

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, JUNE 6, 2013**  
**9:30 A.M.**  
County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- Regular meeting minutes - May 23, 2013
- Jefferson County Emergency Services Agency Public Hearing minutes - May 23, 2013
- Regional Jail Summitt Workshop minutes - May 30, 2013
- Public Hearing - Revised Commercial Impact Fee Language Draft Ordinance minutes - May 30, 2013

**APPROVAL OF PURCHASE ORDERS**

- June 6, 2013

**APPROVAL OF ACCOUNTS PAYABLE**

- June 6, 2013

**PUBLIC COMMENT**

**PRESENTATIONS:**

1. 9:45 a.m. Cam Siegrist, Bowles & Rice  
- Public Hearing pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), with respect to the modification of the Berkeley County, Hardy County, and Jefferson County, West Virginia, as Joint Issuers, Commercial Development Revenue Bonds, Series 2010 (Scattered Site Project) and related documents (collectively, the "Modification"), which Bonds were issued on December 22, 2010 in the original principal amount of \$9,505,000. Approval of the Modification as "applicable elected representative" pursuant to Section 147(f) of the Code - Discussion/Action
2. 10:00 a.m. Angie Banks, Assessor  
- Authorization of County Commissioners to sign the Certificates for the Real Estate and Personal Property books - Discussion/Action
3. 10:10 a.m. Laura Storm, Circuit Clerk  
- Approval of Gift Bags for the Association of Counties Board Meeting to be held in Jefferson County on June 9-11, 2013 - Discussion/Action

4. 10:15 a.m. Pete Dougherty, Sheriff
  - Approval of Bailiff & Trip Guards - Discussion/Action
  - Approval of Special Deputies - Discussion/Action
5. 10:25 a.m. Ann Fern, Resident
  - Request to have the Jefferson County Courthouse open for visitors on June 22, 2013 - Discussion/Action
6. 10:40 a.m. James McNeel, Managing Director, Contemporary American Theater Festival
  - Update the Commission on the 2013 Season and request support for the annual conference of the American Theater Critics Association taking place in Shepherdstown July 17-21, 2013 - Discussion/Action
7. 11:00 a.m. BREAK
8. 11:10 a.m. Lynn Fields, Probate Clerk
  - Resignation of the Executor of the Estate of James Byron
  - Discussion/Action
9. 11:25 a.m. Jeffery Polczynski, ENP - Director of Communications
  - Washington County System Key License Agreement - Discussion/Action
  - Public Safety Integrated Systems Consulting Proposal - Discussion/Action
10. 11:50 a.m. Roger Goodwin, Chief Engineer
  - Bond reduction and or/release, Longfield Farm/Patricia Sanderson, Lots 1-28 and Residue Tract 1,3 and 4 (File #05-10) -Letter of Credit #1111268180 with Regal Bank & Trust, Owings Mill, Maryland - Discussion/Action
  - Bond reduction and/or release, Summit Point Automotive Research Center LLC-Summit Point Tactical Training Center, Phase II (File #S11-11) - Letter of Credit #313 with The Bank of Charles Town, Charles Town, West Virginia
  - Discussion/Action
  - Letter of Credits securing construction bonds - permission from Commission to allow Staff to call on any Letter of Credits that have not been renewed by Monday, July 8, 2013 - Discussion/Action
11. 12:10 p.m. Break for Lunch

**NEW BUSINESS:**

12. Starting salaries for new hires - (PN) - Discussion/Action

## FINANCIAL DIRECTOR REPORTS

- Approval of Internal Budget Revision #112 - Animal Control Office - Discussion/Action
- Approval of Internal Budget Revision #113 - Prosecuting Attorney - Discussion/Action
- Approval of Internal Budget Revision #114 - Zoning Department - Discussion/Action
- Approval of Internal Budget Revision #115 - Planning Department - Discussion/Action
- Approval of Internal Budget Revision #116 - Communications - Discussion/Action
- Approval of Internal Budget Revision #117 - Ag Agent - Discussion/Action

## COUNTY ADMINISTRATOR REPORTS

- Ratify vote taken May 23, 2013 - "Motion by Mr. Manuel to allow Ms. Brockman to move forward in advertising the position in the Planning and Zoning Department. Motion seconded and unanimously approve." - Discussion/Action
- Financial Director Job Description- Discussion/Action
- Compensation Guidelines and Compensation Committee - Discussion/Action
- Commissioner's Top Project Priority List - Discussion/Action
- IT Update - Discussion/Action
- Wellness payout update

## COUNTY COMMISSION REPORTS

### ~~~~~ AFTERNOON SESSION ~~~~~

13. 1:30 p.m. Interviews and Appointments to the following:

- Appointment of one three - year term on the Jefferson County Development Authority to represent the Corporation of Harpers Ferry - Discussion/Action

- Appointment of one five - year term ending June 30, 2018 on the Summit Point Library Committee - Discussion/Action

- Appointment of one five - year term ending June 30, 2018 on the

**Jefferson County Board of Health - Discussion/Action**

**- Appointment of three of the four three - year (only three applicants) terms ending June 30, 2018 on the Jefferson County Parks and Recreation Board - Discussion/Action**

- 14. 2:00 p.m. Doug Pittinger, Director Jefferson County Emergency Services Agency - Presentation of the Revised as of May 21, 2013, Jefferson County Emergency Services Agency Fee Ordinance - Discussion/Action**

**CORRESPONDENCE:**

**Letter from the Eastern Panhandle Home Builders Association in support of the proposed ordinance amendment to reduce Commercial Impact Fees.**

**Letter from Paul Rosa with a summary of his comments made at the May 23, 2013 Public Hearing on the draft ordinance to enact a service fee for the Jefferson County Emergency Services Agency, with attachments.**

**Email from Todd Metzgar regarding the draft fee ordinance proposal by the Jefferson County Emergency Services Agency.**

**Email from Chris Anders regarding the draft fee ordinance proposal by the Jefferson County Emergency Services Agency.**

**Letter from Lyle C. Tabb expressing interest in serving on the Jefferson County Development Authority.**

**WV Lottery Weekly Settlement - Week ending May 25, 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.***