

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, JUNE 5, 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 29, 2014 Regular Meeting

**APPROVAL OF PURCHASE ORDERS**

- June 5, 2014

**APPROVAL OF ACCOUNTS PAYABLE**

- June 5, 2014

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Roger Goodwin, Chief County Engineer
  - Summit View Estates Subdivision (JCPC File No. 03-21) - Approval of agreement with United Bank, Inc. For the completion of the subdivision site work - Discussion/Action
  - Complete Bond Release Suzanne L. Walls - Walls Nursery - Discussion/Action
  - Complete Bond Release Summit Point Baptist Church - Discussion/Action
  - Partial Bond Release U.S. Coast Guard Office Building Project - Discussion/Action
  - Tolling of Bonding Request - Quail Ridge Subdivision, Section II, Phase III, Lots 129-159 - Discussion/Action
  - Letter of Credits due to expire on July 15, 2014 - Discussion/Action

2. 10:15 a.m. Elizabeth Wheeler, Jefferson County Farmland Protection Board  
- Approval of purchase of one Agricultural Conservation Easement -  
Discussion/Action

10:30 a.m. **BREAK**

3. 10:45 a.m. Approval of the Jefferson County Emergency Services Fee Ordinance -  
Discussion/Action
4. 11:15 a.m. Tim Stanton, Finance Director  
- Budget Transfers - Discussion/Action  
- Budget Overview

### **NEW BUSINESS**

5. Approval of contract with J.H. Consulting, LLC to update the Jefferson County COOP  
(Continuity of Operations Plan) - Discussion/Action
6. Establishment of a date/time for WVDOH Road Summit for Jefferson County -  
Discussion/Action (DM)
7. Set a date for PSD presentation to the County Commission outlining the 15 million dollar  
sewer project including its impact on the ratepayers - Discussion/Action (DM)
8. Approval of Contract for the Jefferson County Website - Discussion/Action
9. Approval of Contract for the Broker of Record - Discussion/Action
10. Approval of Request For Proposal - Information Technology Support Services -  
Discussion/Action

### **COUNTY ADMINISTRATOR REPORTS**

### **COUNTY COMMISSION REPORTS**

11. 12:30 p.m. **BREAK FOR LUNCH**

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

12. 1:30 p.m. Patti Hamilton, West Virginia Association of Counties  
- Legislative Update and Association Update
13. **ADJOURN**

## **CORRESPONDENCE/INFORMATION**

Notice of Closure of County Offices on Friday, June 20, 2014 in observance of West Virginia Day.

Jefferson County Commission Notice in Intent to Appoint to the HOME Consortium Council.

Jefferson County Commission Notice of Intent to Appoint to the Jefferson County Property Safety Enforcement Agency.

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

Jefferson County Commission Notice of Intent to Appoint to the Board of Zoning Appeals.

Letter from Margaret W. Davies, citizen, regarding the proposed ambulance fee.

Letter from the Loudoun County Planning Department re: a Public Hearing on the Zoning Map Amendment regarding the mapping of the recently adopted Route 28 Optional Overlay Zoning Districts.

Letter from the Loudoun County Planning Department re: a Public Hearing on a Comprehensive Plan Amendment regarding the Greenway Transit Connector, Lexington Drive (Route 3000), Miller Drive, Riverside Parkway (Route 2401), and Shaw Road (Route 636).

WV Lottery Weekly Settlement for Charles Town, week ending May 17, 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.*