

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, AUGUST 1, 2013
9:30 A.M.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- Regular meeting minutes - July 18, 2013
- Joint Meeting of County Commission and Envision 2035 Steering Committee Minutes - July 18, 2013

APPROVAL OF PURCHASE ORDERS

- August 1, 2013

APPROVAL OF ACCOUNTS PAYABLE

- July 25, 2013
- August 1, 2013

PUBLIC COMMENT

PRESENTATIONS:

1. 9:45 a.m. Tiffany Lawrence - West Virginia House of Delegates
- Presentation of Community Participation Grants
2. 10:00 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
3. 10:10 a.m. Marie Galazzi, Partnership for Affordable Housing
- Requesting permission to use the library meeting room the 3rd Saturday of every month to hold home buyer education classes - Discussion/Action
4. 10:15 a.m. Annette Gavin, Director Jefferson County Convention and Visitor's Bureau & Board
- Update on Return on Investment - Discussion/Action
5. 10:45 a.m. David Hammer, Esq, Attorney for the Charles Town HBPA
- Update on legislative activities regarding the Horsemen Benevolent Protective Agency - Discussion/Action
6. 10:55 a.m. BREAK

7. 11:10 a.m. Daniel Lutz., Feagan's Mill
- Follow up on unsigned memo from Roger Goodwin - Discussion/Action
8. 11:20 a.m. Bill Polk, Director of Maintenance
- Update on Courthouse - Discussion/Action
9. 11:30 a.m. Debbie Keyser, County Administrator - Sandy McDonald, Deputy Administrator
- General County Budget Revision # 1 and Resolution - Discussion/Action
- FY 2014 Internal Budget Revision # 1 - Central Garage - Discussion/Action
- FYI 2014 Internal Budget Revision # 2 - Group Health Insurance
- Discussion/Action
- Further Financial Analysis Financial Director Report - Discussion/Action
10. 12:30 p.m. Break for Lunch

NEW BUSINESS:

11. Approval of Contract and Resolution - Community Participation Grant Program for the Jefferson County Animal Welfare Society in the amount of \$20,000 - Discussion/Action
12. Approval of Contract and Resolution - Community Participation Grant Program for the Jefferson County Homeland Security to purchase equipment in the amount of \$3,000 - Discussion/Action
13. Approval of Contract and Resolution - Community Participation Grant Program for the Jefferson County Black History Preservation Society - Webb/Blessing House in the amount of \$3,000 - Discussion/Action
14. Jane Tabb, County Commissioner
- IT - RFP Status - Discussion/Action
- County Commission Capital Outlay Proposed Project List - Discussion/Action
15. Patsy Noland, County Commissioner
- Contract Negotiations, Chief Financial Officer position - Discussion/Action - (*Executive Session*)

COUNTY ADMINISTRATOR REPORTS

- Policy & Procedures - Revised PCard Policy ratify vote from July 18, 2013
Discussion/Action
- Policy & Procedures - Discussion/Action
- Event Dates - Discussion/Action

- Meet Your Commissioner - Discussion/Action

COUNTY COMMISSION REPORTS

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- 4th Quarter Report for Planning and Zoning Departments
- Quarterly Report for Planning Commission and Board of Zoning Appeals for 2012-2013 (April-June 2013)
- Annual Report of Planning Commission

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

- 16. 1:30 p.m. Interviews and Appointments to the Jefferson County Planning Commission for one-unexpired term ending March 31, 2014 - applicants being Mr. William McLeod, Mr. Howard Feldstein and Mr. Matthew Knott
- Discussion/Action

- 17. 1:45 p.m. Roger Goodwin, Chief Engineer
 - The town of Harpers Ferry's request for help in meeting the requirements of West Virginia State Code §15-5-20a. - Floodplain Manager Training
 - Discussion/Action
 - Mission Ridge Subdivision - Site work (street paving & old Route 9 turn lanes at entrance) payment for work in accordance with the contract documents - Discussion/Action
 - 2013 Building Code Enforcement Ordinance - Discussion/Action
 - Impact Fees Recalculation & Fee Schedule Update - Proposal
 - Discussion/Action

CORRESPONDENCE:

Memo from the State of West Virginia, State Fire Marshal's Office regarding State Building Code and Certification of Building Code Officials and Inspectors.

Letter from State of West Virginia, State Tax Department, Tax Account Administration Division - regarding refund decrease from Motor Fuel Refund.

Copy of letter from Department of Planning to Director of Engineering, Division of Highways regarding alternative alignments for the proposed widening of US 340.

Letter from WV Division of Highways regarding the Statewide Transportation Improvement Program.

Memorandum from James Stevenson, Executive Director - Day Report Center - regarding newly

revised client handbook.

Email from Lakisha Capel regarding FirstEnergy's billing practices.

Letter from A2Z Field Service regarding Code Enforcement of HUD Case Number: 571-09074.

Letter of acknowledgment of membership from the West Virginia Association of Counties.

Copy of article from the Charleston Gazette, July 19, 2013 regarding WV Prison overcrowding.

County Commissioners' Association of West Virginia, Commissioners' Corner - Volume 14, Number 12 - July 2013.

WV Lottery Weekly Settlement - Week ending July 13, 2013.

WV Lottery Weekly Settlement - Week ending July 26, 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.