

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, AUGUST 9, 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.**      **Angela Banks, Assessor**  
                          - Exonerations - Discussion/Action
  
2.      **10:00 a.m.**      **Paul Shroyer, Director of Financial Management**  
                          - Approval of Budget Revision #3 - Discussion/Action  
                          - Approval of Internal Budget Revision #5 - Discussion/Action  
                          - Return of unclaimed property - \$6,196.57 - Discussion/Action  
                          - Year end budget analysis 2011-2013 - Discussion
  
3.      **10:30 a.m.**      **Break**
  
4.      **10:45 a.m.**      **Bill Polk, Maintenance Director**  
                          - Update on Courthouse - Discussion  
                          - Presentation on Accurate Systems and approval for \$15,000 consulting  
                          fees to assist with developing an RFP and implementation of a new phone  
                          system - Discussion/Action
  
5.      **11:15 a.m.**      **Todd Fagan, Director of GIS/Addressing**  
                          - County application for grant funding under the West Virginia Assistance  
                          Grants Program (WVTAGP) and WV Broadband Mapping Program (WVBMP) -  
                          Discussion/Action

**UNFINISHED BUSINESS:**

6. Decision on hiring on County Commission Civil Counsel - Discussion/Action
7. If applicable, filling of Civil Counsel position, Possible Executive Session §6-9A-4 - Discussion/Action
8. Approval of FY2013 Budget Allocations - Discussion/Action
9. Approval of an \$10,000 fund request from South Jefferson Public Library - Discussion/Action

**NEW BUSINESS:**

10. Approval of Agreement/Contract with Keller Williams concerning the Briel Building - Discussion/Action
11. Rescind vote of appointment to Board of Health due to an error in magisterial districts - Discussion/Action
12. Allocate the funds in the Special Cement Mill account to Jefferson Parks and Recreation for capital projects thus clearing the account since its purpose has been accomplished (DM) - Discussion/Action
13. Additional \$28,000 funding for the fire companies - each fire company would receive \$65,000 instead of \$61,000 (DM) - Discussion/Action
14. Approval of Anvil play security cost - Discussion/Action

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

- Jefferson County Homeland Security and Emergency Management

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

15. Break for Lunch

~~~~~ AFTERNOON SESSION ~~~~~

16. 1:30 p.m. Public Hearing on Tolling Policy  
- Public input for the Proposed Amendments to the Bonding Policy - Discussion
17. 2:30 p.m. Public Hearing on Briel Building  
- Public input on the potential purchase of the Briel Building and to discuss the list of Capital Improvements - Discussion
18. ADJOURN

**CORRESPONDENCE:**

Notice of Jefferson County Commission meeting cancellation on August 30, 2012 in observance of the Labor Day Holiday.

Notice that Jefferson County Commission offices will be closed Monday, September 3, 2012 in observance of Labor Day.

Notice of Informational Workshop Public Meeting on Monday, September 24, 2012 at the Page Jackson Elementary School beginning at 4:00 p.m. concerning US 340 - 4 Lane Project VA Line to Charles Town Bypass.

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for weeks ending July 28<sup>th</sup>, 2012 received from the West Virginia Lottery.

July 2012 Impact Fee Status Report received.

Copy of Oath taken by Toni Milbourne for Jefferson County Parks and Recreation received from County Clerk.

Notice of Closure on Cattail Run Road received from the WV Department of Highways.

Letter received from the United States Department of the Interior concerning Harpers Ferry National Historic Park expanding existing Transit Maintenance Facility Environmental Assessment.

Notice of WV Department of Highways to hold a meeting on US 340 Corridor in Bolivar, WV on Thursday, August 16, 2012 at 4:00 p.m.

**Agenda received concerning the Eastern Panhandle West Virginia GIS Users Group Meeting being held at the Holiday Inn on Tuesday, August 21, 2012 beginning at 8:00 a.m.**

**Letter received from MinSec Companies concerning an offer submitted for a “halfway house”.**

***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.***