

**AGENDA  
JEFFERSON COUNTY COMMISSION  
THURSDAY, FEBRUARY 10, 2011  
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**

- January 27, 2011 Regular Session
- February 1, 2011 as Board of Review and Equalization

**APPROVAL OF PURCHASE ORDERS**

**APPROVAL OF ACCOUNTS PAYABLE**

**PUBLIC COMMENT**

**PRESENTATIONS:**

1. 9:45 a.m. Laura Rattenni, Circuit Clerk
  - Approve Tammy L. Yokley as a permanent, full employee in the Circuit Clerks Office - Discussion/Action
2. 10:00 a.m. Stephanie Grove, Assistant Prosecuting Attorney
  - Legal Update
3. 10:15 a.m. Lynn Fields, Probate Office
  - Probate Last Will and Testament of Mildred Valentine, Deceased
4. 11:00 a.m. David Camilletti, Esquire
  - Decision regarding Petition for Closing Unused Road, Streets & Travel Ways - Martin and Brenda Lookingbill - Discussion/Action
5. 11:15 a.m. Warren Mickey, Jefferson County Conservation District
  - Elks Run Water Project Update
  - Funding Request and Report on Financial Activity in Jefferson County - Jefferson County Conservation District
6. 11:30 a.m. Joe Sacchet, Executive Director - Berkeley Jefferson Day Report Center
  - Update on the Berkeley Jefferson Day Report Center

7. **11:45 a.m. Mark Schiavone, Director of Capital Planning & Management**
  - Request Approval of Revision A to the General Fund
  - Request Approval of Revision 007 to the General Fund
  - Revision 003 to Coal Severance Fund

**UNFINISHED BUSINESS:**

8. **Tom Bayuzik, Development Authority Director**
  - Forgiveness of \$200,000 - Loan to the Economic Development Authority - Update - Discussion/Action
9. **Appointments to the Water Advisory Committee**
  - Four 3-year terms ending January 31, 2014 - Discussion/Action
10. **Order Setting Hearing for the Estate of Sallie Spaulding, Deceased - Discussion/Action**

**NEW BUSINESS:**

11. **Legislative Updates**
12. **Request received from Ann L. Coulter of the League of Women Voters of Jefferson County to Use Commission Meeting Room for Public Forum with County Commissioners on March 30, 2011 from 7:00 pm to 9:00 pm. - Discussion/Action**
13. **Tim Boyde, County Administrator**
  - Matching Funds for Agriculture Development Grant (2008 Commitment) - Discussion/Action
  - Letter from Jefferson County Public Service District asking the County Commission to work with Senator Snyder to push the advancement of Legislation to Create Grant Pool for Chesapeake Bay Projects - Discussion/Action
14. **Kirk Davis, Capital Projects Manager**
  - Request from Judge Sanders for Cushioning on Wooden Benches in the courtroom - Discussion/Action

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

**DEPARTMENT HEAD WRITTEN REPORTS**

- Jennifer Brockman, Director of Planning and Zoning

————AFTERNOON SESSION————

15. 1:30 p.m. Board of Review and Equalization

**CORRESPONDENCE:**

Reminder - Notice of upcoming Public Hearings:

- February 17, 2011 7:00 p.m. - Amend the County Zoning Map to Consider Urban Growth Boundaries for Harpers Ferry and Bolivar

- February 24, 2011 7:00 p.m. - Proposed amendments to Article 4B, Wireless Telecommunication Facilities, and Related Sections of the Jefferson County Zoning and Land Development Ordinance

“The County Legislative Line: Newsletter received from WVACO dated January 28, 2011.

“Legislative Lineup” received from CCAWV, Volume 14, Issue 3, dated January 28, 2011.

January & February 2011 Jefferson County 4-H Report received from the Extension Service of Jefferson County.

“Valley News” Newsletter received from the Potomac Valley Audubon Society dated February 2011.

Email received from Shirley Watkins regarding the noise ordinance and tinted windows on vehicles.

Letter received from Lois Turco of the Community Outreach Committee regarding the Shepherdstown 250<sup>th</sup> Anniversary Celebration.

Response received from Senator Unger.

Video lottery weekly settlement received.

Received from Mark Schiavone, Impact Fee Status Report January 2011 and accompanying Memoranda regarding Transfer of Funds.

**RECESS**