

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, May 10, 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. Angie Banks, Assessor  
- Exonerations - Discussion/Action
2. 10:00 a.m. Robert Shirley, Sheriff  
- Approval of part time bailiff - Discussion/Action
3. 10:15 a.m. Paul Shroyer, Financial Director  
- Budget Revision # 7 - Discussion/Action  
- Request for approval of a Bookkeeping Journal Voucher - Discussion/Action  
- Approval of Purchase Order Use - All Purchases Policy - Discussion/Action
4. 10:30 a.m. **Break**
5. 10:45 a.m. Judge David Greenburg and Mary Newlin, Probation Officer  
- Space needed at the Judicial Center for the Juvenile Drug Court - Discussion/Action
6. 11:00 a.m. Peter Chakmakian, Attorney  
- Request on behalf of Daniels Forest, LLP, regarding the bonding requirements for Daniels Forest Subdivision - Discussion/Action
7. 11:15 a.m. Roger Goodwin, Chief County Engineer  
- Staffing Issues - Possible Executive Session §6-9A-4 - Discussion/Action

## **UNFINISHED BUSINESS:**

8. Reorganization and restructuring the Jefferson County Development Authority Office/Space - Discussion/Action

## **NEW BUSINESS:**

9. Approval of Community Participation Grant Resolution for the Good Shepherd Interfaith Volunteer Caregivers in the amount of \$2,000 - Discussion/Action
10. Approval of Community Participation Grant Resolution for the Harpers Ferry Historic Town Foundation in the amount of \$15,000 - Discussion/Action
11. Approval of Community Partnership Grant Resolution for the Blue Ridge Watershed Coalition in the amount of \$10,000 - Discussion/Action
12. Approval of Community Participation Grant Resolution for Cheers School Tuition Assistance Program in the amount of \$2,000 - Discussion/Action
13. Approval of Community Participation Grant Resolution for African American Community Association - Fisherman's Hall in the amount of \$3,000 - Discussion/Action
14. Approval of the 2012 County Movie Tour Book Agreement - Discussion/Action
15. Set time for the Primary Election Canvass for Monday, May 14, 2012 - Discussion/Action
16. Set date and time for work session to discuss County Commission priorities and projects - Discussion/Action
17. Approval of Background Checks for Jefferson County - Discussion/Action
18. Approval of Jefferson County Drug Free Workplace Policy - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

- ▶ Follow-up on the 340 Defense Shooting Range issue

## **COUNTY COMMISSION REPORTS**

## **ADJOURN**

## **CORRESPONDENCE:**

Summary of the county's appraisal ratio study received from the State of West Virginia Department of Revenue State Tax Department.

Commissioner's Corner Newsletter received from County Commissioners' Association of West Virginia.

West Virginia Board of Directors Spring Board Meeting Draft Agenda received.

Memorandum received from Roger Goodwin, Chief County Engineer concerning Dairy Queen - File #S06-02.

April 2012 Impact Fee Status Report received.

Memorandum received from Roger Goodwin, Chief County Engineer concerning Country Roads Market - File #S11-08.

Invitation received from Jefferson County Parks and Recreation Commission to attend the Grand Re-Opening and Ribbon Cutting of Moulton Park on Friday, May 18, 2012 at 10:00 a.m.

May issue of Valley Views received from the Potomac Valley Audubon Society

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for week ending April 28, 2012 received from the West Virginia Lottery.

Invitation to Salute our Veterans and Families on Saturday, May 19, 2012 at Bloomery Plantation Distillery at 1:00 p.m.

Notice of Primary Election Canvass on Monday, May 14, 2012 at 9:30 a.m.

*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.*