

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, JANUARY 15, 2015**  
**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 PURCHASE ORDERS**

- January 15, 2015

**APPROVAL OF PAYROLL**

- December 31, 2014

**APPROVAL OF ACCOUNTS PAYABLE**

- January 15, 2015

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Lynn Fields, Probate Office  
- Quarterly Review - Approval/Closure of Estates - Discussion/Action
2. 10:00 a.m. Daniel P. Lutz, Jr.  
- Request to address the Commission concerning the substandard Internet service and telecommunication services provided to Jefferson County subscribers - Discussion/Action
3. 10:15 a.m. Interviews and appointment to the Jefferson County Parks and Recreation Commission - 1 unexpired term ending June 30, 2015 - Discussion/Action
4. 10:30 a.m. Tom Reilly, IT Update
5. 10:45 a.m. **BREAK**

6. 11:00 a.m. Public Hearing and approval of the Resolution for Jefferson County's participation in the Eastern Panhandle HOME Consortium of West Virginia - Discussion/Action
7. 11:15 a.m. Todd Fagan, GIS/Addressing Office  
- Position Reclassification - Discussion/Action
8. 11:30 a.m. Peter Chakmakian, Attorney - Acardia Communities, Inc.  
- Harvest Hills Subdivision (JCPC File No. 01-42) - Request for time extension regarding Tolling of Bond Agreement expiration - Discussion/Action
9. 11:45 a.m. Roger Goodwin, Chief County Engineer and Jennifer Brockman, Director of Planning and Zoning  
- Permit Fee Schedules Presentation
10. 12:00 p.m. **Break for Lunch**

#### **UNFINISHED BUSINESS**

11. Discuss appointment of Interim County Administrator - Discussion/Action

#### **NEW BUSINESS**

12. Tethering of Dogs - Discussion/Action (JT)
13. Review Resolution of Support provided to County Commission by Randy Funkhouser from the HBPA during the January 8, 2015 Horse Racing Summit - Discussion/Action (DM)
14. Comprehensive Plan Review - Discussion/Action
15. Legislative Updates

#### **COUNTY ADMINISTRATOR REPORTS**

- County Administrator Update

#### **FINANCE DIRECTOR REPORTS**

- Set dates and times for FY16 Budget Review - Discussion/Action
- Potential Hiring Freeze - Discussion/Action

#### **COUNTY COMMISSION REPORTS**

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

16. 1:30 p.m. Recognition Awards
17. 2:00 p.m. Service Awards
18. **ADJOURN**

## **CORRESPONDENCE/INFORMATION**

2015 Board of Review and Equalization Notice and Dates

Impact Fee Status Report for December 2014

Memorandum from the Jefferson County Department of Engineering, Office of Impact Fees re: 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 re: 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 re: 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 re: 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 re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire and EMS Impact Fee Account.

Letter from the WV Public Service Commission re: the Disbursement of Wireless E-911 Subscriber Fees for the months of September, October, and November.

Minutes from the December 1, 2014 Regular Board Meeting of the Jefferson County Public Service District.

E-mail from Gil Narro Garcia, resident, regarding the 2014 Draft Comprehensive Plan.

WV Lottery Weekly Settlement for Charles Town - week ending January 3, 2015.

*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.*