

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, MAY 3, 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. Roger Goodwin and Michelle Mason, Chief County Engineer and Office of Impact Fees  
- Presentation of FY2013 Capital Improvement Plan for the Impact Fee Program - Discussion/Action
2. 10:00 a.m. Mike Wiley, Jefferson County Citizens for Economic Preservation  
- Request from Jefferson County Citizens for Economic Preservation for the County Commission's consideration of an amendment to the Subdivision Regulations for revision of the sunset date for extension of plan approvals from July 1, 2012 to July 1, 2015 - Discussion/Action
3. 10:15 a.m. Paul Shroyer, Financial Director  
- Approval of Internal Budget Revision #1012 - Discussion/Action
4. 10:30 a.m. **Break**
5. 10:45 a.m. Jennifer Brockman, Director of Planning and Zoning  
- Approval of Contract with Temporary Agency - Discussion/Action  
- Recommendation of Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for a 8.98 acre property owner by Gene Capriotti, designated as Tax District: Harpers Ferry, Map: 9-2, Parcel: 58, south of Route 340 (William L. Wilson Freeway) and east of Route 27/2 (Allstadt's Hill Road) for the purpose of setting a public hearing to be held by the County Commission - Discussion/Action

**NEW BUSINESS:**

6. Priorities for the upcoming quarter - Discussion/Action
7. Request to add five individuals as volunteers to the Jefferson County Deputy Sheriff Reserves - Discussion/Action
8. Request for Compensation During Temporary Assignment for Debbie Keyser from Human Resource Manager to Interim County Administrator effective April 30, 2012 - Discussion/Action
9. Decision on upcoming meeting schedule during weeks of a Holiday for the months of May, June and July 2012 - Discussion/Action

**DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY REPORTS**

- Jefferson County Commission
- Harpers Ferry-Bolivar PSD
- Jefferson County Health Department

**COUNTY ADMINISTRATOR REPORTS**

- ▶ Drug and Alcohol Policy
- ▶ Employee/Volunteer Background checks
- ▶ Discuss County Administrator job description

**COUNTY COMMISSION REPORTS**

10. 11:45 a.m. **LUNCH BREAK**

**~~~~~ AFTERNOON SESSION ~~~~~**

11. 1:30 p.m. Presentation on Water Budget Study - Roger Goodwin, Chief County Engineer and Analytical Services, Inc - Discussion/Action

**ADJOURN**

**CORRESPONDENCE:**

Notice that County Offices will be closed on Tuesday, May 8, 2012 for the Primary Election Day.

Letter received from George Cornwell concerning his interest in an appointment to the Eastern Regional Airport Authority.

Eastern Panhandle HOME Consortium of West Virginia Program update received.

**Minutes received from the Harpers Ferry/Bolivar Public Service District.**

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

**Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for week ending April 21, 2012 received from the West Virginia Lottery.**

**Registration and agenda received for the Spring Board Meeting of the West Virginia Association of Counties.**

***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.***