

**AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, MARCH 29, 2012
9:30 A.M.**

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

Revised March 26, 2012 at 3:09 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 Roger Goodwin, Chief County Engineer & Michelle Mason, Office of Impact Fees
- Request to amend FY 2012 CIP for Citizen's Fire Company - Discussion/Action**
- 2. 10:00 a.m. Ken Lowe, Jr., Charles Town HBPA
- Economic Impact Study of Live Year Round Thoroughbred Racing and Breeding with Jefferson County and the State of West Virginia - Discussion**
- 3. 10:15 a.m. Interviews and appointments to the Jefferson County Development Authority
(4) three year terms ending April 5, 2015 - Discussion/Action
(1) City of Charles Town designee three year term ending April 5, 2015 - Discussion/Action**
- 4. 10:30 a.m. Break**
- 5. 10:45 a.m. Barbara Miller, CEM, CFM, Director
Jefferson County COOP (Continuity of Operations Plan) - Discussion/Action**
- 6. 11:00 a.m. Paul Shroyer, Financial Management
- Budget Analysis for the month of February - Discussion/Action**

7. 11:15 a.m. Stephanie Grove, Assistant Prosecuting Attorney
- Employment Agreement for Director of Capital Planning and Management,
Executive Session Possible §6-9A-4 - Discussion/Action
- Transition Plan update - Discussion/Action
8. 11:35 a.m. Seeking grants and grants administration (LW) - Discussion/Action
9. 11:45 a.m. Bill Polk, Maintenance Director
- Request for approval Court Security Grant application and manpower
resolution - Discussion/Action

NEW BUSINESS:

10. Approval of Employment - Human Resource Manager - Discussion/Action
11. Approval of Job Offer for 2012 Summer Planning Intern - Discussion/Action
12. Approval of Grant Contract, Resolution and Letter of Agreement - Freedom's Run - \$8,400 -
Action/Discussion

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

13. Break for Lunch

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

14. 1:30 p.m. Sally Gran, Finance Chief Deputy Clerk - Discussion on Health Insurance
Package
15. 2:00 p.m. Decision on Health Insurance Package - Discussion/Action
16. ADJOURN

CORRESPONDENCE:

Notice of Jefferson County Commission meeting cancellation on Thursday, April 5, 2012.

Weekly Settlement report for Hollywood Casino at Charles Town Races and Slots for week ending March 17, 2012 received from West Virginia Lottery.

Letter received from the Public Service Commission re: disbursement check to Jefferson County

Commission for \$47,790.12 for quarterly Wireless E-911 subscriber fees.

Email received from Amanda Muschlitz concerning Interactive Map of Harpers Ferry National Historical Park.

Reminder of the Jefferson County Water Advisory Committee's Watershed Signage Dedication Event on Saturday, March 31, 2012 at 10:00 a.m. in Morgan's Grove Park.

Memorandum received from the County Commissioners Association of West Virginia concerning the County Government Essay Contest.

Summary of all County Grants received from Sandy Slusher McDonald, Acting County Administrator.

Action Alert received from the National Watershed Coalition.

February 2012 Impact Fee Status Report 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.