

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, SEPTEMBER 3, 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**

- August 6, 2015 Regular Meeting
- August 13, 2015 Special Session

**APPROVAL OF PURCHASE ORDERS**

- September 3, 2015

**APPROVAL OF ACCOUNTS PAYABLE**

- August 13, 2015
- August 20, 2015
- August 27, 2015
- September 3, 2015

**APPROVAL OF MANUAL CHECKS**

- August 13, 2015
- August 20, 2015
- August 27, 2015
- September 3, 2015

**PAYROLL APPROVAL**

- August 13, 2015
- August 27, 2015

**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. Laura Storm, Circuit Clerk  
- Promotions within the office - Discussion/Action
3. 10:10 a.m. Barbara Miller, Jefferson County Homeland Security and Emergency Management  
- All Good Music Festival and Camp Out - After Action Report/Improvement Plan - Discussion/Action
4. 10:30 a.m. Greg Vaughn, Mayor Corporation of Harpers Ferry  
- Request for Fire Recovery Emergency Funds, Corporation of Harpers Ferry - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate Office  
- Special Session to approve the waiver of final settlement on the estate of Lee Roy Strickler, Jr. - Discussion/Action  
- Public Hearing - Petition to Remove Co-Executor Mark E. Hicks from the estate of Joann V. Hicks, deceased - Discussion/Action
7. 11:20 a.m. Interviews/Appointments to the Jefferson County Community Criminal Justice Board - One expired term ending July 3, 2017 (public defender/criminal defense attorney) - Discussion/Action
8. 11:30 a.m. Michael Ashley, Chair or Jean Jacobs, Vice Chair - Jefferson County Republican Executive Committee  
- Request for Supply Clerks be provided by the Jefferson County Republican Executive Committee - Discussion/Action
9. 11:45 p.m. Bill Polk, Maintenance Director  
- Approval of Employment - Cleaning/Janitorial Staff - Discussion/Action
10. 12:00 p.m. Roger Goodwin, County Chief Engineer  
- Partial Release of construction bond security for Roderick Planes, LLC - Aspen Greens Subdivision, Phase 1A (File #07-15) - Discussion/Action  
- Complete Construction Bond Release for Shepherdstown Community Club, Inc. - Morgan Grove Park (File #S98-10) - Discussion/Action

## NEW BUSINESS

11. Update on the status of the Tethering Ordinance - Discussion/Action (DM)
12. Discuss County Commission's position on the CIF imposed by the Public Service District - Discussion/Action (PN)
13. Reappointment of Catherine Burke to the Summit Point Library Committee for one 5-year term ending June 30, 2020 - Discussion/Action
14. 12:30 p.m. **Break for Lunch**

### ~~~~~ AFTERNOON SESSION ~~~~~

15. 1:30 p.m. Tiffany Lawrence, Director of Resource Development and Marketing and Pete Mulford, CEO - United Way of the Eastern Panhandle  
- Approval of Proclamation - Endorsement of the Community Campaign which serves 35 agencies across the EP in Jefferson, Berkeley, and Morgan Counties - Discussion/Action
16. 1:45 p.m. Ed Hannon, Deputy Director - Jefferson County Emergency Services Agency  
- Grant awarded - Update of LifePaks
17. 2:00 p.m. Russ Burgess, IT Support Specialist  
- New Website Update
18. 2:15 p.m. Jennifer Brockman, Director of Planning and Zoning  
- Action related to Public Hearing held on August 11, 2015 regarding a landowner-initiated petition to amend the County Zoning Map for a 13.68 acre property owned by Twin Oaks Subdivision, LLC, designated as Tax District: Shepherdstown; Map: 13; Parcel(s): 26.1, 26.2, 26.3, and 26.4, located on Route 480, Kearneysville Pike, south of Morgan's Grove Park (Planning and Zoning File #Z15-01) - Discussion/Action  
- Planning and Zoning Annual Report Fiscal Year 2015 - Discussion/Action  
- Release of 2015 All Good Festival Surety Bond - Discussion/Action

## COUNTY ADMINISTRATOR REPORTS

- Commission Office Space - Discussion/Action
- Work Session September 17, 2015 - Provision of Utility Services in Jefferson County - Development of topics to be discussed during the work session with utility providers in Jefferson County - Discussion/Action
- Dental Lease for Children's dental program - Discussion/Action
- Sheriff's Commission - Discussion/Action
- Ambulance Fee Report

- Absence Time with Pay Policy - vacation and sick leave accrual rates - Discussion/Action
- Set date for State Legislators Work Session - Discussion/Action
- Funding source for payment of mail machine - Discussion/Action

## **COUNTY COMMISSION REPORTS**

### **19. ADJOURN**

## **CORRESPONDENCE/INFORMATION**

Notice of County Office Closure on Monday, September 7, 2015 in observance of Labor Day.

Notice of 9/11 Remembrance Ceremony at Independent Fire Company.

Impact Fee Status Report for July 2015.

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

Letter from the City of Charles Town Utility Board re: Utility Issues in Jefferson County.

Jefferson County Public Service District Minutes from the July 6, 2015 Regular Board Meeting.

Jefferson County Public Service District Minutes from the July 20, 2015 Work Sessions #1 and #2.

Jefferson County Public Service District Minutes from the July 20, 2015 Special Meeting.

Letter from Meals on Wheels of Jefferson County regarding donations and support.

E-mail from Joseph Hummel, resident, regarding the Ambulance Service Fee.

E-mail from Josh Compton, resident, regarding the School Board Excess Levy.

WV Lottery Weekly Settlement for Charles Town - week ending August 1, 2015.

WV Lottery Weekly Settlement for Charles Town - week ending August 8, 2015.

WV Lottery Weekly Settlement for Charles Town - week ending August 15, 2015.

WV Lottery Weekly Settlement for Charles Town - week ending August 22, 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.*