

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, MAY 1, 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**

- April 10, 2014
- April 15, 2014, Lay the Levy
- April 17, 2014

**APPROVAL OF PURCHASE ORDERS**

- May 1, 2014

**APPROVAL OF ACCOUNTS PAYABLE**

- April 24, 2014
- May 1, 2014

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Jennifer Maghan, County Clerk  
- Approval of Employment - Genevieve Hughes - Voter Registration/Elections  
Assistant Clerk Position - Discussion/Action

2. 10:00 a.m. Barbara Miller, Jefferson County Homeland Security and Emergency Management
  - Promote Jessica Owens to the Deputy Director/Planner/Program Manager position due to resignation and post the position of Administrative Assistant/Public Information Officer/Volunteer Coordinator - Discussion/Action
  - Approval of Grant Application in the amount of \$60,000 to purchase and install a generator for the Mason Building - Discussion/Action
  - Approval of Grant Application in the amount of \$21,000 for the purchase of portable radios for Jefferson County Schools - Discussion/Action
3. 10:15 a.m. Annette Gavin, Jefferson County CVB and Peggy Smith, City of Charles Town
  - Request to allow Charles Town Courthouse open for public tours on weekends - Discussion/Action
4. 10:30 a.m. Ronda Eddy, Day Report Center
  - Jefferson County Criminal Justice Board Membership - Day Report Center transition update - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Stephen Groh, Assistant Prosecuting Attorney and Debbie Keyser, County Administrator
  - Discuss Pending Litigation - Possible Executive Session - Attorney's Advice to Client
  - Update on Development Authority Appointments

#### **UNFINISHED BUSINESS**

7. Ambulance Fee in reference to Apartment Buildings - Discussion/Action (JT)

#### **NEW BUSINESS**

8. Code of Ethics to be signed by all applicants for County Commission appointed to Boards and Commissions - Discussion/Action (LW)
9. 11:45 a.m. Roger Goodwin, Office of Impact Fees
  - Draft letter for Commissioners to review to ask Board of Education to consider sharing the annual cost of administration of the impact fee program
  - Discussion/Action

#### **FINANCIAL DIRECTOR REPORTS**

- Finance Summary
- FY14 Revenue and Expenditure Projections

**COUNTY ADMINISTRATOR REPORTS**

- Reduction in Force Policy - Discussion/Action
- Contracts Policy - Discussion/Action

**COUNTY COMMISSION REPORTS**

10. 12:15 p.m. **Break for Lunch**

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

11. 1:30 p.m. Public Hearing for the Corporation of Shepherdstown’s Proposed Growth Management Boundary under WV Code Section 8-6-4a

12. 2:00 p.m. Jennifer Brockman, Planning and Zoning

- Approval to promote internally to fill the vacant budgeted position of Project/Office Manager (possible Executive Session) and advertise resulting vacated Planning Clerk position - Discussion/Action
- Action on final draft of proposed Zoning Ordinance Text Amendment (ZTA 12-01) to establish additional commercial and industrial zoning district categories, and related changes to the ordinance; including 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 – Discussion/Action

13. **ADJOURN**

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

- Engineering Department Quarterly Written Report
- Jefferson County Historic Landmarks Commission Quarterly Written Report

**CORRESPONDENCE/INFORMATION**

Jefferson County Commission - Notice of Office Closures for the Primary Election, Tuesday, May 13, 2014.

2014 Jefferson County Levy Rate Sheet - Rates per \$100 Valuation.

Notice of “Celebrate Extension Day” at the Jefferson County Fairground - Saturday, May 10, 2014.

Letter from the West Virginia Department of Transportation regarding the Statewide Transportation Improvement Program and the amendments to the 2014-2019 STIP.

**County Commissioners' Association of West Virginia - 2014 Legislative Bill Summaries.**

**County Commissioners' Association of West Virginia - Fiscal Impact of SB 1005 - Elected County Officials Salary Increase Bill**

**West Virginia Lottery Weekly Settlement for Charles Town, week ending April 12, 2014.**

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