

**AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, FEBRUARY 21, 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

- BORE Minutes - February 5, 2013
- Special Session Minutes - February 6, 2013
- Regular Meeting Minutes - February 7, 2013
- BORE Minutes - February 7, 2013
- BORE Minutes - February 12, 2013
- Working Meeting Minutes - February 14, 2013

APPROVAL OF PURCHASE ORDERS

- February 21, 2013

APPROVAL OF ACCOUNTS PAYABLE

- February 21, 2013

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Angie Banks
- Exonerations - Discussion/Action
2. 10:00 a.m. Robert A. Murto
- Request for an appeal on Homestead Exception - Discussion/Action
3. 10:15 a.m. Lois Turco
- Presentation of AHA Annual Report - Discussion
4. 10:30 a.m. Debra Young, Jefferson County Victim Assistance Program
- Requesting approval and signature VOCA Grant Application
- Discussion/Approval
5. 10:45 a.m. BREAK

6. 11:00 a.m. Jeffrey Polczynski, ENP Director
- Request to hire Mr. Rob Amick, Part-time Public Safety Dispatcher
- Discussion/Action
7. 11:10 a.m. Jennifer Brockman, Planning & Zoning
- Approval of Job Offer for vacant Project Manager/Office Manager Position
- Discussion/Action
8. 11:20 a.m. Todd Fagan, GIS/Addressing
- Reclassification of Executive Administrative Assistant Position from Non-FLSA Exempt (70 hrs) to FLSA Exempt (80 hrs) - Discussion/Action
9. 11:30 a.m. Bill Polk, Maintenance Director & Tom Reilly, VoIP Consultant
- Update on VoIP Project - Discussion/Action

NEW BUSINESS:

10. Approval of Resolution and Contract for Governor's Community Participant Grant for the Eastern Panhandle Trailblazers for \$2,000 - Discussion/Action
11. Approval of Resolution and Contract for Governor's Community Participant Grant for the Jefferson County Black History Preservation Society for \$3,000 - Discussion/Action
12. Approval of Resolution and Contract for Governor's Community Participant Grant for the Jefferson County Parks & Recreation for \$20,000 - Discussion/Action
13. Approval of Resolution and Contract for Governor's Community Participant Grant for the Citizens Fire Company for \$10,000 - Discussion/Action
14. Approval of Resolution and Contract for Governor's Community Participant Grant for the Jefferson County Commission for \$2,000 - Discussion/Action
15. Approval of Resolution and Contract for Governor's Community Participant Grant for the Jefferson County Animal Welfare Society for \$15,000 - Discussion/Action

FINANCIAL DIRECTOR REPORTS

- Closing of inactive bank account with United Bank - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Space Needs - Discussion/Action (Possible Executive Session)

COUNTY COMMISSION REPORTS

16. Break for Lunch

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

17. 1:30 p.m. John Reisenweber, Director Jefferson County Development Authority  
- Introduce new Administrative Assistant  
- Reduction of Commercial Impact Fees to a nominal Fee for the next 24 months - Discussion/Action

18. 2:00 p.m. Employee Service Awards

19. Recess

~~~~~ Evening SESSION ~~~~~

20. 7:00 p.m. Jennifer Brockman, Director Planning & Zoning
- Joint meeting with Envision Jefferson 2035 Steering Committee Members and the County Commission - Discussion/Action

21. ADJOURN

CORRESPONDENCE:

Invitation from the Shenandoah Valley Chapter #313 Korean War Veterans Association to the Ground Breaking Ceremony for the Korean War Memorial at Jim Barnett Park, Sunday, March 2, 2013, 10 am.

Letter from Peter Fricke, resigning from the Jefferson County Farmland Protection Board.

Letter from John Allen, resigning from the Jefferson County Historic Landmarks Commission.

Letter from Susan Davis in support of Ronald Fletcher for Sheriff.

Flyer and registration form for the Forum for Rural Innovation, Friday March 8, 2013 in Winchester, Virginia.

Application form for nominations for Volunteer West Virginia.

West Virginia Association of Counties Newsletter with Registration form for 2013 Annual Conference.

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.