

**AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, SEPTEMBER 30, 2010
9:30 A.M.**

Old Charles Town Library Meeting Room
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

**MOMENT OF REMEMBRANCE AND PROCLAMATION
FOR NEAL D. CARPENTER**

APPROVAL OF MINUTES

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

PUBLIC COMMENT

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

PRESENTATIONS:

- 1. 10:00 a.m. Ed Slonaker, Morgan Financial Group, LLC
- Presentation on Long Term Disability**
- 2. 10:30 a.m. Peter Fricke - Farmland Protection Board
- Approval of Farmland Easement**
- 3. 10:45 a.m. Roger Goodwin, Chief County Engineering
- Bond reduction and/or release of the Construction Bond Security for Mark
D. Zwilsky - Potomac Metals, Inc. (File #S07-04)**
- 4. 11:00 a.m. Legal Update - Stephanie Grove and James Casimiro, Assistant Prosecuting
Attorneys
- Jefferson Utilities, Inc. (JUI) Rate Increase Case No. 10-1329-W-42T**
- 5. 11:15 a.m. Jennifer S. Maghan, County Clerk's Report**

6. 11:30 a.m. Charlotte Hernandez-Velez, IT Specialist
- Presentation of IT Board, By-Laws and Work Program - Discussion/Action
7. 11:45 a.m. Mark Schiavone, Director of Capital Planning and Management
- Request for approval of Network Assessment Contractor Global Data Consultants to provide an Information Technology Assessment for Jefferson County - Discussion/Action
- Request to approve Budget Revision 004 to the General Fund - Discussion/Action
- Approval to release of \$15,648.67 from Department 428 (Data Processing) to purchase one year IBM maintenance on the iSeries computer - Discussion/Action
8. 12:00 a.m. - Jennifer Brockman, Director of Planning and Zoning
- Scheduling of Joint Meeting of the Planning Commission and the County Commission regarding the Vision Statement for the Blue Ridge Mountain Communities Watershed Project

UNFINISHED BUSINESS:

9. John Maxey, Planning Commission - Schedule a public hearing regarding the Planning Commission's Petition to Rezone Certain Federal Lands

NEW BUSINESS:

10. Legislative Issues
11. Kari Hugel , U.S. Dept. Of Commerce - Request to use County Commission Meeting Room for all day testing and interviewing session on October 13, 2010 from 9:00 a.m. to 5:00 p.m. Purpose is to fill some vacancies for the position of Field Representative. (Date is available)
12. Proclamation - Public Transit Month - October 2010

Break for Lunch

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

13. 1:30 p.m. Tim Boyde, County Administrator and Stephanie Grove, Assistant Prosecuting Attorney
- Personnel Policy Discussion
  - Employee Handbook
  - Issue Resolution
  - Compensatory Time
  - Hours of Work
  - Supervisor Responsibilities
  - Classification Plan
  - Calculation of Compensation
14. 2:30 p.m. Budget Work Session
- Summary of Decisions to Date (includes non-profits)
  - Consideration of Remaining Requests
  - Consideration of Previously Submitted Personnel Related Requests
    - a. Todd Fagan - Request to approve position reclassification in GIS Office
    - b. Ralph Lorenzetti, Prosecuting Attorney - Request for additional Prosecutor
    - c. Angie Banks, Assessor - Request for additional funds
  - Tim Boyde - Request to expand vacant part-time position in Commission Office to full-time and post.
  - Water Advisory Committee - Request for funding

**CORRESPONDENCE:**

Department of Agriculture Assessor's Certificate of Compliance - Compliance with the Farm Statistics Law.

Video Lottery Report for week of September 18, 2010.

Upcoming appointments to be made on October 14, 2010 on the following:

- Eastern Panhandle Transit Authority Board of Directors - 1 unexpired term ending January 31, 2012
- Jefferson County Building Commission - 1 unexpired term ending January 31, 2012

**Letter of Recommendation from Carol Del-Colle, President of the South Jefferson Public Library, for the appointment of Edmond Uzan to fill the unexpired term of Don Ranelli, deceased.**

**RECESS**

***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.***