

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, AUGUST 7, 2014
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 PURCHASE ORDERS

- August 7, 2014

APPROVAL OF ACCOUNTS PAYABLE

- July 31, 2014
- Payroll Approval July 31, 2014
- August 7, 2014

ANNOUNCEMENTS

- Report if there are changes in the agenda, if applicable.

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action
2. 10:00 a.m. Pete Dougherty, Sheriff
- Approval of employment - Bailiffs - Discussion/Action
3. 10:15 a.m. Barbara J. Miller, Office of Homeland Security and Emergency Management
Introduction of Brandon Vallee, new Administrative Assistant/Public
Information Officer/Volunteer Coordinator - Discussion

4. 10:30 a.m. Heather McIntyre, Jefferson County Chamber of Commerce
- Request Letter of Support for the 39th Annual Mountain Heritage Arts and Crafts Festival at Sam Michaels Park on September 26-28, 2014 - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Interview and Appointment to the Jefferson County Development Authority Board - One unexpired term ending April 5, 2017 - Discussion/Action
7. 11:15 a.m. E. Michael & Hilda M. Tetter
- Request Approval of Exoneration from vehicle personal property tax due to error in reporting - Discussion/Action
8. 11:30 a.m. Don J. Orser
- Vacation of Six (6) Erroneous Tax Year 2013 Tax Bills designated as "2012 Back Taxes" - Discussion/Action
9. 11:45 a.m. Roger Goodwin, Chief County Engineer
- Rose Hill Estates Subdivision - Approval for staff to proceed with advertising for bids to complete the site work - Discussion/Action

UNFINISHED BUSINESS

10. Annual Performance Review of County Administrator - Discussion/Action

NEW BUSINESS

11. Request WV Public Service Commission for Operational/Performance Audit - Discussion/Action (LW)
12. Discussion for the potential request of \$2,000 to be donated for security cameras for the purpose of capturing video of those that litter - Discussion/Action (WP)

FINANCIAL DIRECTOR REPORTS

- FY14 year-end overview
- Motion to accept revised purchasing policy - Discussion/Action
- Motion authorizing Commission President to sign Audit Engagement Letter - Discussion/Action
- Discussion of Management Representation Letter
- Motion to accept State Budget Revision #3 - General Fund - Discussion/Action
- Review of Capital Outlay Fund

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

13. 12:30 p.m. **Break for Lunch**

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

14. 1:30 p.m. Annette Gavin, Jefferson County Convention & Visitor's Bureau
- The Jefferson County Convention Visitor's Bureau will deliver a presentation on the Marketing Strategy to include website, all assets, and Marketing campaigns - Discussion/Action
- Update and report on the state of the Conventions Visitor's Bureau
15. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- ▶ Jefferson County Historic Landmarks Commission Quarterly Report

CORRESPONDENCE/INFORMATION

Letter from the Office of the Governor regarding the Community Corrections Grant.

Executive Order No. 5-14 by the Governor regarding the West Virginia Statewide Interoperable Radio Network (SIRN).

Jefferson County Employee Events Schedule for FY 2015.

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

Letter from the State Auditor's Office regarding the Jefferson County Notice of Auction of Delinquent and Nonentered Lands.

West Virginia Lottery - Weekly Settlement for Charles Town - week ending July 26, 2014.

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.