

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JUNE 4, 2015
9:30 A.M.

REVISED JUNE 2, 2015 at 3:30 pm

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

- May 21, 2015 Regular Meeting

APPROVAL OF PURCHASE ORDERS

- June 4, 2015

APPROVAL OF ACCOUNTS PAYABLE

- May 28, 2015
- June 4, 2015

APPROVAL OF MANUAL CHECKS

- May 28, 2015
- June 4, 2015

PAYROLL APPROVAL

- May 21, 2015
- June 1, 2015
- June 2, 2015

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Fred Blackmer
- Consider leading a meeting regarding infrastructure partnerships between the County Commission, Shepherdstown Utilities, JCPSD and private business stakeholders - Discussion/Action
2. 10:00 a.m. Jennifer Myers, Director, Jefferson County Parks and Recreation
- Request to allow alcohol at Sam Michael's Park for weddings and the Mountain Heritage Arts & Craft Festival - Discussion/Action
3. 10:15 a.m. Interview/Appointment to the Jefferson County Development Authority Board of Directors - one unexpired term ending April 5, 2016 - Discussion/Action
4. 10:30 a.m. Martin Burke, Jefferson County Historic Landmarks Commission
- Request for matching funds for WV Historic Preservation Development Grant to replace roof on Snow Hill/Poor Farm - Discussion/Action
5. 10:55 a.m. **BREAK**
6. 11:10 a.m. Barbara Miller, Jefferson County Homeland Security and Emergency Management
- Approval of Memorandum of Understanding between City of Ranson and County Commission for use of the Ranson Civic Center during emergencies/disasters - Discussion/Action - Possible Executive Session
7. 11:25 a.m. Nathan Cochran, Prosecutor's Office
- Legal update on Case No. 13-c-432, 15-AA-4 and 15-0323 - Possible Executive Session - Discussion/Action
8. 12:00 p.m. **Break for Lunch**

NEW BUSINESS

9. Review letters from County Commission to WVABC - Discussion/Action (JT)
10. Discussion/revision of Jefferson County Ambulance Fee Ordinance to address the following:
 - Residents who live in county areas that do not receive Jefferson County ambulance services — Discussion/Action
 - Assessment of late fees for the Ambulance Service Fee - Discussion/Action
11. Course of action for those who are delinquent in paying their Ambulance Fee - Discussion/Action

12. Request for waiver of late fees for Kenneth Pickering - did not receive initial Ambulance Fee bill - Discussion/Action
13. Review & Renewal of the Mutual Aid Agreement between the City of Martinsburg and Jefferson County - Discussion/Action
14. Discussion of Personnel matter and recent purchase within the Prosecuting Attorney's Office - Possible Executive Session - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Budget Transfers - Discussion/Action
- Management Discussion and Analysis for FY13 Financials

COUNTY ADMINISTRATOR REPORTS

- Revised Absence Time with Pay Policy - Discussion/Action

COUNTY COMMISSION REPORTS

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

15. 1:30 p.m. Roger Goodwin, Chief County Engineer
Jennifer Brockman, Director, Planning and Zoning
- Proposed update to the Engineering Department's Permit Fee Schedule and the Planning & Zoning Department's Fee Schedule - Discussion/Action
16. 2:00 p.m. Roger Goodwin, Chief County Engineer
- Property Safety Enforcement Agency - Hearing on Case 14-002 (Joseph O. And Barbara A. Bitner) - Property located at 7211 Queen Street, Middleway, WV 25430 - Discussion/Action
- Letter of Credit due to expire on July 15, 2015 - Discussion/Action
- Partial Release of construction bond security for SPARC, LLC - Summit Point Tactical Training Center, Phase 4 (File #S13-03) - Discussion/Action
- Authorize the Engineering staff to take the necessary action to hire a full time Permit Clerk/Technician. This issue is personnel related and may necessitate an Executive Session for discussion of a personnel related matter and the reason for the hiring request - Discussion/Action

17. ADJOURN

CORRESPONDENCE/INFORMATION

Notice of Intent to Appoint to the Jefferson County Board of Health.

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

Notice of Intent to Appoint to the Jefferson County Emergency Services Agency Board.
Jefferson County April 2015 Financials as presented by Tim Stanton, Finance Director, during the
May 21, 2015 Regular County Commission meeting.

Notice of Public Hearing from Loudoun County, VA on a Comprehensive Plan Amendment
regarding Riverside Parkway and George Washington Boulevard.

Notice of Public Hearing from Loudoun County, VA on a Comprehensive Plan Amendment
regarding Prentice Drive.

Notice for the Charles Town Kiwanis Club Summer Social.

WV Lottery Weekly Settlement for Charles Town - week ending May 16, 2015.

WV Lottery Weekly Settlement for Charles Town - week ending May 23, 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.*