

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, OCTOBER 2, 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

- September 11, 2014 - Special Session
- September 18, 2014 - Regular Meeting

APPROVAL OF PURCHASE ORDERS

- October 2, 2014

APPROVAL OF ACCOUNTS PAYABLE

- September 25, 2014
- October 2, 2014

PAYROLL APPROVAL

- September 25, 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. 10:00 a.m. Pete Dougherty, Sheriff
- Additions to the Approved Bailiff List - Discussion/Action
- Presentation of Designating Animal Control Offices as Humane Officers -
Discussion/Action

3. 10:15 a.m. Jennifer Maghan, County Clerk
- Approval to hire replacement of Deputy Clerk at Grade II, Step A-C - Discussion/Action
4. 10:30 a.m. Jason Poffenberger, Citizen
- Refund request for building permit fees in the amount of \$95.76 - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Bill Polk, Maintenance Director
- Approval of the 12th Cycle Courthouse Improvement Grant application through the Courthouse Facilities Improvement Authority - Discussion/Action
7. 11:15 a.m. Tim Stanton, Finance Director
- Review of August 2014 YTD Budget to Actual - Discussion/Action
- Approval of FY15 Budget Transfer - Discussion/Action
- Discussion of JCESA mortgage payment - Discussion/Action
- Review of unaudited FY14 Financial Statements with Sally Gran of the County Clerk's Office and Jennifer Maghan, County Clerk - Discussion/Action
8. 11:50 a.m. Elizabeth Wheeler, Jefferson County Farmland Protection Board President
- Approval of the updated Farmland Protection Board Program and Program Program Appendix - Discussion/Action
9. 12:05 p.m. Tim Stanton, Finance Director and Bill Polk, Maintenance Director
- Discussion of building/space contract negotiations - Possible Executive Session - §6-9A-4 - Discussion/Action
10. 12:30 p.m. **Break for Lunch**

NEW BUSINESS

11. Adoption of Proclamation of Breast Cancer Awareness Month - Discussion/Action (PN)
12. Acknowledgment of the appointment of Margaret Walker, Director of the Eastern Panhandle Safe Community Program, to the Jefferson County Community Criminal Justice Board as a Victim Advocate - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Ambulance Fee Update
- Ethics/Robert's Rules of Order Training

COUNTY COMMISSION REPORTS

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

13. 1:30 p.m. Jennifer Brockman, Director of Planning and Zoning  
- Envision Jefferson 2035 Comprehensive Plan - Status Update of 2014  
Comprehensive Plan effort and discussion of next steps - Discussion/Action

14. 2:00 p.m. **ADJOURN**

**DEPARTMENTS, BOARDS, COMMISSIONS, AND AGENCIES WRITTEN REPORTS**

- Jefferson County GIS/Addressing Department Quarterly Written Report

**CORRESPONDENCE/INFORMATION**

"Meet Your Commissioners" Notice for October 2, 2014.

Animal Control Open House Notice for October 26, 2014.

Initial Study Report and Notice of Initial Study Report Meeting on the Millville Hydroelectric Project.

Letter from Gil Narro Garcia, resident, regarding the deletion of references to "view shed" from the Comprehensive Plan.

Letter from Todd Metzgar, resident, regarding the Ambulance Service Fee.,

Letter from Christy Mickles, resident, regarding the Ambulance Service Fee.

Letter from Elliot Kirschbaum, resident, regarding the Ambulance Service Fee.

E-mail from Mike and Barbara Milleson, residents, regarding the proposed All Good Music Festival and Camp-out.

E-mail from Matthew and Amanda Glover, residents, regarding the proposed All Good Music Festival and Camp-out.

E-mail from David and Connie Adkins, residents, regarding the proposed All Good Music Festival and Camp-out.

Letter from Thomas and Jan Loy, residents, regarding the proposed All Good Music Festival and Camp-out.

Letter from Sid White, resident, regarding the local outbreak of cankerworm caterpillars.

WV Lottery Weekly Settlement for Charles Town -week ending September 19, 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.*