

**AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, DECEMBER 5, 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

- November 12, 2013 Legislative Summit
- November 21, 2013 Regular Meeting
- November 21, 2013 Public Hearing

APPROVAL OF PURCHASE ORDERS

- December 5, 2013

APPROVAL OF ACCOUNTS PAYABLE

- November 27, 2013
- December 5, 2013

PUBLIC COMMENT

- Introduction of Russell Burgess, IT Specialist

PRESENTATIONS:

1. 9:45 a.m. The Honorable Tiffany Lawrence, West Virginia House of Delegates
- Presentation of the West Virginia Community Partnership Grants - WestPEP
and Jefferson County Parks and Recreation
2. 10:00 a.m. Craig Jennings, President Preston County Commission
- Discussion of All Good Music Festival - Discussion/Action
3. 10:30 a.m. Resolution - Recognition of Jeffrey Doran Bresee for his services on the
Jefferson County Board of Zoning Appeals - Discussion/Action
4. 10:40 a.m. **BREAK**

5. 10:50 a.m. Interviews and Appointments to the Public Service District for one 6-year term ending December 1, 2019 - Discussion/Action
 6. 11:05 a.m. Interviews and Appointments to the Parks and Recreation for an unexpired term ending June 30, 2014 - Discussion/Action
 7. 11:20 a.m. Lynn Fields, Deputy County Clerk
- Set date and time for a public hearing for a verified Petition to Compel Amended Appraisement; Accounting; and to Remove the Executor Daniel D. Duncan - Estate of Gayle Botts Duncan, deceased - Discussion/Action
 8. 11:30 a.m. Peter Fricke, Middleway Conservancy Association, Inc.
- Request for support of Middleway Conservancy's application for BAD Building Program Technical Assistance Grant with a letter to accompany application and, if the grant is awarded nomination of a county representative to the Middleway BAD Buildings Team of residents and stakeholders - Discussion/Action
 9. 11:45 a.m. David R. Boltson, Citizen
- Request for reconsideration to restore the residence house number as originally assigned to 393 Camelot Way - Discussion/Action
 10. 12:00 p.m. **BREAK FOR LUNCH**
- ~~~~~ AFTERNOON SESSION ~~~~~**
11. 1:30 p.m. Elizabeth Wheeler, Jefferson County Farmland Protection Board
- Amendment of 2015 Jefferson County Farmland Protection Board Program - Discussion/Action
- Presentation of JCFPB FY 2013 Annual Report
- Presentation of the JCFPB Strategic Plan
 12. 2:00 p.m. Stephanie Grove, Assistant Prosecuting Attorney
- Noise Ordinance Revisions (Possible Executive Session §6-9A-4) - Discussion/Action

13. 2:15 p.m. Jennifer Brockman, Director of Planning and Zoning
- Recommendation of the Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for a 107 acre property owned by Ann, James, and Ernest Hunter, designated as Tax District: Middleway (07), Map: 1, Parcel: 2, located on the north side of Route 115 (Old Route 9/Charles Town Road), approximately 700 feet southeast of the Berkeley/Jefferson County line, for the purpose of setting a public hearing to be held by the County Commission - Discussion/Action
14. 2:30 p.m. Tim Stanton, Finance Director
- Financial Update - Discussion/Action

UNFINISHED BUSINESS:

15. - 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

NEW BUSINESS:

16. Discussion of the Resolution for Establishment of Time and Place of Regular Jefferson County Commission Meetings - Discussion/Action (DK)
17. Approval of the Jefferson County Commission Holiday Schedule for 2014 - Discussion/Action (SM)
18. Set date and time for first meeting of 2014 - Discussion/Action (SM)
19. Counsel opinion on proper use of ambulance fee - Discussion/Action (JT)
20. Ratification of vote on November 21, 2013 - Partial release of the Construction Bond security for Hospice of the Panhandle, Inc. (File#S10-05) - Letter of Credit #10010976610 with Susquehanna Bank, Martinsburg, WV - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Purchase Order Policy - Discussion/Action
- Capital Outlay Policy - Discussion/Action

COUNTY COMMISSION REPORTS

21. ADJOURN

CORRESPONDENCE:

Letter from the West Virginia State Tax Department noting the Assessor's compliance with the standards established by the Property Valuation Training and Procedures Commission.

Reschedule notice for the December Board of Zoning Appeals meeting.

Notice from the Loudoun County, Virginia Planning Department regarding a public hearing scheduled for December 11, 2013 on the Comprehensive Plan Amendment.

West Virginia Lottery Weekly Settlement for Charles Town week ending November 16, 2013.

West Virginia Lottery Weekly Settlement for Charles Town week ending November 23, 2013.

West Virginia Ethics Reporter, November 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.