

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JUNE 19, 2014
9:30 A.M.

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- June 5, 2014 - Regular Meeting
- June 11, 2014 - Public Hearing

APPROVAL OF PURCHASE ORDERS

- June 19, 2014

APPROVAL OF ACCOUNTS PAYABLE

- May 2014 - Check Register
- Pay Period Ending May 31, 2014
- June 12, 2014
- June 13, 2014 - Vouchers Payable
- June 19, 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
2. 9:50 a.m. Dr. David Didden and Thomas Trumble - Jefferson County Health Department
- Introduction of the new Health Administrator, Christina Jackson
3. 10:00 a.m. Jennifer Maghan, County Clerk
- Approval of Depository Bonds - Discussion/Action

4. 10:15 a.m. Lori Robertson and Mayor Jim Auxer, Shepherdstown Council
 - Continuation of the discussion of the Shepherdstown Bike Path - Discussion/Action

 - Request from Commissioner Widmyer to discuss Jefferson County Commission to sign a memorandum of understanding with the WV DOH and the Jefferson County Parks and Recreation Commission to provide the same level of maintenance as provided on the trail at Morgans Grove Park - Discussion/Action
5. 10:30 a.m. Presentation of Resolution to AHA/Jefferson County Arts Council
6. 10:45 a.m. **BREAK**
7. 11:00 a.m. Interviews and Appointment to the Jefferson County Planning Commission for an unexpired term ending March 31, 2016 - Discussion/Action

 - Interviews and Appointment to the Jefferson County Board of Zoning Appeals for one unexpired term ending January 1, 2015 - Discussion/Action
8. 11:15 a.m. Tom Reilly, IT Consultant
 - Monthly IT update
9. 11:30 a.m. Roger Goodwin, Chief County Engineer
 - Complete release of construction bond security for Summit Point Automotive Research Center, LLC - Jefferson Circuit Expansion (File #S13-02) Letter of Credit #323 with the Bank of Charles Town, Charles Town, WV - Discussion/Action

 - Complete release of construction bond security for Hospice of the Panhandle, Inc. (File #S10-05) - Letter of Credit #10010976610 with Susquehanna Bank, Martinsburg, WV - Discussion/Action

 - Partial release of construction bond security for Leetown Baptist Church - Leetown Baptist Church Addition (File #S09-04) - Cash in Escrow with the Bank of Charles Town, Charles Town, WV - Discussion/Action

 - Complete release of construction bond security for New Vision Properties II, Inc. - Windmill Crossing Subdivision (File #03-01) - Letter of Credit #02-04-2 with United Bank, Shepherdstown, WV - Discussion/Action

 - Partial release of the construction bond security for the Quail Ridge Subdivision, Section II, Phase III, Lots 129-159 (File #05-55) - Discussion/Action

10. 11:45 a.m. Elizabeth McDonald, President - Jefferson County Farmland Protection Board
- Approval of the Farmland Protection Board's request to reclassify the Board's Administrator position from a 70 hour schedule to 80 hour schedule to properly reflect the Farmland Protection Board workload - Discussion/Action
11. 12:00 p.m. Stephen Groh, Assistant Prosecuting Attorney
- Update on litigation resolution - Possible Executive Session §6-9A-4

NEW BUSINESS

12. Begin preparation to institute an impact fee for the proposed PSD sewer project - Discussion/Action (DM)
13. Approval of the revised Boards and Commission Policy - Discussion/Action (DK)
14. Approval of Contracts for the Fire Companies for FY15 - Discussion/Action (DK)
15. Decision on the Ordinance to dissolve and reconstruct the Jefferson County Emergency Services Agency - Discussion/Action
16. Decision on the increase on the Emergency 911 Land Line Fee from \$2.90 to \$5.00 - Discussion/Action
17. Discuss the request for the petition from the Monongalia County Commission for pending electric increase - Discussion/Action
18. RFP for IT - Discussion/Action
19. Potential Funding of part-time position within the Communications Department - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Approval of WV Corp Insurance Renewal Changes - Discussion/Action
- Finance Summary & Approval of Internal Budget Revision #19 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Code of Ethics Letter
- Review of approved Jefferson County Emergency Service Fee Ordinance
- Review of approved Sexual Harassment Policy
- Review of approved Issue Resolution Policy

COUNTY COMMISSION REPORTS

20. 12:30 p.m. **BREAK FOR LUNCH**

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

21. 1:30 p.m. Presentation of Resolutions in Recognition of Service to the Envision Jefferson 2035 Steering Committee

22. 1:45 p.m. Jennifer Brockman, Planning and Zoning Director

- Overview and Summary of the Draft Envision Jefferson 2035 Comprehensive Plan (the 2014 Comprehensive Plan) transmitted by the Envision Jefferson 2035 Steering Committee

- Recommendation from the Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for two parcels owned by Hoy Shingleton, Trustee for Pearl Perkins, Beneficiary; and Eric and Stacy Lindberg; designated as Tax District: Middleway (07), Map: 1, Parcels: 1.2 (16.62 acres, with 12.67 acres in Jefferson County) and 1.1 (7 acres), located on the north side of Route 115 (Old Route 9/Charles Town Road), along the Berkeley/Jefferson County line for the purpose of setting a public hearing to be held by the County Commission - Discussion/Action

- "SB 595" Vested Development Time Extension Proposal - Discussion/Action

- Approval of Job Offer for Vacant Planning Clerk Position - Discussion/Action

23. **ADJOURN**

CORRESPONDENCE/INFORMATION

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

Letter from Glen B. Gainer, WV State Auditor, regarding Senate Bill No. 1005.

Letter from the WV Public Service Commission regarding the disbursement of Wireless E-911 subscriber fees.

Jefferson County Public Service District - Work Session Minutes from May 05, 2014.

Jefferson County Public Service District - Regular Board Meeting Minutes from May 05, 2014.

Letter from the WV DEP asking tank owners to secure Electronic Submission System (ESS) access

prior to opening of tank registration period.

Notice from the Jefferson County Historic Landmarks Commission regarding the addition of Elk Branch Church & Academy and Jacob Homar Barn to the Jefferson County Historic Landmarks list.

Impact Fee Status Report - May 2014.

Memorandum from the Jefferson County Engineering Department - 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 Jefferson County Engineering Department - 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 Jefferson County Engineering Department - 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 Jefferson County Engineering Department - 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 Paul Frickey, citizen, regarding the Shepherdstown Volunteer Fire Department.
Letter from anonymous citizen regarding barking dogs.

WV Weekly Lottery Settlement for Charles Town - week ending May 31, 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.