

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, OCTOBER 27, 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. 9:45 a.m. Magisterial Redistricting - Discussion/Action
2. 10:30 a.m. BREAK
3. 10:45 a.m. Jason Gerhart, William H. Gordon Associates  
Request the Commission to approve a refund in the amount of \$2,178.00 payable to "Sur-Loc Flooring Systems, Inc." as a result of the reduction of the proposed building size - Discussion/Action
4. 11:00 a.m. Barbara Miller, Director of Homeland Security and Emergency Management  
Request for Commission to approve the contract with J. H. Consulting, LLC to provide services to the JCHSEM in connection with a grant to update the County's COOP (Continuity of Operations Plan) - Discussion/Action
5. 11:15 a.m. Roger Goodwin, Chief County Engineer  
(a) Request complete release of the remaining \$135,803.00 construction bond amount for Summit Point Automotive Research Center LLC - SPARC Driveway Relocation (File #S10-01) - Discussion/Action  
(b) Request complete release of the remaining \$30,040.00 cash in escrow surety from the construction bond agreement for Cambridge, LLC - Cambridge Manufactured Mobile Home Development, Lots D99 & D102 (File #09-21) - Discussion/Action

6. **11:30 a.m. Mark Schiavone, Director of Capital Planning Management**  
**- Modifications of the FY2012 Capital Improvement Plan to include additional request from Jefferson County Emergency Services Agency for additional chase vehicles - Discussion/Action**

#### **UNFINISHED BUSINESS**

7. **Appointment to the Building Commission to fill an unexpired term ending July 27, 2014**

#### **NEW BUSINESS:**

8. **Request the approval to employ Ms. Christine McIntyre as a full time Public Safety Dispatcher II at Grade III, Step A in the Emergency Communications Center, starting date to be determined by the Director of Communications - Discussion/Action**
9. **Request the approval to employ Mr. Timothy Seibel as a full time Public Safety Dispatcher II at Grade III, Step A in the Emergency Communications Center, starting date to be determined by the Director of Communications - Discussion/Action**
10. **Request the approval of employment of Daniel Henderson as a full-time Public Safety Dispatcher II at Grade III, Step A, in the Emergency Communications Center with a starting date to be determined by the Director of Communications - Discussion/Action**
11. **Jane M. Edwards, Volunteer at Hospitality Center at the Charles Town Presbyterian Church - request to use the Commission Meeting Room on Wednesday mornings (if available) or another weekday morning that is available consistently from 9:30 a.m. to 10:45 a.m. for a yoga class for homeless members of the community - Discussion/Action**
12. **Anna Stead, Business Community Liaison, Harpers Ferry Job Corps Civilian Conservation Center - Request that letters of support for the Job Corps be sent to Congress - Discussion/Action**
13. **Request that all Boards and Commissions created by the Jefferson County Commission provide quarterly reports to the County Commission on proposed projects along with an overview of current project (PN) - Discussion/Action**
14. **Determine the relationship of the County Commission to the Emergency Services Agencies and discuss how the County Commission can best meet the funding needs of volunteer fire companies (PN) - Discussion/Action**
15. **Approval of Employment - County Commission - Director of Financial Management**

#### **COUNTY ADMINISTRATOR REPORTS**

#### **COUNTY COMMISSION REPORTS**

16. 12:30 p.m. BREAK FOR LUNCH

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

17. 1:30 p.m. Lynn Fields, Probate Office  
(a) Hearing on the nomination and waiver for appointment of Executor of the Estate of Martin B. Grimes - Discussion/Action  
(b) Petition of Scarlett P. Hockman, Co-Administratrix of the Estate of Norman Wilt, deceased, to remove Josephine Wilt as Co-Administratrix - Discussion/Action

ADJOURN

CORRESPONDENCE:

Notice to intent to appoint an individual on November 3, 2011 to the Development Authority Board for a Harpers Ferry Representative to serve an unexpired term ending April 5, 2013.

Letter to Commissioner Noland received from Governor Earl Ray Tomblin dated October 13, 2011.

Weekly settlement reports for the Charles Town Races received from the West Virginia Lottery for week ending October 15, 2011.

Memorandum from Roger Goodwin, Chief County Administrator, to Sandy McDonald, Deputy County Administrator, regarding Summit Point Automotive Research Center, LLC - Summit Point Tactical Training Center, Phase II (File #S11-11).

Information on the NACo Prescription Drug Discount Card Program.

Announcement by Jefferson County Commission of intent to appoint persons on November 3, 2011 to serve on the Jefferson County Emergency Services Agency - (3) three year terms ending November 2, 2014 as follows:

- 1 citizen representative
- 1 fire representative
- 1 fire/EMS representative

Press Release - The Jefferson County Commission is now broadcasting on Channel 17 on Comcast.

**Notice of intent to appoint to the North Eastern Regional EMS (NERMS) on November 3, 2011:**

- **One 3-year term ending October 31, 2014**
- **One unexpired term ending October 31, 2012**

*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.*