



**NOTICE OF  
JEFFERSON COUNTY COMMISSION MEETING  
THURSDAY, APRIL 18, 2013  
9:30 A.M.**

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

**AGENDA**

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- April 4, 2013 Minutes

**APPROVAL OF PURCHASE ORDERS**

- April 18, 2013

**APPROVAL OF ACCOUNTS PAYABLE**

- April 11, 2013
- April 18, 2013

**PUBLIC COMMENT**

**PRESENTATIONS:**

1. 9:45 a.m. Stacie Rohn, Teen Court
  - Update on Teen Court & request to occupy the vacant Smoot Building
  - Discussion/Action
2. 10:00 a.m. Roger Goodwin, Chief Engineer
  - Complete release of the Construction Bond security for Jefferson Rentals, LLC - Lot 6 Burr Industrial Park (file #So3-18) - Cash-in-Escrow Agreement with United Bank, Charles town, West Virginia - Discussion/Action
3. 10:15 a.m. Cindy Schott, Administrative Assistant
  - Update on Robert's Rules Of Order
4. 10:30 a.m. BREAK
5. 11:00 a.m. Lynn Fields & Karen Olden, Probate Office
  - Quarterly Review of Estates - Discussion/Action

## **NEW BUSINESS:**

6. **Approval of Community Participation Grant Program Resolution - Friends of Black Water in the amount of \$1, 000 - Discussion/Action**
7. **Legislative Updates**

## **COUNTY ADMINISTRATOR REPORTS**

- **Director of Financial Management Job Description**
- **Approval of Internal Budget Revision #110 - Circuit Clerks Office - Discussion/Action**

## **COUNTY COMMISSION REPORTS**

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

- **Jefferson County Emergency Services Agency Quarterly Update, April 1, 2013**
- **Jefferson County Farmland Protection Board Quarterly Update Report, April 1, 2013**

## **8. ADJOURN**

## **CORRESPONDENCE:**

**Notice from the Corporation of Charles Town regarding upcoming summer dates.**

**April 20, 2013 - Invitation from Charles Town Race Track Chaplaincy Board of Directors, Reception to meet the new Chaplain Joel Hiraldo.**

**May 3, 2013 - Invitation from Eastern Panhandle Juvenile Drug Court, Juvenile Drug Court Graduation.**

**Reminder - County Commission Offices closed for Memorial Day, May 27, 2013.**

**County Commission Association of West Virginia, registration for Spring Board & Legislative Committee meeting May 19 & 20.**

**Construction Bond Security update for construction projects from Engineering.**

**Jefferson County Public Service District Regular Board Meeting Minutes, March 4, 2013.**

**Letter from the West Virginia Department of Transportation, Division of Highways, regarding the Statewide Transportation Improvement Program.**

**Jefferson County 4-H Report, Spring 2013.**

**Potomac Valley Audubon Society, Valley Views - Volume 31, Issue 7 April 2013.**

**WV Association of Counties - The County Line, 2013 Annual Conference Newsletter, March 2013.**

**WV Association of Counties - The County Legislative Line, April 5, 2013.**

**WV Association of Counties - The County Legislative Line, April 12, 2013.**

**County Commissioners Association of West Virginia, Legislative Update Week 7, Volume 16, Issue 8, April 1, 2013.**

**County Commissioners Association of West Virginia, Legislative Update, Volume 16, Issue 9, April 5, 2013.**

**County Commissioners Association of West Virginia, Legislative Update, Volume 16, Issue 10, April 9, 2013.**

**West Virginia Lottery Weekly Settlement for Charles Town, week ending March 30, 2013.**

**West Virginia Lottery Weekly Settlement for Charles Town, week ending April 12, 2013.**