

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, OCTOBER 7, 2010**  
**9:30 A.M.**

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

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**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.**     **Doug Pittinger, Director of the Jefferson County Emergency Services Agency**  
                          **- Fire Company Contracts - Discussion/Action**
  
2.     **10:15 a.m.**     **David Kemnitzer, Architect**  
                          **- Present the findings of the completed Historic Structures Report for the**  
                          **courthouse building**
  
3.     **10:45 a.m.**     **Angie Banks, Assessor**  
                          **- Exonerations**
  
4.     **11:00 a.m.**     **Legal Update- Stephanie Grove, Assistant Prosecuting Attorney**  
                          **- Consultant Agreement Between Tischlerbise, Inc. and Jefferson County**  
                          **Commission - Discussion/Action**
  
5.     **11:15 a.m.**     **Jennifer S. Maghan - County Clerk's Report**

6. 11:30 a.m. Hali Taylor - Request by the Jefferson County Development Authority for letter of support from the County Commission for an EPA cleanup grant application for funds to clean up a 4.5 acre brownfield
7. 11:45 a.m. Interviews and Appointment to the Jefferson County Planning Commission - One unexpired term ending March 31, 2013 - Discussion/Action
8. 12:00 p.m. Jennifer Brockman, Director of Planning & Zoning - Follow up on Land Development Fee Roundtable Discussion and request to schedule a public hearing on the Draft Land Development Fee - Discussion/Action
9. 12:30 p.m. Tim Boyde, County Administrator - Work Session #2
  - Salary Adjustments - Discussion/Action
  - Policies and Procedures - Discussion/Action
    - a. Hours of Work
    - b. Employee Handbook
    - c. Issue Resolution
    - d. Compensatory Time
    - e. Supervisory Responsibilities
    - f. Classification Plan
    - g. Calculation of Compensation

**UNFINISHED BUSINESS:**

10. Flowing Springs Treatment Plant Letters - Discussion

**NEW BUSINESS:**

11. Legislative Issues
12. Approval to Fill Vacancy - Animal Control Officer - Discussion/Action
13. Reappointment to the West Virginia Eastern Panhandle Transportation Authority - G. Warren Mickey
14. Approval of Telephone Line Rental Contracts - Discussion/Action

**CORRESPONDENCE:**

Harpers Ferry National Historical Park Community Bulletin received.

Email received from Toni Milbourne regarding her resignation from Jefferson County Emergency Services Agency.

Valley News - Potomac Audubon Society received for the month of October 2010.

Weekly settlement report received from the West Virginia Lottery.

**ANNOUNCEMENTS:**

Reminder - County Offices will be closed on Monday, October 11, 2010 in Observance of Columbus Day.

**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.*