



**NOTICE OF
JEFFERSON COUNTY COMMISSION MEETING
THURSDAY, APRIL 4, 2013
9:30 A.M.**

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

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- March 19, 2013 Minutes Budget Work Session
- March 21, 2013 Minutes Special Session
- March 27, 2013 Minutes Public Hearing - Budget

APPROVAL OF PURCHASE ORDERS

- April 4, 2013

APPROVAL OF ACCOUNTS PAYABLE

- March 28, 2013
- April 4, 2013

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Jeff Bannon
- Interview for Appointment to Planning Commission
2. 10:00 a.m. Shepherdstown Quakers, Adopt Gun Violence Resolution - Discussion/Action
3. 10:15 a.m. Interviews and Appointments
- Jefferson County Development Authority - Discussion/Action
- 1 - 3 year term ending April 5, 2016
- 3 - 3 year terms ending April 5, 2016 - one designee from the following
- Municipalities - Ranson, Harpers Ferry & Bolivar
4. 10:30 a.m. Ed Hannon, Jefferson County Emergency Services Agency
- Review the Ordinance and Fee presented earlier this month
- Discussion/Action
5. 11:00 a.m. Break

UNFINISHED BUSINESS:

6. Mannings - Change of venue for Public Hearing - Discussion/Action

NEW BUSINESS:

7. Debbie Keyser on behalf of Jennifer Brockman, Director of Planning & Zoning
- Approval of Job Offer for 2013 Summer Planning Intern - Discussion/Action
8. Legislative Updates

FINANCE DIRECTOR REPORT

- Debbie Keyser on behalf of Paul Shroyer, Financial Director
- Budget Revision #109 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Red Cross Blood Drive - Discussion/Action
- Regional Jail Summit - Discussion/Action
- Grievance Review Board - Discussion/Action
- Update on Finance Director Position - Discussion/Action
- IT update - Discussion/Action (*Possible Executive Session*)
- Update on Space Needs - Discussion/Action (*Possible Executive Session*)
- Update on litigation insurance coverage regarding Shirley vs. Haines
- Discussion/Action (*Possible Executive Session*)

COUNTY COMMISSION REPORTS

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Engineering Department Quarterly Update Report - April 1, 2013

9. Break for Lunch

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

10. 1:30 p.m. Interviews and Appointments - Planning Commission - Discussion/Action  
- 3 - 3 year terms ending March 31, 2016

11. ADJOURN

**CORRESPONDENCE:**

**April 11, 2013 - 7pm - Training on Robert's Rules of Order and Ethics.**

**April 16, 2013 - 10 am - Special Session - Laying of the Levy.**

**Invitation from the Independent Order of Odd Fellows, Virginia Lodge #1, in Harpers Ferry, to their 180<sup>th</sup> Anniversary Celebration on May 18, 2013.**

**Copy of letter from the Engineering Department to Ms. Wilcom-Stone, Summit View Estates Subdivision (JCPC File No. 03-21) regarding status of completion of site improvements.**

**Report and recommendation from Sheriff Dougherty in regard to Bank Securities and Bonding of County Bank Accounts.**

**Copy of letter from Delegate Paul Espinosa to The Honorable Harry Keith White, Chairman, Committee on Finance, requesting funding for Jefferson County Commission for technology if available.**

**Letter from City of Charles Town Historic Landmarks Commission regarding ADA compliance on a building,**

**Notification Letter from U.S. Department of Transportation, Federal Aviation Administration regarding preparation of an Environmental Assessment.**

**Second and final Notice from the Loudoun County, VA regarding the Public Hearing on a Comprehensive Plan Amendment.**

**Notice of FY2014 REAP COVERED ELECTRONIC DEVICES RECYCLING GRANT Application now available.**

**WV Association of Counties - The County Legislative Line, March 22, 2013.**

**WV Association of Counties - The County Legislative Line, March 26, 2013.**

**WV Association of Counties - The County Legislative Line, March 29, 2013.**

**County Commissioners Association of West Virginia, Legislative Update Week 6, March 27, 2013.**

**County Commissioners Association of West Virginia Newsletter, Volume 15, Number 11 - February/March 2013.**

**West Virginia Lottery Weekly Settlement for Charles Town, week ending March 16, 2013.**

**West Virginia Lottery Weekly Settlement for Charles Town, week ending March 23, 2013**