

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, March 21, 2013
9:30 A.M.

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

REVISED - 03-19-2013 1:30 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- Minutes of March 5th - Special Session
- Minutes of March 5th - Budget Work Session
- Minutes of March 7th - Special Session
- Minutes of March 14th - Budget Work Session

APPROVAL OF PURCHASE ORDERS

- March 21, 2013

APPROVAL OF ACCOUNTS PAYABLE

- March 14, 2013
- March 21, 2013

PUBLIC COMMENT

- Introduction of new Health Department Administrator - George Bernardino

PRESENTATIONS:

1. 9:45 a.m. Laura Storm, Circuit Clerk
- Hiring of Lillian G. Alicea Anderson as Deputy Clerk - Discussion/Action
2. 9:55 a.m. Angie Banks, Assessor
- Divorce/Exonerations - Discussion/Action
3. 10:05 a.m. Cherly Keyrouze, Communications Outreach of Jefferson County
- Jefferson County Day at the Capitol, April 8, 2013 requesting funding of \$1,000 for cost of transportation - Discussion/Action

4. 10:15 a.m. Randy Funkhouser, Charles Town HBPA
- Proposed legislation and its effect on the local economy - Discussion/Action
5. 10:30 a.m. Roger Ramey, Hollywood Casino at the Charles Town Race Track
- Proposed legislation and its effect on the local economy - Discussion/Action
6. 10:45 a.m. Boards - Interviews and Appointments
- Harpers Ferry - Bolivar Public Service District for unexpired term ending June 30, 2014 - Discussion/Action
7. 10:50 a.m. BREAK
8. 11:00 a.m. Lynn Fields, Probate Office
- Closing of two (2) estates – Joseph Klunder Estate and Hugu Hoover Estate
- Discussion/Action
9. 11:10 a.m. Paul Shroyer, Director of Finance
-Approval of FY 2013-2014 Budget - Discussion/Action
10. 11:30 a.m. Stephanie Grove, Assistant Prosecuting Attorney
- Back pay for Deputy Sheriffs assigned to care for K-9's - Discussion/Action
(Possible Executive Session)

NEW BUSINESS:

11. Legislative Updates
12. Approval of the Jefferson County Compensation Study Guidelines - Discussion/Action
13. Approval of Community Participation Grant Resolution for the Jefferson County Commission - Office of Homeland Security and Emergency Management in the amount of \$3,000 - Discussion/Action
14. Approval of Community Participation Grant Resolution for the Jefferson County Commission for the Good Shepherd Interfaith Volunteer Caregivers in the amount of \$10,000 - Discussion/Action
15. Approval of Community Participation Grant Resolution for the Jefferson County Commission for the Jefferson County Black History Preservation Society - Webb/Blessing House in the amount of \$3,000 - Discussion/Action
16. Approval of Community Participation Grant Resolution for the African American Community Association - Fisherman's Hall in the amount of \$2,000 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- IT Update - Discussion/Action
- Space Needs - Discussion/Action (*Possible Executive Session*)
- County Commission June/July Meeting Schedule - Discussion/Action

COUNTY COMMISSION REPORTS

17. Break for Lunch

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

18. 1:30 p.m. Roger Goodwin, Chief Engineer
- Complete release of the Construction Bond Security for Philip N. McDonald - McLucky LLC (File #S11-16) - Letter of Credit #1769 with the First Bank of Strasburg, Virginia - Discussion/Action
 - Complete release of the Construction Bond security for THZ Enterprises, LLC- Maddex Farm Subdivision, Phase III (PC File #05-05) - Letter of Credit #1236-4401 with United Bank, Martinsburg, West Virginia - Discussion/Action
 - Complete release of the Construction Bond security for THZ Enterprises, LLC-Maddex Farm Subdivision, Phase IV (PC File #06-07) - Letter of Credit #1200 with United Bank, Martinsburg, West Virginia.
19. 1:45 p.m. Jennifer Brockman, Director of Planning & Zoning
- Approval of Job Offer for Vacant Planning Clerk Position - Discussion/Action
 - Approval to use Temporary Part Time Contract Employee - Discussion/Action
20. 2:00 p.m. Fred Blackmer
- Re-submission of Manning Incorporation Petition - Discussion/Action
21. ADJOURN

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Jefferson County Parks & Recreation Quarterly Update Report - 4th Quarter 2012
- Jefferson County GIS/Addressing Office Quarterly Update Report - 1st Quarter 2013

CORRESPONDENCE:

Invitation to Middleway Volunteer Fire Company's Annual Recognition Banquet - March 23, 2013.

Reminder of the Robert's Rules of Order and Ethics workshop - Thursday, April 11, 2013.

Invitation to a presentation from the Jefferson County Victim Assistance Program on April 25, 2013 at 2pm during National Crime Victims' Rights Week.

Course confirmation from Public Safety Training Consultants to be held at Jefferson County Emergency Communications building on April 22 & 23, 2013.

Notice announcing the theme for National County Government Month during April, "Smart Justice, Creating Safer Communities". (Full pamphlet available for viewing in the Commission office).

Registration form for the 13th National Watershed Conference, May 19-22, 2013.

Legal Notice from Loudoun County, Virginia regarding Public Hearing on a Comprehensive Plan Amendment regarding the Special Activity Uses Planned Land Use designation.

Letter from the Public Service Commission of West Virginia notifying the County of the disbursement of it's portion of Wireless E-911 Subscriber Fee for the months of December, 2012, January & February 2013 in the amount of \$192,289.67.

Letter from Berkeley Jefferson Day Report Center regarding re-payment of loan.

Thank you Letter from Hospice of the Panhandle for contribution in 2012.

Letter from Robert J. Hardy, Mayor of Bolivar informing Commission of the reappointment of Helen Dettmer to the Jefferson County Development Authority

Letter from Robert Hardy, Treasurer Harpers Ferry-Bolivar PSD recommending Mr. Stazyk for position of Secretary on the Districts Board of Directors.

Letter from Gary L. Phalen expressing interest in serving on the Jefferson County Planning Commission.

Letter from Deirdre J. Catterton expressing interest in serving on the Jefferson County Planning Commission.

Letter from Aaron J. Howell expressing interest in serving on the Jefferson County Planning Commission.

Letter from Earl L. Jackson, Jr. expressing interest in serving on the Jefferson County Planning Commission.

Letter from Eleanor R. Finn expressing interest in serving on the Jefferson County Planning Commission.

Letter from Jeffrey C. Bannon expressing interest in serving on the Jefferson County Planning Commission.

Letter from Elliot Simon expressing interest in serving on the Jefferson County Planning Commission.

Letter from William W. McLeod expressing interest in serving on the Jefferson County Planning Commission.

Letter from Gene Taylor expressing interest in serving on the Jefferson County Parks & Recreation Commission.

Copy of letter from C.C. Cheezum written to Sandra Squire; Executive Secretary, Public Service Commission of West Virginia regarding the practices of the Jefferson County Public Service District.

Copy of letter from Earl L. Jackson, Jr. to the Honorable David H. Sanders regarding enforcement of the WV CODE 6-9A - WV "Sunshine Law."

Jefferson County Public Service District Regular Board Meeting Minutes of February 4, 2013.

County Commissioners Association of West Virginia - Legislative Update Week 3, Volume 16, Issue 4, March 6, 2013.

County Commissioners Association of West Virginia - Legislative Update Week 4, Volume 16, Issue 5, March 13, 2013.

West Virginia Association of Counties - The County Legislative Line - Friday, March 8, 2013.

West Virginia Association of Counties - The County Legislative Line - Friday, March 15, 2013.

Jefferson County Emergency Communications Newsletter, *Under the Headset* - Winter 2013.

Eastern Panhandle Free Clinic Annual Report - July 1, 2011-June 30, 2012.

Potomac Valley Audubon Society Newsletter, Volume 31, Issue 6, March 2013.

West Virginia Association of Counties - The County Line Newsletter, February 2013.

West Virginia Lottery Weekly Settlement for Charles Town week ending March 2, 2013.

West Virginia Lottery Weekly Settlement for Charles Town week ending March 9, 2013.

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.