

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, APRIL 26, 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. Jennifer Brockman, Director of Planning and Zoning**
- Third Quarter Report of the Planning and Zoning Departments, Planning Commission and Board of Zoning and Appeals Report and Discussion of the FY2012 Work Plan - Discussion/Action
- 2. 10:00 a.m. Jennifer Maghan, County Clerk**
- Request to convert the former mail room located in the County Courthouse into a break room/kitchen area for the County Clerk's office - Discussion/Action
- 3. 10:15 a.m. Mike Wiley, Beallair Homes, LLC**
- Request from Beallair Homes, LLC for the County Commission's consideration of the First Amendment to Agreement Regarding Bonding Obligations an Declaration of Covenants, Conditions and Restrictions Beallair Phase 2 Subdivision - Discussion/Action
- 4. 10:30 a.m. Break**
- 5. 10:45 a.m. Randy Hilton, Friends of Happy Retreat**
- Request for funding in the amount of \$5,000 - Discussion/Action

6. 11:00 a.m. Paul Shroyer, Financial Director
 - Review and Discussion on the IT Help Desk Staff Policy - Discussion
 - Capital Project Evaluation and Cost Sheet Packet - Discussion/Action
 - Approval of IBR#s: 1009,1010 and 1011 - Discussion/Action
 - Unclaimed Property Update - Discussion/Action
7. 11:15 a.m. John Reisenweber, Director of the Development Authority
 - 2009 Ag Development Grant - Discussion/Action
 - JCDA office Renovation - Discussion/Action
8. 11:30 a.m. Stacie Rohn, Focus
 - Ratify decision of approval of West Virginia Justice Assistance Grant - Discussion/Action
9. 11:45 a.m. John Skoglin, CBRE, Inc
 - Kodak Facility - Discussion/Action
10. 12:15 p.m. Stephanie Grove, Assisting Prosecutor
 - Employment Agreement for Director of Capital Planning and Management, Possible Executive Session - Discussion/Action

NEW BUSINESS:

11. Priorities for the upcoming quarter - Discussion/Action
12. Discussion concerning the County Administrator position - Possible Executive Session, West Virginia Code §6-9A-4 - Discussion/Action

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY REPORTS

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

13. ADJOURN

CORRESPONDENCE:

Quarterly usage of the NACo Prescription Drug Discount Card Program received from the National Association of Counties.

Letter received from the West Virginia Department Transportation Division of Highways concerning the Statewide Transportation Improvement Program (STIP) written comment submissions being received no later than April 25, 2012.

Letter received from West Virginia Association of Counties and a memo from Minority Leader Tim Armstead concerning Housing Development Fund requirement for local approval.

Notice of Open House on May 2, 2012 beginning at 11:00 a.m. received from the Jefferson County Maintenance Department.

Letter received from Mayor Peggy Smith concerning a Public Hearing to consider the City of Charles Town's proposed Draft Zoning Ordinances.

Letter received from Robert D. Aitcheson and Douglas S. Rockwell concerning the proposed fire fees.

Letter received from Amy Mathews Amos concerning the Conditional Use Permit conditions for Twin Oaks Subdivision, LLC.

Invitation received from American Public University System's President, Dr. Wallace E. Boston to the APUS Solar Array Ribbon Cutting on Monday, April 23, 2012.

West Virginia Election Calendar Overview 2012 Primary Election - Jefferson County received from Voter's Registration.

Bank Securities/Bonding - County Bank Accounts received from Sheriff Shirley.

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for week ending April 14, 2012 received from the 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.