

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, OCTOBER 31, 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**

- Public Hearing October 10, 2013
- Special Session October 11, 2013
- Regular Meeting October 17, 2013

**APPROVAL OF PURCHASE ORDERS**

- October 31, 2013

**APPROVAL OF ACCOUNTS PAYABLE**

- October 24, 2013
- October 31, 2013

**PUBLIC COMMENT**

- Introduction of Tim Staton, Finance Director
- Introduction of TinaDawn Stratton, IT Specialist

**PRESENTATIONS:**

1. 9:45 a.m. Pete Dougherty, Sheriff
  - Approval of Deputy Reserves - Discussion/Action
  - Approval of Employment - Glen Kincaid - Bailiff - Discussion/Action
  - Personnel Issue/Legal Update - Possible Executive Session - §6-9A-4 - Discussion/Action
  
2. 10:15 a.m. Bill Polk, Maintenance Director
  - Update on Courthouse Landscaping Project - Discussion/Action
  - Update on VoIP Project and Funding - Discussion/Action
  - Approval of 11<sup>th</sup> Cycle Courthouse Facilities Improvement Authority Grant Application - Discussion/Action
  
3. 10:45 a.m. BREAK

4. 11:00 a.m. Barbara Miller, Director of Homeland Security and Emergency Management  
- Approval of 2013 Emergency Management Planning Grant - Discussion/Action
5. 11:15 a.m. Roger Goodwin, Chief County Engineer  
- Complete release of the construction bond security for The National Education Humane Society AKA Briggs Animal Adoption Center Maintenance Building - (File #512-01) - Letter of Credit #01-13 with The Bank of Clarke County, Winchester, Virginia - Discussion/Action  
  
- Chesapeake Bay Initiative - the new Stormwater Management Ordinance and related text amendments to the Subdivision and Land Development Regulation - Discussion/Action
6. 11:35 a.m. Jennifer Brockman, Director of Planning and Zoning  
- Follow Up to potential Amendments to WV Code 8A - Discussion/Action
7. 11:55 a.m. Todd Fagan, GIS/Addressing Office Director  
- Approval of Grant Application for funding under the West Virginia Assistance Grants Program and (WVTAGP) and WV Broadband Mapping Program (WVBMP) - Discussion/Action

#### **NEW BUSINESS:**

8. Proclamation - Designate October as Domestic Violence Awareness Month - Discussion/Action

#### **COUNTY ADMINISTRATOR REPORTS**

- Commissioner's Top Project Listing
- Discuss Meet Your Commission schedule
- Update on Jefferson County Legislative Summit

#### **COUNTY COMMISSION REPORTS**

9. 12:30 p.m. Break for Lunch

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

10. 1:30 p.m. Pete Mulford, President, United Way  
- Teen Court Contract Extension - Discussion/Action
  
11. 145: p.m. Norwood Bentley, Esquire  
- Discussion on legal matters regarding personnel issues/Possible Litigation -  
Possible Executive Session - §6-9A-4
  
12. 2:00 p.m. Personnel Issue/Possible Litigation - Possible Executive Session - §6-9A-4 -  
Discussion/Action
  
13. ADJOURN

**CORRESPONDENCE:**

Jefferson County Offices Closed - Monday, November 11, 2013 - Veteran's Day.

Notice of Intent to Appoint on Thursday, November 7, 2013 - North Eastern Regional EMS, Inc. - one 2-year term ending October 31, 2015.

Notice of Public Hearing Thursday, November 21, 2013 at 7:00 p.m. for a proposed Zoning and Land Development Ordinance Text Amendment to establish additional commercial and industrial zoning district categories, and related changes to the Ordinance. The amendment includes changes to the following sections of the Zoning and Land Development Ordinance: 4.4; 4.6; 4.10; 4.11; 5.1; 5.4; 5.6; 5.7; 5.8; 5.10; 6.3; 6.5; 8.1; 8.9; 8.12; 12.2; 12.3; Appendices A, B, and C; and the addition of new Sections 5.11, 5.12, 5.13, 5.14, 5.15, 5.16 and 5.17.

Letter from State of West Virginia, Glen B. Gainer III, State Auditor and Chief Inspector - regarding the audit report of Jefferson County for the fiscal year ending June 30, 2012 with notification of certain instances of noncompliance.

Letter from CoxHollidaPrice LLP regarding the Jefferson County Public Service District Financial Statements for the fiscal years ended June 30, 2013 and 2012.

Letter from Adam Shively informing the Commission of his resignation from the Board of Parks and Recreation.

Public Comments on the 10/10/2013 Public Hearing regarding the potential Amendments to WV Code 8-A, submitted by J. Michael Cassell, Ted & Jan Schiltz, Cathy Vance, William S. Dorman, Barbara Humes, Beverly Meadows, Wendy Whitehair-Lochner, Krista Steiding, and Kathy Loftin.

**Jefferson County Public Service District Regular Board Meeting Minutes for September 3, 2013.**

**Letter from Loudoun County, Virginia regarding the Loudoun County Planning Commission public hearing on a Comprehensive Plan Amendment.**

**West Virginia Lottery Weekly Settlement for Charles Town week ending October 5, 2013.**

**West Virginia Lottery Weekly Settlement for Charles Town week ending October 12, 2013.**

**West Virginia Lottery Weekly Settlement for Charles Town week ending October 19, 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.***