

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JULY 17, 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

- July 3, 2014

APPROVAL OF PURCHASE ORDERS

- July 17, 2014

APPROVAL OF ACCOUNTS PAYABLE

- June 19, 2014 - Payroll Approval
- July 3, 2014 - Payroll Approval
- July 10, 2014
- July 17, 2014

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Laura Storm, Circuit Clerk
- Approval of hiring of Full Time Deputy Clerk - Discussion/Action
2. 10:00 a.m. Pete Dougherty, Sheriff
- Approval of Trip Guard - Discussion/Action
3. 10:15 a.m. Ralph Lorenzetti, Prosecuting Attorney
- Approve Summer Intern during the absence/vacation of both Victim Advocate employees - Discussion/Action
- Employee salary change update - Discussion/Action

4. 10:30 a.m. Paul Rosa
- Replacement of security bollard in front of Courthouse - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Interview and Appointment to the Jefferson County Planning Commission -
One unexpired term ending March 31, 2016 - Discussion/Action
7. 11:15 a.m. Interviews and Appointments to the Criminal Justice
Board - Five 3-year terms ending July 3, 2017 - Discussion/Action
8. 11:30 a.m. Lynn Fields, Probate Office
- Quarterly Review - Approval/Closure of
Estates - Discussion/Action
9. 11:45 a.m. Barbara Miller, Jefferson County Office of Homeland Security and Emergency
Management
- Approval of hiring of Administrative Assistant/Public Information
Officer/Volunteer Coordinator for Jefferson County Homeland Security and
Emergency Management - Discussion/Action
10. 12:00 p.m. Stephanie Grove, Assistant Prosecuting Attorney
- Discussion of the Jefferson County Emergency Services Agency Mortgage -
Discussion/Action

UNFINISHED BUSINESS

11. Approval of MOU between the County Commission and Broker of Record for FY2014-2015,
as reviewed and approved by Legal - Discussion/Action
12. Approval of RFP for IT - Discussion/Action
13. Review of Code of Ethics and cover letter to current/newly appointed Boards, Commissions
and Committee members pending legal review - Discussion/Action

NEW BUSINESS

14. Approval of Resolution and Contract - Community Participation Grant Program for the Saint
Andrews Mountain Community Center in the amount of \$2,000 - Discussion/Action
15. Approval of Resolution and Contract Documents for the Court Security Grant in the amount
of \$32,998 - Discussion/Action
16. Discuss Comprehensive Plan approval process - Possible Executive Session §6-9A-4 -
Discussion/Action (JT)

17. Discuss invoice for dues for the County Commissioners' Association of WV for 2014-2015 in the amount of \$3,900 - Discussion/Action
18. Discuss County Commission Regular Meeting August 21, 2014 - Fair Week - Discussion/Action
19. Appointment of Gail Boober as ex-officio Magistrate on the Community Criminal Justice Board - Discussion/Action
20. Schedule an Impact Fee Work Session on Thursday, July 24, 2014 at 9:30 a.m. - Discussion/Action
21. Approve the use of the county facilities and use of the bailiffs for the production of "The Anvil" play - Discussion/Action
22. 12:30 p.m. **Break for Lunch**

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

23. 1:30 p.m. **AGENDA CONTINUED**

**FINANCIAL DIRECTOR REPORTS**

- Finance update and budget revisions - Discussion/Action

**COUNTY ADMINISTRATOR REPORTS**

- Ameriflex Contract update
  - Purchase Order form and potential policy changes - cost savings
  - Update on the collection of the Ambulance Fee and approval of contract pending legal review - Discussion/Action
  - Ordinance to dissolve and reconstruct the Jefferson County Emergency Services Agency Board update
24. 2:00 p.m. Discussion between the Jefferson County Commission and the PSD (Public Service District) for the PSD to update the Commission on the following: - Discussion/Action
    - PSD Projects
    - PSD Funding Sources
    - PSD Citizens Communication
  25. 3:00 p.m. WV Infrastructure and Jobs Development Council (IJDC) review of funding requests from Jefferson County PSD - Discussion/Action (LW & DM)

26. 3:30 p.m. Begin preparation to institute an impact fee for the proposed PSD sewer project - Discussion/Action (DM)

## **COUNTY COMMISSION REPORTS**

27. **ADJOURN**

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

- ▶ Engineering Department Quarterly Written Report - July 1, 2014
- ▶ Jefferson County Homeland Security and Emergency Management Quarterly Written Report - April-June, 2014

## **CORRESPONDENCE/INFORMATION**

Jefferson County Commission Notice of Intent to Appoint to the Jefferson County Building Commission

Jefferson County Commission Notice of Public Hearing on Thursday, July 31, 2014 at 1:30 p.m.

Jefferson County Commission Notice of Public Hearing on Thursday, July 31, 2014 at 7:00 p.m.

Letter from Dave Mills, Chairman of the Charles Town Utility Board, to Peter Appignani, Chairman of the Jefferson County Public Service District Board

Letter from Mayor Peggy Smith, City of Charles Town, concerning the Commission's meeting with the Jefferson County Public Service District.

Letter from Jane Wagner and William Walton, residents, regarding the Envision Jefferson 2035 Land Use Plan.

E-mail from Larry Bowers, resident, concerning the hours of operation for the Sam Michaels Dog Park.

Letter from the WV State Auditor's Office regarding the 2011-2012 audit reports for the Jefferson County Board of Health.

Letter from Comcast regarding the encryption of their Limited Basic cable service.

Impact Fee Status Report for June 2014.

Memorandum from the Jefferson County Engineering Department/Office of Impact Fees regarding the transfer of funds from the Office of Impact Fees General Account to the Sheriff's Schools Impact Fee Account.

Memorandum from the Jefferson County Engineering Department/Office of Impact Fees regarding the transfer of funds from the Office of Impact Fees General Account to the Sheriff's Law Enforcement Impact Fee Account.

Memorandum from the Jefferson County Engineering Department/Office of Impact Fees regarding the transfer of funds from the Office of Impact Fees General Account to the 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 the Office of Impact Fees General Account to the Sheriff's Fire & EMS Impact Fee Account.

Jefferson County Public Service District Special Board Meeting Minutes from May 14, 2014.

Jefferson County Public Service District Work Session Minutes from June 2, 2014.

Jefferson County Public Service District Regular Board Meeting Minutes from June 2, 2014.

Letter from the Courthouse Facilities Improvement Authority regarding request for funding applications.

Letter from the Division of Justice and Community Services regarding the recommended FY 2014 awards.

WV Lottery Weekly Settlement for Charles Town - week ending June 28, 2014.

WV Lottery Weekly Settlement for Charles Town - week ending July 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.*