

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, FEBRUARY 7, 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

APPROVAL OF MINUTES

- Board of Review & Equalization Meeting - January 30, 2013
- Regular Meeting - January 31, 2013
- Public Hearing - January 31, 2013

APPROVAL OF PURCHASE ORDERS

APPROVAL OF ACCOUNTS PAYABLE

- February 7, 2013

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Mayor Jim Auxer, Corporation of Shepherdstown
- Request for support and financial help, grant matching with 480 Bike Route
- Discussion/Action
2. 10:00 a.m. Lynn Fields, Probate Clerk
- Requesting a Special Session of the County Commission as a probate court
in order to approve/close the estate of Mary Ellen Kavanagh
- Discussion/Action
3. 10:15 a.m. Jennifer Myers, Director of Jefferson County Parks & Recreation.
- Requesting the \$91,167.11 plus interest from January in the
Shepherdstown Battlefield Account be transferred to the County Commission
General Fund to be used by Parks & Recreation per the County Commission
meeting of August 9, 2012 - Discussion/Action
- Requesting funding from Land Improvement Fund to hire project
construction manger for Hite Rd. Park - Discussion/Action
4. 10:30 a.m. BREAK

5. 10:45 a.m. Roger Goodwin, Chief County Engineer
 - Requesting complete release of Tolling/Site Stability for Bond security for John H. & Linda Kilroy - Notting Hill Subdivision, Lots 1-22 & Parcels A, B & C (File #07-16) - Letter of Credit #517306 - Discussion/Action
 - Requesting complete release of Construction Bond security for First National Bank of Omaha/Rock Ferry Subdivision - Rock Ferry Station Subdivision, Lots 1-43 & Residue Lots 1 & 2 (File #-4-20) - Letter of Credit #10704940-4401 United Bank, Shepherdstown, WV - Discussion/Action
 - Requesting complete release of Construction Bond security for Rock Ferry, LLC - Rock Ferry Station Subdivision, Lots 1-43 & Residue Lots 1 & 2 (File #04-20) - Letter of Credit #4306060287 Acacia Federal Savings Bank, Falls Church, Virginia - Discussion/Action

Roger Goodwin, Chief County Engineer

 - Presentation to the County Commission of the 2012 Calendar Year Impact Fees Annual Report. Decision to adopt the inflationary adjustment to the impact fees or stay the adjustment will be required - Discussion/Action
6. 11:45 a.m. Paul Shroyer, Financial Director & Bill Polk, Maintenance Director
 - Presentation of maintenance shop cost savings - Discussion/Action
 - Discussion regarding wage scale - Discussion/Action

UNFINISHED BUSINESS:

7. Discussion and Possible Action regarding the landowner-initiated petition to amend the County Zoning Map for a 8.07 acre property owned by John D. Lowe, III, designated as Tax District: Shepherdstown, Map:8, Parcel: part of 5, located on the south side of Route 45 and the east side of Potomac Farms Road (public hearing held on January 10, 2013)
8. Discussion of Process for filling Sheriff Vacancy - Discussion/Action

NEW BUSINESS:

9. Discussion of Korean War Memorial (LW) - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Space needs/building options - Discussion/Action
- IT update - Discussion/Action
- Approval to hire an Administrative Assistant to the Development Authority - Discussion/Action

COUNTY COMMISSION REPORTS

10. **Break for Lunch**

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

11. 1:30 p.m. Discussion and Possible Action regarding the landowner-initiated petition to amend the County Zoning Map for a 34.27 acre property owned by Jefferson Asphalt Products, Inc., designated as Tax District: Charles Town, Map:13, Parcel:7, located on the south side of Route 51 near the Tuscowilla Hills entrance approximately 2 miles west of Charles Town (public hearing held on January 10, 2013)

12. 3:00 p.m. Board of Equalization and Review - Courthouse

13. **ADJOURN**

**CORRESPONDENCE:**

Notice for Board of Review and Equalization schedule.

Invitation to Friendship Fire Company Annual Membership Awards Banquet - Saturday, March 2, 2013, 5:30 at the Moose Lodge in Charles Town.

Correspondence received from Roger Goodwin regarding 340 Defense - Bond is in compliance with the County Bonding Policy.

Letter from the State of West Virginia, Office of the State Auditor, RE: Levy Estimate (Budget) 2013-2014.

West Virginia Community Corrections Fund Grant Program FY 2014, Grant application and information flyer.

Letter from Loudoun County, Virginia regarding legal notice of proposed comprehensive plan amendment as required in Section 15.2.2204 (amended) of the Code of Virginia.

Letter from Sandra Dodson endorsing Earl Ballenger for the Sheriff position.

News clipping from West Virginia Associations of Counties entitled "Jails may hire 100 officers".

VoIP System - Schedule of Events for Request of Proposal for VoIP System.

January 2013 issue of the *Commissioner's Corner* - A publication of the County Commissioner's Association of West Virginia, received.

**Potomac Valley Audubon Society Newsletter, February 2013 received.**

**Harpers Ferry Historical Association Newsletter received.**

**West Virginia Lottery Weekly Settlement for Charles Town week ending January 25, 2013.**

**Notice County Offices will be closed on Monday, February 18, 2013 in observance of President's Day.**

***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.***