

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, MARCH 1, 2012**  
**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. Bill Polk, Maintenance Director  
Courthouse update
2. 10:00 a.m. Gary Wine, Berkeley County Council IT Director  
- Presentation of the results of the IT Review Committee - Discussion/Action
3. 10:15 a.m. Paul Shroyer, Finance Director  
- AS/400 Security Policy - Discussion/Action  
- Cost Analysis of the feasibility of purchasing the Briel Building -  
Discussion/Action
4. 10:30 a.m. Break
5. 10:45 a.m. Stephanie Grove, Assistant Prosecuting Attorney  
- Transition Plan for Reorganization Update - Executive Session Possible §6-  
9A-4 - Discussion/Action  
- Employment Agreement for Director of Capital Planning and Management,  
Executive Session Possible §6-9A-4 - Discussion/Action  
- Approval and signature of the Knode Property Order - Discussion/Action

**UNFINISHED BUSINESS:**

6. Add stewardship of the environment to the Department of Engineering and rename it to the Department of Engineering, Impact Fees and Watershed Protection (LW) - Discussion/Action
7. Approval and adoption of the iPad Policy - Discussion/Action

**NEW BUSINESS:**

8. Request by Sheriff Shirley to hire a new Deputy - Discussion/Action
9. Executive Session to discuss Economic Development opportunity (WP) - Discussion/Action
10. Request to use the County Commission meeting room from Nancy Bender - Discussion/Action
11. Legislative Update

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

12. ADJOURN

**CORRESPONDENCE:**

Reminder of the public meeting slated for March 8, 2012 at 7:00 p.m. regarding the U.S. Route 340 East Gateway Plan.

Invitation from Shepherdstown Fire Department, Inc. to attend the annual Recognition & Awards Dinner and Dance on Saturday, March 17, 2012 at 5:30 p.m.

January 2012 NACo Prescription Drug Discount Card Program results received.

Financial Statements received from the Jefferson County Development Authority.

**Notice of interviews and appointments to the Jefferson County Planning Commission and the Historic Landmarks Commission on March 8, 2012.**

**Weekly Settlement report for Hollywood Casino at Charles Town Races and Slots for week ending February 18, 2012 received from West Virginia Lottery.**

*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.*