

**AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, NOVEMBER 18, 2010
10:30 A.M.**

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

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. **11:00 a.m. Angela Banks, Assessor - Exonerations**

2. **11:15 a.m. Jennifer Maghan, County Clerk's Report**

3. **11:30 a.m. Lynn Fields and Karen Olden - Probate Office**
 - **Petition of Attorney Mary Binns-Davis to Resign as Administratrix of the Estate of William E. Farrell, Deceased and Appointment of Mrs. Farrell as Administratrix of the Estate. Discussion/Action**
 - **Petition for Removal of Executor, Mickey D. Duncan, from the Administration of the Estate of Francis D. Duncan, for an accounting, and for the appointment of Patricia Mauck, Diane Pulse, and Gale Hill as Co-Administratrixes CTA - Discussion/Action**

4. **11:45 a.m. Legal Update - Stephanie Grove, Prosecuting Attorney**
 - **Brad Stephens - Executive Session possible to discuss PATH Discussion/Action**
 - **Allocation of Funds to hire PATH expert - Discussion/Action**

5. 12:00 p.m. Jim Taylor - Briggs Animal Adoption Center
 - Briggs Adoption Center
 - Animal overpopulation in JC
 - Human Education

NEW BUSINESS:

6. Purchase of Cement Mill Property to Hold in Trust prior to transfer to National Park Service (JS) - Discussion/Action
7. Jeff Polczynski, Director of Communications and GIS/Addressing Office
 - Request for Approval of Employment - Executive Administrative Assistant III - Discussion/Action

————— AFTERNOON SESSION —————

8. 1:30 p.m. Interviews and Appointments
 - Water Advisory Committee
 - Jefferson County Building Commission
9. 1:45 p.m. Mark Schiavone - Request for Approval of Revision 002 to the Coal Severance Fund (Fund 002) & draft Resolution- Discussion/Action
10. 2:00 p.m. Roger Goodwin, County Chief Engineer
 - Hospice of the Panhandle - Request for waiver of permit fees for two buildings to be constructed on its property in Jefferson County - Discussion/Action
 - Complete Bond Release - Spark - Discussion/Action

CORRESPONDENCE:

Thank You Note from Meals on Wheels.

Memorandum from Roger Goodwin, Chief Engineer regarding Linda W. Case/Craftworks at Cool Spring.

Potomac Valley Audubon Society "Valley Views" Newsletter - November 2010 received.

Impact Fee Status Report - October 2010 received.

Memorandum - Mark Schiavone - Transfer of Funds from Office of Impact Fees General Account to Sheriff's School Impact Fee Account received.

Memorandum - Mark Schiavone - Transfer of Funds from Office of Impact Fees General Account

to Sheriff's Law Enforcement Impact Fee Account received.

Memorandum - Mark Schiavone - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account received.

Memorandum - Mark Schiavone - Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account received.

Memorandum received from Roger Goodwin, Chief County Engineer regarding bonds and security for the Summit Point Automotive Research Center, LLC.

Oath of Office received regarding the reappointment of Brenda K. Engle to the Jefferson County Emergency Services Agency.

Oath of Office received regarding the appointment of Marty L. Freeman to the Jefferson County Emergency Services Agency.

Oath of Office received regarding the reappointment of Paul Rosa to the Jefferson County Emergency Services Agency.

Letter from Friends of the Blue Ridge Mountains regarding Selection of the Jefferson County Planning Commission for their "Friend of the Mountain" Award.

Good Shepherd Caregivers - "Neighbor to Neighbor" newsletter - Fall 2010 received.

Video Lottery Report 07-01-10 through 10-30-10

Advertisement for Publication for one unexpired term on the Jefferson County Building Commission

ANNOUNCEMENTS:

"Clean Your Car Against Family Violence" - Community Alternatives to Violence Car Wash coupons for the Charles Town Auto Wash

Presentation by Dr. Jim Price - Dec. 6, 2010 - "Facts and Fables-Setting Shepherdstown History Straight"

REMINDER: Jefferson County Offices will be closed on November 25 and 26, 2010 in observance of Thanksgiving.

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.