

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, JULY 14, 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**

- Regular Meeting - June 30, 2011
- Regular Meeting - July 7, 2011

**APPROVAL OF PURCHASE ORDERS**

**APPROVAL OF ACCOUNTS PAYABLE**

**PUBLIC COMMENT**

**PRESENTATIONS:**

1.      9:45 a.m.    **Adam Shively, RAI - Realty Alliance Incorporated**  
                          - Presentation of check to the Jefferson County Parks and Recreation  
                          Commission
  
2.      10:00 a.m.    **Interviews and Appointments to the following: - Discussion/Action**  
                          **A. - Summit Point Library Committee - One 5-year term ending June 30, 2016**  
                          **B. - Jefferson County Parks and Recreation Commission - Three 3-year term**  
                          **ending June 30, 2011 and One unexpired term ending June 30, 2012**  
                          **C. - Jefferson County Board of Health - One 5-year term ending June 30, 2016**  
                          **D. - Eastern Panhandle Regional Planning and Development Council - One 1-**  
                          **year term ending June 30, 2012**  
                          **E. - Jefferson County Property Safety Enforcement Agency - One 1½ year term**  
                          **ending December 31, 2012 (must be a Fire Chief)**  
                          **F. - Jefferson County Emergency Services Agency - One unexpired term ending**  
                          **November 2, 2013 (Citizen Representative)**
  
3.      10:30 a.m.    **Mark Schiavone, Director of Capital Planning and Management**  
                          - Approve the request to revise the Coal Severance Fund (Fund 002) as required  
                          by the State Auditor's Office - Discussion/Action
  
4.      10:45 a.m.    **Break**

5. 11:00 a.m. Bill Polk, Maintenance Director
  - A. - Approval to start negotiations with Minghini's General Contractors for repair of Courthouse columns - Discussion/Action
  - B. - Approval to award the HVAC bid to Craigo Service Company in order for them to begin HVAC maintenance and/or repair as stipulated in the Energy Grant - Discussion/Action

**UNFINISHED BUSINESS:**

6. Approval of Job Description for the Director of Financial Management and to place the employment ad in the appropriate places - Discussion/Action

**NEW BUSINESS:**

7. Begin negotiations for the purchase of available property in close proximity to the Courthouse that would resolve space issues for the Prosecuting Attorney's Office, Magistrates, Circuit Court Judge and the County Commission. Request that County Administrator, Tim Boyde report on available properties that would meet the current space and location needs for county government office - Executive Session possible to discuss contract negotiations §6-9A-4 - Discussion/Action (PN)

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

**ADJOURN**

**ANNOUNCEMENTS**

Due to a scheduling conflict, the County Commission meeting scheduled for Thursday, July 21, 2011 has been cancelled. The meeting will be held on Wednesday, July 20, 2011 at 9:30 a.m.

Memorandum to Sandy McDonald, Deputy County Administrator, from Roger Goodwin, Chief County Engineer, re: construction bond for Cello Partnership dba Verizon Wireless - Flowing Springs File #S10-02 .

Memorandum to Sandy McDonald, Deputy County Administrator, from Roger Goodwin, Chief County Engineer, re: construction bond for Cambridgeg Manufactured Home Development, Sec. 4, Phase 4 Lots D99 & D102 (File #09-21).

**CORRESPONDENCE:**

Minutes of the Regular Board Meeting of the Jefferson County Public Service District of June 6, 2011.

**Letter received from the WV Dept. Of Highways re: update on the Statewide Transportation Improvement Program (STIP).**

**Weekly settlement reports for the Charles Town Races received from the West Virginia Lottery, week ending June 26 - 30, 2011.**

***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.***