

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, FEBRUARY 9, 2012
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. Angie Banks, Assessor
Exonerations
2. 10:00 a.m. Barbara Miller, Director of Homeland Security and Emergency Management
Request for approval of the 2012 Emergency Operations Plan (EOP) -
Discussion/Action
3. 10:15 a.m. Interview and appointment to Jefferson County Building Commission for an
unexpired term ending July 31, 2016 - Discussion/Action
4. 10:30 a.m. Break
5. 10:45 a.m. Warren Mickey, West Virginia Eastern Panhandle Transportation Authority
- Grant Update - Discussion

6. **11:00 a.m. Roger Goodwin, Chief County Engineer**
 - Complete Release of Letter of Credit for Harvest Hills Subdivision, Section 1, Phase 1, Lots A, B & Lots 28-50 & Residue - File #01-42 - Discussion/Action
 - Complete Release of Letter of Credit for Harvest Hills Subdivision, Section 1, Phase 11, Lots 51-71 & Lots 405-419 & Residue - File #07-01 - Discussion/Action
 - Complete Release of Construction Bond security for Eastern Management Development Center Addition/The Federal Group - Clarion Hotel & Conference File #507-14 - Letter of Credit #A-09-03 with United Bank, Inc., Parkersburg, West Virginia - Discussion/Action
7. **11:15 a.m. Stephanie Grove, Assistant Prosecuting Attorney**
 - Legal Review and Opinion - Human Resources Job Description - Discussion/Action

UNFINISHED BUSINESS:

8. **Decision on the Petition of William E. Knode and Jo Ann Knode to vacate unused streets and alley as shown on Map of Trussell's Addition, situated in Shepherdstown District, Jefferson County, West Virginia under §7-1-3h West Virginia Code - Discussion/Action**

NEW BUSINESS:

9. **Request by Sheriff Bobby Shirley to Hire a Part-time Bailiff - Discussion/Action**
10. **Move to include the following as part of the reorganization discussion: all recommendations in Mr. Boyde's exit memo including the HR Director position be on a part-time basis (LW) - Discussion/Action**
11. **Development of a capital plan to be instituted for FY 2013 (LW) - Discussion/Action**
12. **Position of Civil Counsel should be in the County Commission budget (LW) - Discussion/Action**
13. **Legislative Updates**

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

14. 11:45 a.m. Break for Lunch

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

15. 1:30 p.m. Board of Review and Equalization

16. ADJOURN

**CORRESPONDENCE:**

Letter of appreciation received from Governor Earl Ray Tomblin.

Letter received from Margaret W. Davies concerning the proposed fire fee.

Letter received from Senator Joe Manchin concerning the mail consolidation plan of Martinsburg.

Franchise Fee payment of \$85,191.46 received from Comcast.

Community Bulletin received from Harpers Ferry National Park.

Valley News newsletter received from the Potomac Valley Audubon Society.

Fiscal Year 2011 State of the Treasury report received from John D. Perdue, West Virginia State Treasurer.

West Virginia Election Calendar Overview for 2012 Primary Election received.

*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.*