

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JULY 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

APPROVAL OF PURCHASE ORDERS

- Ratify Purchase Orders from June 28, 2012 regular meeting

APPROVAL OF ACCOUNTS PAYABLE

- Week of July 5, 2012

- Week of July 12, 2012

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. **Angie Banks, Assessor**
 - Approval of part-time help - Discussion/Action

2. 9:50 a.m. **Barbara Miller, Director of Homeland Security and Emergency Management**
 - June 29, 2012 Derecho and Activation - Discussion

3. 10:00 a.m. **Bobby Orndorff, Dominion Power**
 - Dominion Power Transmission Line Upgrades in Jefferson County -
 Discussion

4. 10:15 a.m. **Jennifer Brockman, Director of Planning and Zoning**
 - Request to County Commission to schedule a Public Hearing on Potential
 Amendments to the Zoning Ordinance Text regarding the Creation of New
 Commercial and Industrial Zoning Categories and Related Amendments -
 Discussion/Action

5. 10:30 a.m. **Break**

6. 10:45 a.m. Becky Burns, Bonding Administrator
- Bond reduction and/or release - Discussion/Action
7. 11:00 a.m. Lynn Fields, Deputy Clerk Probate Office
- Approval of estates opened since last quarter; Closure/Approval of accounts and waivers - Discussion/Action
- Review of petition to remove executor on Printz Estate, to determine whether the petition contains sufficient information to schedule a hearing - Discussion/Action
8. 11:15 a.m. Interviews and Appointments to Boards/Commissions - Discussion/Action
- Summit Point Library - (One) 5yr term ending 6/30/2017
- Harpers Ferry/Bolivar Public Service District - (One) 6yr term ending 6/30/2018
- Solid Waste Authority - (One) 4yr term ending 6/30/2016
- Board of Health - (One) 5yr term ending 6/30/2017
- Jefferson County Parks and Recreation - (Four) 3yr terms ending 6/30/2015
- Farmland Protection Board - One unexpired term ending 9/7/2014 (Soil Conservation)
9. 11:45 a.m. Paul Shroyer, Financial Director
- Approval of Capital Outlay Fund #246 Policy and Procedures - Discussion/Action
- Approval of Budget Revisions #1027 & 1044 - Discussion/Action
- Approval of Standard Operating Procedure - Payment of Invoices - Discussion/Action
10. 12:00 p.m. Todd Fagan, GIS Director
- Independent Document Management Systems - Discussion/Action
11. 12:30 p.m. Stephanie Grove, Assistant Prosecuting Attorney
- Legal Update: Notice of Claim received from Deputy Windle, possible executive session §6-9A-4- Discussion/Action

UNFINISHED BUSINESS:

12. Set a date and time for a Public Hearing on the purchasing of the Briel Building (PN) - Discussion/Action
13. Hiring of outside Counsel, possible executive session §6-9A-4 - Discussion/Action

NEW BUSINESS:

14. Set the date and time for a Public Hearing on Tolling Policy and Amendments - Discussion/Action

15. Approval of Resolution for the Community Participation Grant in the amount of \$2,000 for the Friends of Blackwater - Discussion/Action
16. Mutual Aid Agreement between the City of Martinsburg and Jefferson County - Discussion/Action
17. Approval of Contract for the Court Security Fund Grant in the amount of \$45,062.00 - Discussion/Action
18. Request approval to hire a Public Safety Dispatcher - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Participation in the West Virginia Association of Counties “ Summer Steps County Challenge”
- Set a date for a decision on the Capriotti request

COUNTY COMMISSION REPORTS

19. **ADJOURN**

CORRESPONDENCE:

Minutes received from the Special Board Meeting of the Public Service District held on June 21, 2012.

Minutes received from the Public Service District Board Meeting held on June 4, 2012.

Letter received from the Maryland Transit Administration concerning the proposed changes to the Marc train schedule.

Invitation to the Grand Opening of the Juvenile Drug Court on July 20, 2012 at The Jefferson County Courthouse 3rd floor Court Room at 11:00 a.m.

Email received from Hali Taylor of the Shepherdstown Public Library concerning the Library Project.

Letter received from Earl L. Jackson, Jr. concerning Impact Fees.

Letter received from Earl L. Jackson, Jr. concerning US 340 Corridor East Gateway Plan.

Letter received from Work Force West Virginia concerning funding for the Summer Youth

Employment Program Work-Site.

Letter received from FEMA send congratulations on becoming a Class 8 in the National Flood Insurance Program.

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for weeks ending June 16, 23 & 30, 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.