

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, JANUARY 3, 2013**  
**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**

**COUNTY COMMISSION ORGANIZATION**

- a. Selection of President
- b. Selection of Vice President
- c. Committee Assignments

**APPROVAL OF MINUTES**

**APPROVAL OF PURCHASE ORDERS**

**APPROVAL OF ACCOUNTS PAYABLE**

**PUBLIC COMMENT**

**PRESENTATIONS:**

- 1. 10:00 a.m. Presentation of Resolution to Weston Goodell for replacing cushions in the Jefferson County Courthouse - Discussion/Action
- 2. 10:15 a.m. Interview and Appointment for the Eastern Regional Airport Authority - Discussion/Action
- 3. 10:30 a.m. Steve Rawlings, West Virginia Risk Pool  
- Update on West Virginia Risk Pool - Discussion
- 4. 10:45 a.m. **Break**
- 5. 11:00 a.m. Roger Goodwin, Chief County Engineer  
- Jefferson County Bonding Policy - Tolling Amendments - Discussion/Action

6. 11:30 a.m. Jennifer Brockman, Director of Planning and Zoning.  
- Recommendation of the Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for a 3.94 acre property owned by the Aitcheson Family Trust, designated as Tax District: Harpers Ferry, Map: 7, Parcel: 18, located on the south side of US Route 340 on Campground Road approximately a half mile east of its intersection with Old Taylor Lane, for the purpose of setting a public hearing to be held by the Commission - Discussion/Action
7. 11:45 a.m. John Reisenweber, Director of Development Authority  
- Jefferson County Development Authority Approval of By Laws - Discussion/Action  
- Recognition of Lane Donley retirement as of 12/31/2012 from the Development Authority
8. 12:00 p.m. Dept. of Juvenile Services, Patricia Smith  
- Proposal for purchase of 4 computers for students - Discussion/Action
9. 12:15 p.m. **Break for Lunch**

**NEW BUSINESS:**

10. Approval of Board of Review and Equalization Notice - Discussion/Action
11. Approval to add two members to the Comprehensive Plan Steering Committee (JT) - Discussion/Action
12. Proposed 2013 County Commission First Quarter Priorities (LW) - Discussion/Action

**FINANCIAL DIRECTOR REPORTS**

Budget Analysis for the General Fund Month ending November 30, 2012 - Fiscal Year ending June 30, 2013

**COUNTY ADMINISTRATOR REPORTS**

- IT RFP - Discussion/Action
- Briel Building - Discussion/Action
- Service Awards Recognition - Discussion/Action

**COUNTY COMMISSION REPORTS**

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

GIS Department Quarterly Update Report - 2012 4<sup>th</sup> Quarter  
Water Advisory Board Quarterly Update Report - 2012 4<sup>th</sup> Quarter

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

13. 1:30 p.m. Jefferson County Emergency Services Agency - Board of Directors,  
Presentation on Distribution of Fire Funds. Discussion/Action

## **ADJOURN**

### **CORRESPONDENCE:**

The Honorable Michael D. Lorensen Investiture Ceremony Invitation.

Save the Date Card - Inaugural Celebration - January 14, 2013.

Jefferson County Commission Public Hearing Notice - Thursday January 10, 2013 7pm. Zoning Map Amendment (Rezoning) Tax District: Charles Town, Map: 13, Parcel 7.

Jefferson County Commission Public Hearing Notice - Thursday January 10, 2013 7pm. Zoning Map Amendment (Rezoning) Tax District: Shepherdstown, Map: 8, Parcel part of 5.

Federal Aviation Administration Notification Letter - regarding the FAA's intent to prepare an Environmental Assessment. The purpose of the letter is to advise you of the study, provide an opportunity for the Commission to provide any background information regarding the study area and advise the FAA of any issues, concerns, policies or regulations that you may have regarding the environmental analysis that will be undertaken in the EA.

Letter regarding opening on the Harpers Ferry/Bolivar PSD Commission.

Country Roads and City Streets Newsletter.

CCAWV - Commissioners' Corner.

February 24-27 CCA Legislative Association Meeting, Marriott, Charleston.

May 19-20 CCAWV Spring Board Meeting, The Blennerhassett, Parkersburg, WV.

Flyer on Lease-Purchase Program.

Animal Welfare Society of Jefferson County Christmas card and thank you.

Shepherdstown Day Care Annual Report.

Friends of Music - Year End donation request.

Boys & Girls Club - Request of funds(\$2,000) allocated for the 2012-2013 fiscal year.

Good Shepherd Caregivers - Thank you letter for \$20,000. Gift of Hope donation request. Annual Report - Year End Review.

West Virginia Ethic Reporter.

Jefferson County Public Service District Minutes - November 5, 2012.

**WV Division of Highways - Regarding the draft copy of the Statewide Transportation Improvement Program (STIP). Available on web for Public Comment.**

**Richard & Melinda Keuroglan - Copy of letter sent to Apple Valley Waste.**

**Christmas card from Governor Earl Ray and Family.**

**Christmas card from County Commissioners' Association.**

**WV Lottery Weekly Settlement - Week ending December 15, 2012.**

***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.***