

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JUNE 30, 2011
9:30 A.M.

County Commission Meeting Room
located at the Old Charles Town Library
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

PRESENTATIONS:

- 1. 9:45 a.m. Ralph Lorenzetti, Prosecuting Attorney**
- Request approval to hire Cynthia Danner as Legal Assistant/Paralegal effective July 1, 2011 - Discussion/Action
- 2. 10:00 a.m. Roger Goodwin, Chief County Engineer**
- Request the Commission to allow staff to call on any Letters of Credit that have not been renewed by Monday, July 11, 2011 - Discussion/Action
- 3. 10:15 a.m. Mike Mood, Chief, Middleway Volunteer Fire Dept.**
- Request the Commission's endorsement for the Middleway Volunteer Fire Department to start an EMS Ambulance Transport Service - Discussion/Action
- 4. 10:30 a.m. Break**
- 5. 10:45 a.m. Barbara Miller, Director of Homeland Security and Emergency Management**
- Community Rating System of the National Flood Insurance Program
- Contract with CERVIS
- Memorandum of Understanding (MOU) between Jefferson County Department of Health and Jefferson County Homeland Security and Emergency Management/Jefferson County Commission
- 6. 11:00 a.m. Patricia Sanderson, Shenandoah Professional Center, LLC**

- Request to accept petition to allow the Zoning Map Amendment Request for Shenandoah Professional Center, LLC from the current zoning of Residential Growth (RG) to Residential-Light Industrial-Commercial (RLC), with not further public hearings since it is not a requirement by WV State Code - Discussion/Action

7. 11:30 a.m. Interviews and Appointments to the following Agency, Boards, Commission or Committees:
 - Summit Point Library Committee
 - Jefferson County Parks and Recreation Commission
 - Jefferson County Board of Health
 - Eastern Panhandle Regional Planning and Development Council
 - Jefferson County Property Safety Enforcement Agency

8. 12:00 p.m. Joseph Sacchet, Director, Berkeley Jefferson Day Report Center
 - Request for matching funds from the Commission in the amount of \$36,940.00 for fiscal year 2011/2012 in connection with the WV Community Corrections Grant Program - Discussion/Action

NEW BUSINESS:

9. Request to approve renewal of Mutual Aid Agreement between City of Martinsburg and Jefferson County - Discussion/Action

10. Approval of acquisition of property to address the needs of the Prosecuting Attorney, the Courts and the County Commission (PN) - Discussion/Action

11. I move that the move the unencumbered balance remaining at the end of the current budget year (ending June 30, 2011) be allocated in the following manner: the first 1.6 million dollars be allocated to meet encumbrances existing in next year's budget, 75 percent of the remaining balance be placed in the Capital Fund and the final 25 percent be placed in the County Commission Fund (DM) - Discussion/Action

12. Review and discussion of draft of Commission policy to require public improvement projects in excess of \$100,000.00 to be consistent with an adopted Capital Improvement Plan (LW) - Discussion/Action

13. Mark Schiavone, Director, Capital Planning & Management
 - Approval of the FY 2012 Impact Fee Fundable Projects List - Discussion/Action

14. Approval of Resolution changing the Scope of Work for the Governor's Community Participation Grant Program for Camp Frame - Discussion/Action

15. Request approval of the Memorandum of Understanding between the Department of Homeland Security, Mount Weather Emergency Operations Center and Jefferson County Fire

and Rescue Association regarding Mutual Aid Assistance - Discussion/Action

16. Request approval of the Contract for Lease between the Jefferson County Commission and the State of West Virginia on behalf of the Bardane Public Health Center at Bardane - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

----- Afternoon Session -----

17. Senator Unger
Update on training with Jefferson County Board of Health and Non-Profits

ADJOURN

CORRESPONDENCE:

Letter from the Public Service Commission of West Virginia regarding the pending disbursement of \$168,327.17 of Wireless E-911 subscriber fees.

Letter to Commissioners from the Division of Public Transit regarding a Public and Stakeholder Meeting on July 12, 2011 to Update the Region IX Public Transit-Human Services Transportation Plan.

Pleading received from David Tabb d/b/a Shenandoah Sales and Service, Inc. - Supplemental Ground of Error In the Supreme Court of Appeals of West Virginia.

Letter received from Nance L. Briscoe of Charles Town, WV expressing her views on the easing of requirements of coal permits.

Letter received from the West Virginia State Auditor regarding the State Auditor's in-service training program for all County Commissioners on August 7-9, 2011.

Information received from the County Commissioners' Association of West Virginia regarding various topics.

Copy of the West Virginia "Ethics Reporter" for June, 2011 received from the WV Ethics Commission.

Notice that Jefferson County Offices will be closed on Monday, July 4, 2011 in observation of Independence Day.

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.