

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, APRIL 12, 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

- Special Session on March 13, 2012
- Regular Session on March 22, 2012
- Special Session on March 21, 2012
- Special Session on March 22, 2012
- Special Session on March 27, 2012
- Special Session on March 27, 2012
- Regular Session on March 29, 2012

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Jennifer Maghan, County Clerk
- Discuss and adopt the Secretary of State's Order regarding the correction to the instructions for selecting candidates at large to the National Convention on the Republican Ballot - Discussion/Action
2. 10:00 a.m. Ken Lowe, Charles Town HBPA
- Resolution in support of Live Year Round Thoroughbred Racing and Breeding in Jefferson County and the State of West Virginia - Discussion/Action
3. 10:15 a.m. Debbie Keyser, Human Resource Manager and Sally Gran, Chief Deputy Finance Clerk
- Decision on Health Insurance Benefits - Discussion/Action

4. 10:30 a.m. **Break**
5. 10:45 a.m. Paul Shroyer, Director of Financial Management
 - Approval of Budget Revision 006 - Discussion/Action
 - Internal Budget Revision #1006 - Discussion/Action
 - Friends of Happy Retreat fund request - Discussion/Action
 - Notice of Approval of the Levy Estimate (Budget) received from Glen B. Gainer, III, West Virginia State Auditor - Discussion/Action
 - Audit reports of Jefferson County for fiscal years ended June 30, 2010, and June 30, 2011 received - Discussion/Action
 - Fiscal Analysis for request for funds for the addition of two new bailiffs - Discussion/Action
6. 11:00 a.m. Stephanie Grove, Assistant Prosecutor
 - Legal Updates - Discussion/Action
 - Ex Parte Issue - Discussion/Action
 - Transition Plan Update - Discussion/Action
7. 11:15 a.m. Olga Adams, Potomac Headwaters RC&D
 - Quarterly Report - Discussion/Action
 - Budget Request - Discussion/Action
8. 11:30 a.m. Victoria Slater- Madert, Children's Home Society
 - West Virginia Division of Justice and Community Services, Justice Assistance Grant Proposal - Discussion/Action

UNFINISHED BUSINESS:

9. Further discussion on the purchase of the Briel Building and to set a date for a Public Hearing (PN) - Discussion/Action

NEW BUSINESS:

10. Approval to reappoint Harold Slaughter, Jr. To the Berkeley/Jefferson Criminal Justice Board - Discussion/Action

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY REPORTS

- Engineering Department
- Jefferson County Emergency Services Agency
- Homeland Security and Emergency Management

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

11. Break for Lunch

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

- 12. 1:30 p.m. Bill Polk, Director of Maintenance**
- Quarterly Report
- Presentation on Landscaping decision - Discussion/Action
- Discuss IT items for the maintenance department - Discussion/Action

~~~~~ EVENING SESSION ~~~~~

- 13. 7:00 p.m. Community Informational Meeting**
- The purpose of the Community Informational meeting is to gather public input on the proposed Jefferson County Fire and EMS fee - Discussion

CORRESPONDENCE:

Letter of appreciation regarding a contribution of \$5,000 received from the Boys & Girls Club.

Notice of Special Session of the County Commission to Lay The Levy on Tuesday, April 17, 2012 at 10:00 a.m.

Notice of Jefferson County Council of Governments Roundtable meeting on Wednesday, April 25, 2012 at 5:00 p.m.

Minutes received from the March 5, 2012 Jefferson County Public Service District Board meeting.

Weekly Settlement reports for Hollywood Casino at Charles Town Races and Slots for week ending March 24, 2012 and March 31, 2012 received from West Virginia Lottery.

Letter from Comcast concerning program changes coming April and May of 2012.

Letter of appreciation to the County Commission for the care and improvements to the Charles Town Library received from P. Douglas Perks, Director of the Library.

Letter concerning the resignation of Joseph Sacchet received from Pamela Jean Games-Neely as well as the resignation from Mr. Sacchet.

Letter reporting the success of LAWS program and the maintenance team regarding the visit of the Supreme Court Justices visit to the Courthouse received from Chief Judge 23rd Judicial Circuit, David H. Sanders.

Letter received from Caitlin Myers regarding her nomination to represent Charles Town Middle School and the community as a member of the Jr. National Young Leaders in Washington, DC.

Reminder received from County Commissioners Association of West Virginia concerning April 13th, 2012 as the last day to send entries for the County Government Essay Contest for eighth grade students.

Memorandum received from the West Virginia Association of Counties regarding the Republican Party noting 19 Delegates.

Valley Views Newsletter received from the Potomac Valley Audubon Society.

Spring Newsletter received from the Courthouse Facilities Improvement Authority.

March edition of the West Virginia Ethics Reporter received.

4-H March and April Newsletter received from the West Virginia University Jefferson County Extension Office.

Letter received from Richard Zigler concerning the Tax Assessor's Office not taxing HOAs' on their common areas.

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.