

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, THURSDAY MAY 15, 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**

- May 1, 2014

**APPROVAL OF PURCHASE ORDERS**

- May 15, 2014

**APPROVAL OF ACCOUNTS PAYABLE**

- May 8, 2014
- May 15, 2014

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Angie Banks, Assessor
  - Exonerations - Discussion/Action
  - Presentation of Certificated of Oaths for the Real and Personal Property Books - Discussion/Action
  
2. 10:00 a.m. Peter H. Dougherty, Sheriff
  - Approval of Employment - Deputy Sheriff - Discussion/Action
  - Approval of Employment - Bailiff - Discussion/Action
  - Ratify the motion made on May 1, 2014 to approve the Grant application in the amount of \$220,000.00 - Discussion/Action

3. 10:15 a.m. Kellie Boles and Gary Hornbaker - Blue Ridge Cattlemen Association  
- Request to hold "Beef for Father's Day Promotion" on the grounds of the Jefferson County Courthouse scheduled on June 12, 2014 - Discussion/Action
4. 10:30 a.m. Interviews and appointments to the Jefferson County Community Criminal Justice Board for two 3-year terms ending March 19, 2017 - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Interviews and appointments to the Jefferson County Development Authority Board for two 3-year terms ending April 5, 2017 - Discussion/Action
7. 11:15 a.m. Tim Stanton, Finance Director  
- Finance Summary - Discussion/Action  
- FY14 Revenue and Expenditure Projections Discussion/Action  
- WV State Auditor's Office Consideration of increase of salaries of County Officials - Discussion/Action  
- Hotel/Motel Distribution - Discussion/Action  
- FY14 State Budget Revision #27 - Discussion/Action  
- FY14 Internal Budget Revision #12 Assessor's Office - Discussion/Action  
- FY14 Internal Budget Revision #13 Circuit Clerk's Office - Discussion/Action
8. 11:30 p.m. Thomas Reilly, Information Technology Consultant  
- Monthly Update  
- Selection and contract signature of the Storage Area Network - Discussion/Action
9. 11:45 p.m. Aaron Watson, Independent Fire Company and Marshall DeMeritt, Shepherdstown Fire Department  
- Jefferson County Emergency Services Agency Staffing Proposal - Discussion/Action
10. 12:15 p.m. Jennifer Brockman, Planning and Zoning Director  
- Action regarding a proposed text amendment to section 4.11A of the Zoning and Land Development Ordinance regarding landscaping between similar non-residential uses - Discussion/Action  
- Action regarding Corporation of Shepherdstown's proposed Growth Management Boundary under WV Code Section 8-6-4a - Discussion/Action

#### **UNFINISHED BUSINESS**

11. Code of Ethics to be signed by all applicants for County Commission appointed Boards and

Commission - Discussion/Action (LW)

**NEW BUSINESS**

12. Approval of Employment - Administrative Assistant/Fee Collector - County Commission office - Discussion/Action

**COUNTY ADMINISTRATOR REPORTS**

- Pcard rebate

**COUNTY COMMISSION REPORTS**

13. **ADJOURN**

**CORRESPONDENCE/INFORMATION**

Jefferson County Engineering Department Workshop Notice for Impact Fees Recalculation & Fee Schedule Update Project

Impact Fee Status Report for April 2014

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

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

Jefferson County Commission Notice of Public Hearing for the proposed increase of the monthly E-9-1-1 Wireline Fee from \$2.90 to \$5.00.

Jefferson County Commission Notice of Public Hearing for the Jefferson County Emergency Services Fee Ordinance.

Letter from the Jefferson County Public Service District regarding generator maintenance.

Jefferson County Public Service District Minutes from the April 7, 2014 Regular Board Meeting.

West Virginia Lottery Weekly Settlement for Charles Town - week ending April 26, 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.*