Safety Enforcement Agency - Hearing on Case 12-002 (Williams &  
Yastrzemski) Property located at 111 Fairway Drive, Sleepy Hollow Estates  
Subdivision Harpers Ferry Tax District, Map 11B, Parcel 15 Deed Book 927,  
Page 532 - Discussion/Action

## DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Jefferson County Farmland Protection Board Quarterly (Q3 2013) Update Report
- Jefferson County Emergency Services Agency Quarterly Update Report
- Jefferson County Historic Landmarks Commission Quarterly Report, 07-1-2013 through 09-30-2013

## CORRESPONDENCE:

Notice of Jefferson County Extension Service Committee meeting on Wednesday, October 30, 2013 at 7 p.m.

Invitation to the Community Alternatives to Violence & Berkeley/Jefferson Day Report Center Annual Luncheon on Thursday, October 31, 2013 - 1 p.m.

National Association of Counties Participation and Membership Benefits Report.

Memorandum from Office of Impact Fees - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.

Memorandum for Office of Impact Fees - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.

Memorandum from Office of Impact Fees - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.

**Memorandum from Office of Impact Fees - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.**

**Impact Fee Status Report - September 2013.**

**Memorandum from the State of West Virginia Development Office regarding 2015-2019 Five Year Consolidated Plan. Notification of Public Hearings and Invitation to Comment on Needs Assessment.**

**Letter form West Virginia Department of Environmental Protection regarding Best Management Practices in the Potomac River Basin.**

**Copy of letter to Deborah Beckner, Communications Coordinator, WV State Police regarding Jefferson County implementing CAD.**

**Legal notice from Loudoun County, VA regarding Public Hearing on a Comprehensive Plan Amendment.**

**Memorandum from WV Division of Energy regarding Local Energy Efficiency Grant Program.**

**Memorandum from WV Development Office regarding FY 2013 Land and Water Conservation Fund - Invitation to Submit Applications.**

**WV Department of Military Affairs and Public Safety, Division of Homeland Security & Emergency Management regarding 2014 HMEP Planning Grand application approval.**

**West Virginia Lottery Weekly Settlement for Charles Town, week ending September 28, 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.*