

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, NOVEMBER 21, 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

- October 24, 2013 Board of Assessment Appeals
- November 7, 2013 Regular Meeting
- November 14, 2013 Work Session

APPROVAL OF PURCHASE ORDERS

- November 21, 2013

APPROVAL OF ACCOUNTS PAYABLE

- November 14, 2013
- November 21, 2013

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
2. 9:50 a.m. Peter Dougherty, Sheriff
- Approval to hire Joseph Grantham for position of Deputy -
Discussion/Action
3. 10:05 a.m. Jefferson County Commission Meeting Room Policy Review -
Discussion/Action
4. 10:30 a.m. BREAK
5. 10:40 a.m. Ralph Lorenzetti, Prosecuting Attorney and Victoria Slater-Madert. Child and
Family Services Supervisor - Children's Home Society of West Virginia
- Child Advocacy Center FY14 Funding Request - Discussion/Action

6. 11:00 a.m. Interviews and Appointments
- Jefferson County Farmland Protection Board - One 3-year term ending September 7, 2016 - represents Farmer-at-large - Discussion/Action
7. 11:15 a.m. Alan Davis, Deputy County Administrator - Berkeley County Council
- Discuss regional 911 consolidation - Discussion/Action
8. 11:30 a.m. Lynn Fields, Probate Office
- Approval to close Estates that did not meet the deadline for Close/Approve Estates presented - Discussion/Action
9. 12:00 p.m. Ann Coulter and Lynn Yellott - EPSAN - Eastern Panhandle Single Payer Action Network
- Discussion of reduced healthcare benefit costs - Discussion/Action
10. 12:15 p.m. S. Chris Anders, State Coordinator
- Introduce a resolution that will prevent discrimination in the use of county owned or leased property - Discussion/Action
11. 12:30 p.m. Break for Lunch

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

12. 1:30 p.m. Norwood Bentley, Esquire  
- Discussion on legal matters regarding personnel issues/Possible Litigation  
- Possible Executive Session - §6-9A-4 - Discussion/Action
13. 2:00 p.m. Roger Goodwin, Chief County Engineer  
- Complete release of the Construction Bond security for Waterfront Group WV, LLC/Mark Adkins - Rock Ferry Station Subdivision, Lots 1-7, 16 and 25-43 (File #04-20) - Cash-in-Escrow with United Bank, Shepherdstown, West Virginia - Discussion/Action
14. 2:15 p.m. Jennifer Brockman, Director of Planning and Zoning  
- Envision Jefferson 2035 - status update of 2014 Comp Plan Effort - Discussion/Action  
  
- Follow up to October 10, 2013 Public Hearing input on Minor Amendments to the Jefferson County Zoning and Land Development Ordinance: 2.2, 4.10, 4A.5, 5.7, 5.8, 8.5, 8.14(new), 8.15(new), 9.5, 10.5, 11.1, and 12.2 and Appendix C (Agriculture Use and Other Amendments) - Discussion/Action

**UNFINISHED BUSINESS:**

15. Follow up to Potential Amendments to WV Code 8A - Discussion/Action

**NEW BUSINESS:**

16. Review of the Appointment to County Boards, Committees and Commissions Policy - Discussion/Action (DK)

**FINANCIAL DIRECTOR REPORTS**

- Brief Finance Update

**COUNTY ADMINISTRATOR REPORTS**

- Discuss potential Litigation - Executive Session possible - §6-9A-4 - Discussion/Action
- VoIP RFP Summary Report
- IT Department Update
- Website RFP Update

**COUNTY COMMISSION REPORTS**

17. RECESS

~~~~~ Evening SESSION ~~~~~

18. 7:00 p.m. Public Hearing
- Proposed Zoning 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

20. ADJOURN

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- First Quarterly Report of the Planning and Zoning Departments, Planning Commission and Board of Zoning Appeals Report

CORRESPONDENCE:

Notice - Jefferson County Offices Closed on Thursday, November 28 and Friday, November 29 in observance of the Thanksgiving Holiday.

Notice of Intent to Appoint on Thursday, December 5 - Jefferson County Emergency Services Agency - (3) three-year terms ending November 2, 2016 (two citizen and one EMS representative) and one unexpired term ending November 2, 2015 (one citizen representative).

Notice of Intent to Appoint on Thursday, December 5 - Jefferson County Public Service District- one six-year term ending December 1, 2019.

George Rutherford's Letter of Resignation from the Eastern Panhandle Transit Authority.

Letter from Stephen Mangus requesting a variance to the barking dog ordinance.

Letter from Dr. Swami Nathan regarding the new Comprehensive Plan.

Letter and documents from Ann B. Hilton regarding the history of the racing industry in Charles Town.

Court Order granting Jefferson County Planning Commission's "Motion to Reconsider."

Letter from Mark W. Matkovich, Acting State Tax Commissioner for the State of West Virginia, verifying that Angie Banks, Jefferson County Assessor, has substantially complied with the "assessor's additional duties" as dictated by West Virginia State Code.

Invitation to the Eastern Panhandle Conservation District Annual Legislative Forum.

Letter from Hospice of the Panhandle thanking the Commission for their donation and inviting the Commission to a late-construction tour of their new facility.

WVACO Save the Date for the 2014 Conference of Counties

Letter from Hali Taylor, Director of the Shepherdstown Public Library, regarding the library's Independent Auditor's Report and Related Financial Statements

West Virginia Lottery Weekly Statement for Charles Town week ending November 2, 2013.

West Virginia Lottery Weekly Statement for Charles Town week ending November 9, 2013.

Jefferson County Public Service District Regular Board Meeting Minutes from October 7, 2013

West Virginia Ethics Reporter - October 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.