

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, APRIL 16, 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 MINUTES**

- April 2, 2015 Regular Meeting
- April 6, 2015 Special Session

**APPROVAL OF PURCHASE ORDERS**

- April 16, 2015

**APPROVAL OF ACCOUNTS PAYABLE**

- April 9, 2015
- April 16, 2015

**PAYROLL APPROVAL**

- April 9, 2015

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Pete Dougherty, Sheriff
  - Hire of replacement Deputy - Discussion/Action
  - Raise hourly rate for Trip Guards - Discussion/Action
  - Appoint Jeffrey Sager and Douglas Pittinger as part-time bailiffs and trip guards - Discussion/Action

2. 10:00 a.m. Jennifer Maghan, County Clerk  
- Approval to hire for vacant position within the County Clerk's Office-  
Discussion/Action
3. 10:15 a.m. Peggy Smith, Mayor of City of Charles Town and Annette Gavin, CEO  
Jefferson County CVB  
- Program Report 2015 - John Brown Walking Tour and request of approval  
of the use of the Courthouse to be open for John Brown Tours starting May  
23, 2015 - Discussion/Action
4. 10:30 a.m. John Reisenweber, Director of the Jefferson County Development Authority  
- Approval of Resolution - Participation and Cooperation - Local Economic  
Development Grant Program - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate Office  
- Quarterly review to approve and close estates since last term in January,  
2015 - Discussion/Action
7. 11:15 a.m. Judy Matlick and Shay McNeil, Ag Agents, Jefferson County Extension Office  
- Funds for substitute for employee on maternity leave - Discussion/Action
8. 11:30 a.m. Chief Ross L. Morgan, Shepherdstown Fire Department  
- Discuss the "Quickest Route Feature" of CAD - Discussion/Action
9. 11:45 a.m. Interviews and Appointments to the Jefferson County Development Authority  
Board of Directors - Four 3-year terms ending April 5, 2018 -  
Discussion/Action
10. 12:00 p.m. Barbara J. Miller, Jefferson County Homeland Security and Emergency  
Management  
- Approval to hire Deputy Director/Planner/Program Manager -  
Discussion/Action

**NEW BUSINESS**

11. Discuss the process toward establishing water and sewer impact fees in our county -  
Discussion/Action (DM)
12. Discuss Road Summit with the WV Division of Highways which includes a tour of problem  
sites on our county roads - Discussion/Action (DM)
13. Amend "Ordinance to Reconstitute the Jefferson County Emergency Services Agency" to

include the Emergency Services Agency Medical Director as an ex officio, non-voting member of the board - Discussion/Action

14. Request for Exoneration/Modification of the Ambulance Fee Bill for Charles Town Associates of Charles Town LP, also known as Charles Towers Apartment's - Discussion/Action
15. Approval of Resolution and contract - Community Participation Grant program for the Jefferson County Parks and Recreation in the amount of \$6,000 - Discussion/Action
16. Approval of Resolution and grant application - Virginia Lodge #1 - Discussion/Action
17. Decision on the following:
  - ▶ Amend Section 20.104, "Exceptions", of the Jefferson County Subdivision and Land Development Regulations, subsection "C", to "exempt" public utilities and private utility firms processing easements from these Regulations (STA15-02) - Discussion/Action
  - ▶ Amend Section 24.300, "Waivers", of the Jefferson County Subdivision and Land Development Regulations to change the last sentence of the introductory paragraph stating "No process or procedural waivers shall be granted" to "Process and procedural waivers shall be reviewed and found consistent with the above criteria prior to approval" (STA15-03) - Discussion/Action
  - ▶ Amend the definition of "days" from business days to calendar days in Section 26.200 of the Jefferson County Subdivision and Land Development Regulations (STA15-01) - Discussion/Action

#### **COUNTY ADMINISTRATOR REPORTS**

- Clarification of Impact Fee Commercial Rate - Discussion/Action
- Implementation of \$500.00 pay raise for next fiscal year - Discussion/Action
- Determination of manner in which monetary allocation to volunteer fire departments should be distributed - Discussion/Action
- Update on Bolivar Urban Growth Boundary

#### **COUNTY COMMISSION REPORTS**

#### **18. ADJOURN**

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

- Engineering Department Quarterly Update Report

## **CORRESPONDENCE/INFORMATION**

Notice of Lay the Levy - April 21, 2015.

Notice of Intent to Appoint to the Jefferson County Development Authority Board.

Impact Fee Status Report for March 2015.

Memorandum from the Engineering Department - 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 Engineering Department - 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 Engineering Department - 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 Engineering Department - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.

Jefferson County Public Service District Regular Meeting minutes for March 2, 2015.

Call for Volunteers to help plant trees at Sam Michaels Park.

Notice of Keep Jefferson Beautiful/Adopt a Highway informational meeting.

Notice of 22<sup>nd</sup> Annual Golf Classic at Cress Creek Golf & Country Club.

Salute to Armed Forces & Veterans Event in Downtown Charles Town.

Jefferson County Animal Control Rabies Clinic flyer.

Public Correspondence on the All Good Music Festival as submitted by Bob Aitcheson.

WV Lottery Weekly Settlement for Charles Town - week ending March 28, 2015.

WV Lottery Weekly Settlement for Charles Town - week ending April 4, 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.*