

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, APRIL 17, 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**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- March 27, 2014
- April 3, 2014

**APPROVAL OF PURCHASE ORDERS**

- April 17, 2014

**APPROVAL OF ACCOUNTS PAYABLE**

- April 17, 2014

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Thomas Trumble, Jefferson County Health Department  
- Introduction of newly appointed Health Officer, Dr. David G. Didden
2. 9:50 a.m. Mayor Jim Auxer & Andy Beall, Zoning Officer - Corporation of  
Shepherdstown  
- Growth Management Boundary (UGB) Proposal - Discussion/Action
3. 10:10 a.m. Interviews and Appointments to the Jefferson County Economic Development  
Authority for five 5-year terms ending April 5, 2017 - Discussion/Action
4. 10:30 a.m. BREAK

5. 10:45 a.m. Tom Reilly, IT Consultant  
- IT Update
6. 11:00 a.m. Lynn Fields, Probate Office  
- Quarterly Review - Approval/Closure of Estates - Discussion/Action  
- Hearing regarding Estate of Doreen Bir - Petition for Replacing Michael Bir as Executor - Discussion/Action
7. 11:20 a.m. Bill Polk, Maintenance Director  
- Cleaning Services - Discussion/Action  
- Approval of Jefferson County Health Department Renovation - Discussion/Action  
- Jefferson County Courthouse Landscape Proposal - Discussion/Action

#### **UNFINISHED BUSINESS**

8. Ordinance to dissolve and reconstruct the Jefferson County Emergency Services Agency Board - Discussion/Action
9. Fire Department Allocation Distribution Methodology for 2014-2015 - Discussion/Action (JT)

#### **NEW BUSINESS**

10. Ratify the motion from April 10, 2014 meeting for the approval of the West Virginia Community Corrections Grant Program Application - Discussion/Action

#### **FINANCIAL DIRECTOR REPORTS**

- FY15 Budget Narrative
- Presentation of User Friendly Budget for the Website

#### **COUNTY ADMINISTRATOR REPORTS**

- Contracts Policy

#### **COUNTY COMMISSION REPORTS**

11. 12:30 p.m. Break for Lunch

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

12. 1:30 p.m. Public Hearing on the Proposed Text Amendment to Section 4.11 of the Zoning & Land Development Ordinance regarding landscaping between similar non-residential uses

13. 1:45 p.m. Debbie Keyser, County Administrator, Sally Gran, County Clerk Payroll Clerk, and Tim Stanton, Finance Director  
- Health Insurance Presentation - Discussion/Action

14. ADJOURN

**CORRESPONDENCE/INFORMATION**

Jefferson County Engineering Department Notice of Impact Fees Recalculation & Fee Schedule Update Project.

Letter from Senator Manchin regarding the Homeowner Flood Insurance Affordability Act.

Minutes from the Jefferson County Public Service District Emergency Special Board Meeting, March 19, 2014.

Minutes from the Jefferson County Public Service District Regular Board Meeting, March 3, 2014

Minutes from the Jefferson County Public Service District Special Board Meeting, February 17, 2014.

Minutes from the Jefferson County Public Service District Regular Board Meeting, February 3, 2014.

Letter from Team Integrity Cycling, Inc. regarding a bike race to be held on Saturday, June 28, 2014 from 9:00 am - 3:30 pm.

Notice of the National Animal Disaster Preparedness Day at the Ranson Petco hosted by the Department of Homeland Security and Emergency Management.

WV Lottery Weekly Settlement for Charles Town - week ending April 5, 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.*