

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**WEDNESDAY, JULY 20, 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**

**APPROVAL OF PURCHASE ORDERS**

**APPROVAL OF ACCOUNTS PAYABLE**

**PUBLIC COMMENT**

**PRESENTATIONS:**

1. 10:00 a.m. Jeffrey A. Polczynski, Director of Communications  
- Memorandum of Understanding between Jefferson County Health Department and Jefferson County Emergency Communications and the Jefferson County Commission - Approval of MOU for operating a Closed Point of Dispensing (POD) Site - Discussion/Action
2. 10:30 a.m. Break
3. 10:45 a.m. Roger Goodwin, Chief County Engineer  
A. - Partial release of the Construction Bond security for Beallair Homes, LLC - Beallair Subdivision, Phase 1, Lots 1-49 & Residue A-E (File #02-36) - Letter of Credit #7500942081 from Susquehanna Bank, Martinsburg, West Virginia - Discussion/Action  
B. - Michael Wiley on behalf of Beallair Homes, LLC owner/developer, has requested tolling of the construction bond for the Beallair Subdivision, Phase 2, Lots 50-133 and Residue Parcel A - File #05-41 - Discussion/Action

4. **11:00 a.m. Lynn Fields, Probate Office -**
  - A. - Quarterly hearing to approve Accountings/Waivers and close estates and approve estates opened since last quarterly hearing, and
  - B. - Estate of Mildred Olga Valentine - request that the Commission approve and authorize its President to execute an order appointing David S. Smith, Vice President of the Bank of Charles Town as Administrator of the Estate and discharging Sheriff Robert Shirley from his position as Curator of the Estate.

**UNFINISHED BUSINESS:**

5. **Appointment to the Eastern Panhandle Regional Planning and Development Council term ending June 30, 2012 - Discussion/Action**
6. **Approval of Minutes - Regular Meeting - June 30, 2011**

**NEW BUSINESS:**

7. **Review of Draft Travel Expense Policy - Discussion/Action**

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

**ADJOURN**

**CORRESPONDENCE:**

Letter from Susan Pierce, Deputy State Historic Preservation Officer, notifying the Commission that Bullskin Run Historic District in Jefferson County will be forwarded to the National Register and will be listed as a historic property worthy of preservation.

Fax received from WVACO regarding changes for retirees in connection with PEIA coverage.

Letter received from Jack Snyder, President of Duffields Station, Inc., describing Duffields Days fundraiser on June 19, 2011 and thanking the participants.

Newsletter received from the CCAWV, Volume 14, Number 1, July, 2011.

Weekly settlement reports for the Charles Town Races received from the West Virginia Lottery, week ending July 9, 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.*