

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, DECEMBER 4, 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**

- November 20, 2014 Regular Meeting

**APPROVAL OF PURCHASE ORDERS**

- December 4, 2014

**APPROVAL OF ACCOUNTS PAYABLE**

- December 4, 2014

**PAYROLL APPROVAL**

- November 20, 2014

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Joy Lewis, West Virginia Governor's Office  
- Land and Water Conservation Fund Award to the Jefferson County Parks and Recreation Commission
2. 10:00 a.m. Pete Dougherty, Sheriff  
- Approval of additional Bailiff - Discussion/Action

3. 10:15 a.m. Martin Burke, Jefferson County Historic Landmarks Commission  
- Letter of Support to Jefferson County Historic Landmarks Commission for change in WV Code definition of "certified historic structure" - Discussion/Action
4. 10:30 a.m. Barbara Miller, Jefferson County Homeland Security and Emergency Management  
- Grant proposal for Panasonic Toughbook Laptop Computers for CAD - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Ronda Eddy, Jefferson County Day Report Center, Inc.  
- Announce award of DHHR JRI Treatment Supervision Funding  
- Introduce JDRC Behavioral Health Partner (Youth Advocate Program - Adult Services Division) Client Overview  
- Adult Drug Court Plans
7. 11:30 a.m. Bill Polk, Maintenance Director  
- Courthouse update with priorities and grant update - Discussion/Action

#### **FINANCIAL DIRECTOR REPORTS**

- Approval/signature of Revised FY14 Audit Engagement Letter - Discussion/Action
- Budget Revision - Discussion/Action
- Budget Actual as of October 31, 2014 - *Presented on November 20, 2014*

#### **COUNTY ADMINISTRATOR REPORTS**

- Ambulance Fee Collection Update

#### **COUNTY COMMISSION REPORTS**

8. 12:15 p.m. **Break for Lunch**  
~~~~~ **AFTERNOON SESSION** ~~~~~
9. 1:30 p.m. **NEW BUSINESS**
10. Review Proposed Water Advisory Committee Work Plan - Discussion/Action (DM)
11. Review and Discuss new Jefferson County Projects recently endorsed by Region 9 with particular attention to Jefferson County PSD Sewer Collection & Transport System (\$7 million) and Burr Industrial Park Shell Building (\$1 million) - Discussion/Action (LW)
12. Letter of Support for PSD Sewer Project - Discussion/Action (JT)

13. Review of a proposed FOIA Policy for the County - Discussion/Action
14. Comprehensive Plan Review - Discussion/Action
15. Set date and time for the first regular meeting of 2015 - Discussion/Action
16. Approval of 2015 Holiday Schedule - Discussion/Action
17. Approval of the Grant Contract for the 12<sup>th</sup> Cycle of the West Virginia Courthouse Facilities Improvement Authority - Discussion/Action
18. Staff assistance may be needed to implement ambulance fee revenue sharing - Discussion/Action (JT)
19. Legislative updates
20. 2:15 p.m. Roger Goodwin, Chief County Engineer
  - Complete Bond Release - Kubic Enterprise, LLC - VMT Station Facility - Discussion/Action
  - Bond Release for United Bank, Inc. - Summit View Estates (File #03-21) - Discussion/Action
  - Two (2) Bond Releases for DR Acquisitions, LLC - Sheridan Estates Subdivision, Phases 1 & 2 (File #00-33 & #05-26) - Discussion/Action
  - Proposed update to the Engineering Department's Permit Fee Schedule and the Planning & Zoning Department's Fee Schedule - Discussion/Action
  - Thorn Hill Subdivision (PC File No. 02-17) - Request for time extension on Tolling of Bonding Agreement expiration - Discussion/Action

**21. ADJOURN**

**CORRESPONDENCE/INFORMATION**

Letter from Senator Manchin thanking Ms. Sandy McDonald for attending the Senate office Open House in Martinsburg, WV.

Memorandum from the Jefferson County Department of Engineering re: Mission Tabernacle Church - Church Addition.

Jefferson County Commission Notice of Intent to Appoint to the Jefferson County Parks and Recreation Commission.

Jefferson County Commission Notice of Intent to Appoint to the Harpers Ferry-Bolivar Public Library Board.

Jefferson County Commission Notice of Work Session for December 11, 2014.

Jefferson County Commission Notice of Time Change for the December 18, 2014 Regular Meeting.

Jefferson County Commission Holiday Closure Schedule for Christmas and the New Year.

Jefferson County Commission Notice of Meeting Cancellation for January 1, 2015.

E-mail from Phil Viens, resident, re: Ambulance Fee.

Letter from the Blue Ridge Watershed Coalition re: Millville Hydroelectric Project.

Letter from Paul Comes, Director of Government and Regulatory Affairs for Comcast, re: encryption of "Limited Basic" cable channels.

WV Lottery Weekly Settlement for Charles Town - week ending November 21, 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.*