



**NOTICE OF
JEFFERSON COUNTY COMMISSION MEETING
THURSDAY, MAY 2, 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

- April 04, 2013 Minutes
- April 16, 2013 Minutes - Laying of the Levy
- April 18, 2013 Minutes

APPROVAL OF PURCHASE ORDERS

- May 02, 2013

APPROVAL OF ACCOUNTS PAYABLE

- April 25, 2013
- May 02, 2013

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Jennifer Maghan, County Clerk
- Approval of employment (replacement) - Discussion/Action
2. 9:50 a.m. Interviews & Appointments - Jefferson County Development Authority
- Reappointment of Karan Townsend as a representative of the Town of Harpers Ferry for a 3 year term ending April 5, 2016 - Discussion/Action
3. 10:00 a.m. John Reisenweber - Director, Jefferson County Development Authority
- Resolution of Participation and Cooperation in the Certified Development Community Program - Discussion/Action
- Permission to hire Program Director - Discussion/Action
- Request the County Commission advertise for four (4) additional seats on the Jefferson County Development Authority Board of Directors - Discussion/Action
- To present Commercial Impact Fee language - Discussion/Action

4. 10:30 a.m. Roger Goodwin, Chief Engineer
 - Complete release of the Construction Bond security for D & D, L.C. - Dairy Queen Maddex Square Shopping Center (PC File #S06-02) - Letter of Credit #700061429 with Community Bank, Staunton, Virginia - Discussion/Action
 - Impact Fees Recalculation & Fee Schedule Update - Discussion/Action
5. 10:40 a.m. Sheriff Pete Dougherty
 - Approve the hiring of two Bailiffs - Discussion/Action
 - Approve the hiring of an Administrative Assistant - Discussion/Action
6. 10:50 a.m. BREAK
7. 11:00 a.m. Health Care Presentation - Debbie Keyser/Sally Gran - Discussion/Action
8. 11:45 a.m. Stephanie Grove, Assistant Prosecuting Attorney
 - Sheriff Department - Canine Handler back pay - *(Possible Executive Session)*

NEW BUSINESS:

9. Recommendation pertaining to County Agency - Discussion/Action (PN)
10. Approval of Resolution - Community Participation Grant Program for the Jefferson County Parks and Recreation in the amount of \$4,000 - pass through grant - Discussion/Action

FINANCIAL DIRECTOR REPORT:

- Approval of Internal Budget Revision # 110 - Circuit Clerk's Office - Discussion/Action
- Approval of Internal Budget Revision # 111 - County Clerk's Office - Discussion/Action
- Approval to close inactive bank account with Bank of Charles Town - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Financial Director job description - Discussion/Action
- Update on the Smoot Building/Teen Court - Discussion/Action

COUNTY COMMISSION REPORTS

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Jefferson County Homeland Security and Emergency Management Quarterly Report 1st quarter 2013.

11. Break

~~~~~ EVENING SESSION ~~~~~

12. 7:00 p.m. Public Hearing - Mannings Incorporation

13. Adjourn

**CORRESPONDENCE:**

Invitation to an Open House at the Jefferson County Youth Report Center, May 2, 2013 11 a.m. - 1 p.m.

National Preservation Month program at the Jefferson County Courthouse, May 7, 2013. Sir Neil Crosson presents a talk on - "A Future for the Past: Preserving the Past as an Asset for the Future".

Invitation to the "Brown Breaking" Celebration Shepherdstown Library May 9<sup>th</sup>, 2013 - p.m.

Reminder - Offices closed May 27, 2013.

State Emergency Response Commission Conference Save the Date card - August 26-28, 2013, Charleston, WV.

Response letter from the Marvin G. Murphy, Assistant Deputy Secretary WV Division of Highways - in regards to questions raised by the Commission/Division of Highways Road Summit.

Thank you letter from Old Charles Town Library for financial support to the library.

Public Service Commission of West Virginia, Charleston - Commission Order.

Letter from State of West Virginia, Office of the Secretary, Department of Military Affairs and Public Safety regarding On-Site Visit for Grant Number # 10-SHS-10. Full report available for review in the Commission Office.

Kleinschmidt, Filing of Response to Comments on Pre-Application Document and Study Requests Millville Hydroelectric Project (FERC No. P-2343).

Copy of Letter sent to Roger Goodwin from the Middleway Conservancy regarding code violations.

County Commissioners Association of West Virginia, Legislative Update, Volume 16, Issue 11, April 15, 2013.

West Virginia Association of Counties, The County Legislative Line, April 15, 2013.

Ethics Reporter, March 2013 Advisory Opinion Update.

**Extension Service, West Virginia University/Jefferson County - Volume 2 Number 2, April 2013.**

**West Virginia Lottery Weekly Settlement for Charles Town, week ending April 13, 2013.**

**West Virginia Lottery Weekly Settlement for Charles Town, week ending April 20, 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.***