

**REVISED AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, SEPTEMBER 1, 2011
9:30 A.M.**

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

Revised 8/29/11 2:20 p.m.

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. Angie Banks, Assessor
 - Exonerations - Discussion/Action**

2. **10:00 a.m. Roger Goodwin, Chief County Engineer
 - Request complete release of construction bond security for Washington
 Homes of West Virginia, Inc. - Sheridan Sales Trailer (File #00-33) - Cash in
 escrow with United Bank in Charles Town, West Virginia - Discussion/Action**

3. **10:15 a.m. Ashley Young of Hospice of the Panhandle - request for waiver of building
 permit fee in connection with a Day of Caring project. Discussion/Action**

4. **10:25 a.m. Ward Zigler - Discuss Bullskin run Historic District and request that the
 County Commission schedule a public hearing - Discussion/Action**

5. **10:40 a.m. BREAK**

6. 10:45 a.m. Barbara Miller, Director of Homeland Security and Emergency Management
 - (a) Emergency Management Planning Grant Application - Discussion/Action
 - (b) Multiple Memoranda of Understanding (MOU's) with Jefferson County Schools - Discussion/Action
 - (c) Explanation of the Mass Care Grant application available currently through the WV Dept. Of Military Affairs And Public Safety and Volunteer, WV - Discussion/Action
7. 11:00 a.m. Lynn Fields, Probate Office
 - Petition of Leland C. Bradley to Resign as a Co-Executor of the Estate of Edwin Lee Demory - Discussion/Action
8. 11:15 a.m. Peter Fricke, Farmland Protection Board and Elizabeth Wheeler, Director, Farmland Protection Board
 - (a) Present annual report
 - (b) Discussion regarding \$502,000 in Federal Matching Funds

NEW BUSINESS:

9. City of Charles Town Heritage Festival Planning Commission - request for approval to use part of the County Courthouse lawn for water bowls, dog treats and shade during the Charles Town Heritage Festival on September 17, 2011 from 7:00 a.m. to 5:00 p.m. - Discussion/Action
10. Request for approval of re-appointment of Sergeant Kevin E. Plumer to the Jefferson County Enhanced 9-1-1 Advisory Board (State Police Representative) - Discussion/Action
11. Request for approval of amendments to the Agenda Policy - Discussion/Action
12. Request for approval of amendments to the Meeting Session Policies - Discussion/Action
13. Request that the Planning Commission develop an overlay or floating zone for neighborhood commercial that allows approval of zoning requests with conditions that protect the character of the adjoining neighborhood; address travel issues, stormwater management, lighting and landscaping and size of development (LW) - Discussion/Action
14. 12:15 p.m. BREAK FOR LUNCH

~~~~~ AFTERNOON SESSION ~~~~~

15. 1:30 p.m. Bill Polk, Maintenance Director
- (a) Request approval to award the Elevator Services bid to KONE Incorporated with consideration to it being the most cost effective of all bid packets presented by various vendors - Discussion/Action
  - (b) Request approval to award the Heating Fuel bid to Smith Oil Company with consideration to it being the most cost effective of all bid packets presented by various vendors - Discussion/Action
  - (c) Request to award the Propane bid to Thompson Gas with consideration to it being the most cost effective of all bid packets presented by various vendors - Discussion/Action
  - (d) Request to give the Jefferson County Board of Education the 2002 Ford F-250 pickup previously utilized by the Jefferson County Maintenance Department in exchange for a heating system to be installed in the Maintenance shop building located in Bardane - Discussion/Action

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

**ADJOURN**

**CORRESPONDENCE:**

Reminder - Jefferson County offices will be closed on Monday, September 5, 2011 in observance of Labor Day.

Notice of Meeting -Jefferson County Commission Council of Governments Roundtable Meeting on Wednesday, September 7, 2011 at 5:00 p.m. in the County Commission Meeting Room. Note from Joe Anderson, Mayor of Harpers Ferry, WV that he will attend.

Correspondence received from Ward Zigler regarding that a majority of the landowners opted out of the proposed Bullskin Run Historic District.

Copy of correspondence sent to Representative Shelly Moore Capito regarding U.S. Customs and Border Protection road alterations at the intersection of Route 340 and Koonce Road.

West Virginia Ethics Reporter, July 2011 Edition.

Copy of letter from Martin Burk, resident of Summit Point, West Virginia regarding excessive sound emissions from Summit Point Motorsports Park.

Letter from Hospice of the Panhandle, Inc. thanking the Commission for the \$10,000.00 gift to the "Building the Dream" capital campaign.

**Announcement of 1<sup>st</sup> Annual Red Carpet Charity Gala Dinner and Fashion Show hosted by the Charles Town Lion's Club on Saturday, October 8, 2011.**

**Letter from Mayor Peggy Smith, City of Charles Town, informing residents of the Green Corridor Revitalization Project.**

**Weekly settlement reports for the Charles Town Races received from the West Virginia Lottery, week ending August 13, 2011 and August 26, 2011.**

**Two (2) letters received from the West Virginia Department of Transportation regarding an update of the Statewide Transportation Improvement Program (STIP) and the Federal Highway Administration (FTA) planned expenditures over the next four years.**

**Copy of Certificate of Membership for Jefferson County received by the County Commissioners' Association of West Virginia.**

**Letter received from Joe Sacchet of the Berkeley/Jefferson Day Report Center regarding the status of the Jefferson County office and its new telephone number.**

**July 2011 Newsletter received from the West Virginia Association of Counties (WVACO).**

**Copy of letter to Barbara Scott of Summit Point Motorsports Park received from Martin Burk regarding noise at the Park.**

**Copy of letter from Barbara Scott of the Summit Point Automotive Research Center to Martin Burk regarding sound and vibration testing on the Burk property.**

**Letter received from Arthur Zimmer regarding new entrance to U.S. Customs and Border Patrol.**

**Invitation received from Friends of Happy Retreat to purchase tickets and participate in the Washington Homes Tour on Saturday, September 17, 2011.**

**Newsletter "Valley Views," September 2011, received from the Potomac Valley Audubon Society.**

***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.***