

**AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, SEPTEMBER 17, 2015
9:30 A.M.**

County Commission Meeting Room
located in the basement of the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- September 3, 2015 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- September 10, 2015
- September 17, 2015

APPROVAL OF MANUAL CHECKS

- September 10, 2015
- September 17, 2015

PAYROLL APPROVAL

- September 10, 2015

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Peter Dougherty, Sheriff
 - Donation Presentation
 - Potomac Pedallers Bike Ride - Discussion/Action
 - Sheriff's Annual Report - Discussion/Action
 - Make two part-time Bailiffs, full-time - Discussion/Action

2. 10:15 a.m. Kathy M. Santa Barbara, Esq.
 - Discuss Rescinding County Commission Order dated September 4, 2014 regarding Chapel View, Section 2, Lots 42-105 (JCPC File No. 03-11), and specifically lots 38, 39, 40, 41, 44, 49, 50, 57, 58, 60, 62, 63, & 64 owned by 300N LLC - Discussion/Action
3. 10:30 a.m. Nikki Painter, County Clerk - Elections
 - Poll Worker List Approval - Discussion/Action
4. 10:45 a.m. Billy Madert, Keep Jefferson Beautiful and the Jefferson County Solid Waste Authority
 - Keep Jefferson Beautiful Resolution of Support - Discussion/Action
5. 11:00 a.m. BREAK
6. 11:15 a.m. Jean K. Jacobs, Jefferson County Republican Executive Committee
 - Resolution Supporting the Celebration of U.S. Constitution Day - Discussion/Action
7. 11:30 a.m. Lee Snyder, Oak Meadow, LLC
 - Request by Oak Meadow, LLC for the County Commission to support the creation of a Road Maintenance Association in Keys Ferry Acres Subdivision under the authority of WV State Code §7A-12 et. Seq. - Discussion/Action
8. 11:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Update on the status of the Tethering Ordinance and possible approval of the Ordinance - Possible Executive Session - Discussion/Action
 - Approval of collection of delinquent ambulance fees and other financial matters by Dan Booth - Discussion/Action
 - Update on Case Status in Case No. 13-C-432 - Possible Executive Session - Discussion/Action
 - Issues related to water/sewer infrastructure and impact fees - Possible Executive Session - Discussion/Action
9. 12:30 p.m. Break for Lunch

NEW BUSINESS

10. Open Meetings - Discussion/Action (EB)
11. Discussion of Board of Health - Possible Executive Session - Discussion/Action (EB)

COUNTY ADMINISTRATOR REPORTS

- Change management of HRA from Ameriflex to Millenium Insurance Group and possible termination of Ameriflex HRA contract - Discussion/Action
- Approval of Sheriff's Commission in the amount of \$15,000 - Discussion/Action
- Release of remainder of All Good Festival Bond - Discussion/Action
- Appointment of Audit Committee as per the Procedures Manual for Procuring and Conducting Audits and Review of Local Government - Discussion/Action
- Discuss Keycard access to county buildings for non employees - Discussion/Action

COUNTY COMMISSION REPORTS

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

12. 1:30 p.m. Greg Vaughn, Mayor, Corporation of Harpers Ferry
- Request for Fire Recovery Emergency Funds, Corporation of Harpers Ferry - Discussion/Action
13. 2:00 p.m. Utility Work Session
14. 3:30 p.m. Jennifer Brockman, Director of Planning and Zoning
- Action related to Public hearing held on September 8, 2015 regarding landowner-initiated petition to amend the County Zoning Map for a 4.01 (combined) acreage property owned by Charles M. Carter located at 7174 Martinsburg Pike, east of Venice Way; designated as Tax District: Shepherdstown (09), Map: 7, Parcel: 23 & 32.1; from Residential-Growth (RG) to General Commercial (GC) zoning (Planning and Zoning File #Z15-02) - Discussion/Action
15. ADJOURN

CORRESPONDENCE/INFORMATION

Impact Fee Status Report for August 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 Debbie Royalty, President of the Jefferson County League of Women Voters, regarding two local budget tutorials hosted by the League.

Letter and registration materials from the WV State Auditor's Office regarding the 2015 Training Seminar for County and Municipal Boards and Authorities.

Letter from Curtis Sharp, member of Keep Jefferson Beautiful, regarding the expansion of the Adopt-a-Highway Program.

Memorandum from the WV Development Office re: FY2015 Land and Water Conservation Fund - Invitation to Submit Applications.

WV Lottery Weekly Settlement for Charles Town - week ending August 29, 2015