

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JULY 26, 2012
9:30 A.M.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

Revised 07-24-2012

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. **9:50 a.m. Martin Burke, Historic Landmarks Commission Chair**
 - Request waiver of Planning Department Merger Parcel Fees, \$200 -
 Discussion/Action

3. **10:00 a.m. Fred Collins, Blue Ridge Fire Company**
 - Discuss Blue Ridge Fire Company Audit & Update - Discussion

4. **10:15 a.m. Barbara Miller, Director of Homeland Security and Emergency Management**
 - Personnel Requisition Form to request to fill vacant position in OSHEMS -
 Discussion/Action

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

6. **10:45 a.m. Roger Goodwin, Chief County Engineer**
 - Engineering Department 2013 Budget - Discussion/Action
 - Bond reduction and/or release - Discussion/Action

7. **11:00 a.m. Fire and Rescue Association: Audit - Discussion/Action
Denny Barron, Shepherdstown Fire Company
Ron Fletcher - President, Fire and Rescue**
8. **11:15 a.m. Paul Shroyer, Director of Financial Management
- Budget Allocations 2013 - Discussion/Action**
9. **11:20 a.m. Paul Shroyer, Director fo Financial Management & Bill Polk, Maintenance
Director
- Discuss maintenance shop cost savings - Discussion
- Discuss new telephone system - Discussion/Action
- Discuss county space needs and set a date for a Public Hearing -
Discussion/Action**
10. **12:00 p.m. John Whisenant, Jefferson County Convention & Visitors Bureau
- A special presentation requesting funding for the program of work for the
Jefferson County Convention and Visitors Center - Discussion/Action**
11. **12:15 p.m. John Reisenweber, Director of Development Authority
- Development Authority Update - Discussion**

UNFINISHED BUSINESS:

12. **Approval of Standard Operating Procedures - Payment of Invoices - Discussion/Action**
13. **Approval of \$200,000 from the unencumbered fund from the past fiscal year be placed in a
Capital Building account (DM) - Discussion/Action**
14. **Decision on hiring of County Commission Civil Counsel - Discussion/Action**
15. **If applicable, filling of Civil Counsel position, Possible Executive Session §6-9A-4 -
Discussion/Action**

NEW BUSINESS:

16. **Decision to cancel the Commission meeting scheduled on Thursday, August 23, 2012 which
is during the week of the Jefferson County Fair - Discussion/Action**
17. **Request from South Jefferson Public Library for \$10,000 in additional funding -
Discussion/Action**
18. **Approval of the Bonus Policy - Discussion/Action**
19. **Approval to hire a new Deputy Sheriff - Discussion/Action**

20. **Reallocation of \$200,000 of unexpected revenue to the following: Designate \$50,000 for Animal Welfare Society to support their construction program & earmark \$70,000 for the water quality monitoring (LW) - Discussion/Action**
21. **Approval of 2012-2013 Events Schedule for Jefferson County Employees - Discussion/Action**
22. **Approval of the Grant Policy - Discussion/Action**

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

23. **ADJOURN**

CORRESPONDENCE:

Notice of Public Hearing on Thursday, August 9, 2012 at 1:30 p.m. for public input for the Proposed Amendments to the Bonding Policy - Tolling of Bonding Provisions.

June 2012 Impact Fee Status Report received from the Office of Impact Fees.

Memorandum received from the Office of Impact fees concerning the transfer of funds to the Sheriff's Fire & EMS Impact Fee Account.

Memorandum received from the Office of Impact fees concerning the transfer of funds to the Sheriff's Law Enforcement Impact Fee Account.

Memorandum received from the Office of Impact fees concerning the transfer of funds to the Sheriff's Parks and Recreation Impact Fee Account.

Jefferson County 4-H Report for July & August 2012 received from the West Virginia University Extension Service.

News article received from the West Virginia Association of Counties concerning 2 months to spend \$1.8M.

Letter received from Governor Earl Ray Tomblin concerning the June 29th, 2012 storm.

Letter received from Francine Yotsko of ISO concerning the recent Protection Classification survey.

Letter received from Cathy Vance concerning the Potomac River and the Pack Horse Ford area.

Letter received from Governor Earl Ray Tomblin to Barbara Miller concerning the June 29th, 2012 storm.

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.