

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, DECEMBER 17, 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**

- December 3, 2015 Regular Meeting

**APPROVAL OF ACCOUNTS PAYABLE**

- December 10, 2015
- December 17, 2015

**APPROVAL OF MANUAL CHECKS**

- December 10, 2015
- December 17, 2015

**PAYROLL APPROVAL**

- December 3, 2015

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

## PRESENTATIONS

1. 9:45 a.m. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management  
- Recommendation from the Jefferson County Homeland Security and Emergency Management Steering Committee for appointments/reappointments to the JCHSEM Steering Committee - Discussion/Action
2. 10:00 a.m. Interviews and appointment to the Jefferson County Development authority - one expired term ending April 5, 2016 - Discussion/Action
3. 10:15 a.m. Roger Goodwin, Chief County Engineer  
- Letter of Credits securing construction bonds - Discussion/Action
4. 10:30 a.m. Jennifer Brockman, Planning and Zoning Director  
- Reimbursement for copying costs which exceeded the estimated amount - Discussion/Action  
- Recommendation from the Planning Commission to the County Commission to amend various sections of the Zoning and Land Development Ordinance (File # ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting Campgrounds in certain Rural and Commercial zoning districts. The purpose of this request is to schedule a Public Hearing to be held by the County Commission - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Pete Dougherty, Sheriff  
- Transfer of Funds - Discussion/Action  
- Appointment of Special Deputy - Discussion/Action
7. 11:15 a.m. Bill Polk, Maintenance Director  
- Approval of Employment - Custodial/Janitorial Positions - Discussion/Action
8. 11:30 a.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Legal Update on the following cases: 15-C-282, 15-AA-4, and 13-C-432 - Potential Executive Session - Discussion/Action

## UNFINISHED BUSINESS

9. Decision - Proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-05) - Discussion/Action

## **NEW BUSINESS**

10. Development of topics for meeting with PSC & invitees - Discussion/Action (JT)
11. Request to use Jefferson County Commission Meeting Room on Thursday, January 7, 2016 at 7pm for the Jefferson Arts Council/City of Charles Town - Discussion/Action
12. Request to use Jefferson County Commission Meeting Room on Saturday, December 19, 2015 at 4:30pm for Jefferson County Parks and Recreation/Girl Scouts - Discussion/Action
13. Request to use the Jefferson County Jail (in the Circuit Clerk's building) on December 21, 2015 for the launch and introduction of the 2016 Historic Preservation Calendar for the WV Division of Culture and History - Discussion/Action

## **FINANCIAL DIRECTOR REPORTS**

- Discussion and Determination of FY17 Budget Instruction from Commission to Departments - Discussion/Action
- Review of Budget to Actual as of November 30, 2015 - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

- Reminder of Special Election Canvass - Friday, December 18, 2015 at 9:30 a.m. - Jefferson County Courthouse, 100 E. Washington Street, Charles Town, WV
- Personnel Issue - Executive Session - Discussion/Action

## **COUNTY COMMISSION REPORTS**

### **12. ADJOURN**

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

- GIS Department Quarterly Update Report - 2015, 4<sup>th</sup> Quarter

## **CORRESPONDENCE/INFORMATION**

Notice of County Office Closure for the Christmas Eve and Christmas Day holidays.

Notice of County Office Closure for the New Year's Eve and New Year's Day holidays.

Notice of Canvass for the Special Election on the Excess Levy Renewal.

Notice of meeting cancellation for Thursday, December 31, 2015.

Notice of Intent to Appoint to the Jefferson County Building Commission.

Notice of Intent to Appoint to the Jefferson County Board of Zoning Appeals.

Notice of Intent to Appoint to the Jefferson County Water Advisory Committee.

Impact Status Fee Report for November 2015.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from the 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 the 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 the Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.

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

Letter from the WV Public Service Commission re: Disbursement of Wireless E-911 Subscriber Fees.

Report on the Contribution of the All Good Music Festival Event Planning and Patron Spending to the Jefferson County Economy, 2015.

Letter from Seth Rivard, City Planner for the City of Charles Town re: Adoption of the Design Review Standards.

Letter from Kenneth Clohan, District Five Traffic Engineer, to Ralph Lorenzetti, Prosecuting Attorney re: concerns regarding pedestrian traffic between Liberty and Washington Streets.

Letter from David Mills, Charles Town City Manager, to Ralph Lorenzetti, Prosecuting Attorney, re: concerns regarding pedestrian traffic between Liberty and Washington Streets.

Letter from the Land Trust of the Eastern Panhandle re: financial support.

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

WV Lottery Weekly Settlement for Charles Town - week ending December 5, 2015.