

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, AUGUST 28, 2014**  
**9:30 A.M.**

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

**REVISED - 8/26/2014 - See Item #10**

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- July 31, 2014
- August 7, 2014

**APPROVAL OF PURCHASE ORDERS**

- August 28, 2014

**APPROVAL OF ACCOUNTS PAYABLE**

- August 21, 2014
- August 28, 2014

**PAYROLL APPROVAL**

- August 14, 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
  - Split Tickets - Discussion/Action
2. 10:00 a.m. Pete Dougherty, Sheriff
  - Approval of mandated salary increase - Discussion/Action

3. 10:15 a.m. Martin Burke, Jefferson County Historic Landmarks Commission  
- Request for a Property Tax Exoneration - Discussion/Action
4. 10:30 a.m. Doug Rockwell  
- Discussion of a proposal to delete Seasonal Use Permits from the Zoning Ordinance - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Barbara Miller, Office of Homeland Security and Emergency Management  
- Contract with J.H. Consulting for Threat and Hazard Identification and Risk Assessment plan update at the cost of \$2,500 - Discussion/Action  
- 2014 Emergency management Planning Grant Application in the amount of \$111,475.15 - Discussion/Action  
- Discussion about the State Homeland Security Grant for Generator Purchase - Discussion/Action
7. 11:15 a.m. Jennifer Brockman, Department of Planning and Zoning  
- Approval to fill the vacant position of either the County Planner or Zoning Administrator - Discussion

#### **NEW BUSINESS**

8. Discussion of Hotel/Motel Tax and the collection of same. How to determine if those who are required to pay are collecting and remitting the tax. Request the Prosecuting Attorney be included in the discussion (Executive Session may be necessary to discuss possible litigation) - Discussion/Action (PN)
9. Ratify the decision made on August 7, 2014 - Approval of the Grant Contract Agreement for the West Virginia Community Corrections Grant - Discussion/Action
10. Review and approve proposed draft comments to BZA regarding the Seasonal Use Permit and Zoning Variance being requested by All Good Festival and Camp Out - Discussion/Action (LW)
11. Acknowledgment of the appointment of Andy Blake, Ranson City Manager, as Ranson representative for the Jefferson County Development Authority Board - Discussion/Action

12. Decision on the 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 - Discussion/Action
13. Decision on the SB 595 Vested Development Time Extension Proposal - Discussion/Action
14. Approval of Use of County Commission Meeting Room on Sunday, September 21, 2014 for semi-annual WV Rural Letter Carriers district meeting - Discussion/Action
15. Approval of the changes in the maintenance contract amounts with Software Systems, Inc. - Discussion/Action

#### **COUNTY ADMINISTRATOR REPORTS**

- 2013 Sheriff's Commission

#### **COUNTY COMMISSION REPORTS**

16. 12:15 p.m. **ADJOURN**

#### **CORRESPONDENCE/INFORMATION**

Notice of Jefferson County Commission Office Closure on Monday, September 1, 2014 in observance of Labor Day.

Notice of Intent to Appoint to the Jefferson County Emergency Services Agency Board.

Notice of Intent to Appoint to the Jefferson County Farmland Protection Board.

Impact Fee Status Report for July, 2014.

Memorandum from the Jefferson County Department of Engineering Office of Impact Fees - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering Office of Impact Fees - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering Office of Impact Fees - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering Office of Impact Fees - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.

Letter to Barb Miller, Director of Homeland Security and Emergency Management, from the National Hazard Mitigation Association in appreciation for the department's participation in the 2014 Natural Hazards Workshop, Practitioners Symposium, and Resilient Neighborhoods Workshop.

Press Release from the Jefferson County Farmland Protection Board regarding the protection of the Nicewarner Farm.

Press Release from the National Park Service regarding the Battlefield Preservation Grant in the amount of \$25,300 awarded to the Jefferson County Farmland Protection Board.

National Park Service Special Resource Study/Boundary Study/Environmental Assessment on the Shepherdstown Battlefield.

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

Jefferson County Public Service District Special Board Meeting Minutes from July 30, 2014.

Letter from the WV Department of Transportation, Division of Highways regarding the 2015-2020 Statewide Transportation Improvement Program.

Memorandum from the WV Development Office regarding the FY 2014 Land and Water Conservation Fund Notice and Invitation to Submit Applications.

Notice from Comcast regarding the closure of the Comcast Customer Service Center in Ranson, WV.

Jefferson High School Football Boosters sponsorship information.

Comments from James G. Gibson, resident, regarding the Comprehensive Plan draft.

Comments from Kathleen Knudsen, resident, regarding feral cats in Charles Town.

Comments from Virginia Campbell, resident, regarding the Ambulance Service Fee.

WV Lottery Weekly Settlement for Charles Town - week ending August 2, 2014.

WV Lottery Weekly Settlement for Charles Town - week ending August 9, 2014.

WV Lottery Weekly Settlement for Charles Town - week ending August 16, 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.*