

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, MARCH 20, 2014**  
**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**

*Addendum added to Agenda Item #17 - page 240 -  
As per Commissioner Manuel - 3/18/14 3:15 p.m.*

*Addendum added to Agenda Item #17 - page 243 -  
As per Commissioner Widmyer - 3/19/14 9:05 a.m.*

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- March 6, 2014

**APPROVAL OF PURCHASE ORDERS**

- March 20, 2014

**APPROVAL OF ACCOUNTS PAYABLE**

- March 13, 2014
- March 20, 2014

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. John Reisenweber, Jefferson County Development Authority Director  
- Approval of Resolution of Participation and Cooperation - Local Economic  
Development Grant Program - Discussion/Action
2. 10:00 a.m. Nikki Painter, County Clerk's Office - Elections  
- Approval of Poll Workers for the May 13, 2014 Primary Election -  
Discussion/Action
3. 10:15 a.m. Interviews and appointments to the Jefferson County Historic Landmarks  
Commission for one 3-year term ending March 6, 2017 - Discussion/Action

4. 10:30 a.m. BREAK
5. 10:45 a.m. Tom Reilly, IT Consultant  
- Monthly IT Update
6. 11:00 a.m. Barbara Miller, Jefferson County Homeland Security and Emergency Management Director and Lawrence "Jeff" Jefferies, WVU Healthcare - Jefferson Medical Center  
- Approval of State Homeland Security Grant proposal for \$53,000 - Discussion/Action
7. 11:15 a.m. Roger Goodwin, Chief County Engineer and Michelle Mason, Impact Fee Specialist  
- Presentation of Calendar Year 2013 Annual Report for the Office of Impact Fees - Discussion/Action  
- Discuss the inflationary adjustment that is to automatically occur by dictate of the Impact Fees Procedure Ordinance 2003-1, Section 6.B, unless the County Commission acts to stay the adjustment to the impact fees - Discussion/Action  
- Presentation of FY2015 Capital Improvement Plan for Office of Impact Fees - Discussion/Action
8. 11:45 a.m. Jennifer Brockman, Planning and Zoning Director  
- Approval to schedule a Public Hearing on the proposed text amendment to Section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses - Discussion/Action

#### **NEW BUSINESS**

9. Approval of FY2014 Court Security Fund Grant Application - Discussion/Action
10. Upon recommendation from the City of Charles Town to approve and appoint Ann Paonessa to the Development Authority Board (to fill a vacant seat from Mr. Joe Cosentini's resignation) for one unexpired term ending April 5, 2015 or until a new City Manager for the City of Charles Town has been hired - Discussion/Action
11. Request to use the Jefferson County Commission meeting room, Thursday, May 1, 2014 - Talitha Davis with Youngevity - Discussion/Action
12. Approval of Job Description - Fee Collector - Discussion/Action
13. Legislative Updates

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

**14. 12:30 p.m. Break for Lunch**

**~~~~~ AFTERNOON SESSION ~~~~~**

**15. 1:30 p.m. Lucas Elser, Northern WV Brownfield Assistance Center, WVU**  
**- Briefing on the Brownfield, Abandoned and Dilapidated (BAD) Buildings Program and the role the County Commission and County Agencies are expected to play in support of the grant - Discussion/Action**

**16. 1:45 p.m. Stephen Groh, Assistant Prosecuting Attorney**  
**- As requested by the Commission - Steps that need to be taken to proceed with the following: - Discussion/Action**

- Reorganization of the JCESA Board**
- JCESA/Ambulance Fee Ordinance - Possible Executive Session §6-9A-4 (A)**

**- Consider allocation county funding for Fire Companies through the Jefferson County Fire & Rescue Association - Discussion/Action (JT)**  
**- Suggestions/Proposals for reorganizing JCESA - Discussion/Action (PN)**  
**- Clarification from legal counsel as to whether the ESA Board can act as both a Fire Board and regarding the roles of the ESA Board relating to the County Commission imposing a fire fee as opposed to creating a Fire Board - Discussion/Action (PN)**  
**- Does the County Commission set the fee or can the petition designate the fee that is requested - Discussion/Action (PN)**

**- Composition of the Jefferson County Public Service District Board - Discussion/Action - Executive Session §-6-9A-4 (A)**  
**- Appointment to the Jefferson County Service District - Discussion/Action**

**17. 2:30 p.m. Tim Stanton, Finance Director**  
**- Approval of Fiscal Year 2015 Budget - Discussion/Action**

**18. RECESS**

**CONTINUED - AGENDA  
FRIDAY, MARCH 21, 2014**

19. 9:30 a.m. Tim Stanton, Finance Director  
- Approval of Fiscal Year 2015 Budget - Discussion/Action

20. ADJOURN

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

- GIS Department Quarterly Update Report - 2014, 1<sup>st</sup> Quarter

**CORRESPONDENCE/INFORMATION**

Jefferson County Commission Notice of Intent to Appoint to the Jefferson County Planning Commission.

Impact Fee Status Report for February 2014.

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

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

Memorandum from the Office of Impact Fees regarding the Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.

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

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

Letter from TowerPoint Capital regarding their consolidation.

Letter from the WV Department of Environmental Protection regarding the County's Stormwater Ordinance.

Invitation to the Middleway Volunteer Fire Company's Annual Recognition Banquet.

Memorandum from the Eastern Panhandle Conservation District regarding the 2014 Evitts Run Inspection Schedule.

WV Division of Justice and Community Services - Juvenile Justice and Delinquency Prevention

**Grant Application Information.**

**WV Lottery Weekly Settlement for Charles Town, week ending March 1, 2014.**

**WV Lottery Weekly Settlement for Charles Town, week ending March 8, 2014.**

***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.***