

**AGENDA FOR THURSDAY, MARCH 12, 2009**

Y/ N/ N/A

**APPOINTMENTS:**

- 1. 9:30 a.m. - Pledge of Allegiance  
Approval of Minutes  
Approval of Purchase Orders  
Approval of Accounts Payable
- 2. 9:40 a.m. - Public Comment
- 3. 9:45 a.m. - Bonding and Activity Report
- 4. 10:00 a.m. - Christa Shifflet - FOCUS Coalition - Request for Jefferson County Commission to Continue as Fiscal Agent for the Underage Drinking Grant
- 5. 10:15 a.m. - Barbara Miller
  - FEMA Community Assessment Visit
  - PIO/Administrative Assistant/Volunteer Coordinator Vacancy
- 6. 10:30 a.m. - Kellie Boles - Update on Status of West Virginia Farmers Market Matching Fund Grant
- 7. 10:45 a.m. - Paul Rosa - Request for Approval of Jefferson County Emergency Services Agency Bylaws
- 8. 11:00 a.m. - Jennifer S. Maghan - County Clerk's Report
  - Virtual Clerk's Office - Records Back On-line
  - New Services at the Clerk's Office
- 9. 11:15 a.m. - Stephanie Grove - Legal Update and Report
  - Mannings Order
- 10. 11:30 a.m. - Don Marshall - Shepherdstown Day Care - Budget Request Presentation
- 11. 1:30 p.m. - County Commission Workshop - Agenda Structure

**OLD BUSINESS:**

- 1. Legislative Issues

- 2. Zoning and Subdivision Ordinance Amendments Discussion
- 3. Appointments of Alternate Members to the Board of Zoning Appeals
- 4. Approval of Position Descriptions, Classification Plan and Compensation Salary Schedules
- 5. Discussion, Report of Federal Stimulus Funds to be Available to Jefferson County
- 6. Courthouse HVAC Bids Received
- 7. Approval of Agreement with the Division of Highways for the Installation of Two Dynamic Message Signs

**NEW BUSINESS:**

- 1. Set Date and time for Hearing on Renewal of Cable Franchise Agreement with Comcast
- 2. Appointments to the Historic Landmarks Commission
- 3. Appointment to the Water Advisory Committee
- 4. 2010 Census Participant Statistical Area Program (PSAP) Boundary Submission
- 5. Request for Approval of Change Order- Mason Building
- 6. Progress Report from Acting Director of Planning Regarding List of Applicants for Planning Director for Jefferson County (PN)
- 7. Restructuring of County Commission Departments: (PN)
  - a. Re-establish Reporting Requirements for all Department Heads; All Department Heads Should Report to County Administrator, County Administrator Reports to Commissioners;
  - b. Transfer the Collection of Impact Fees to Department of Engineering with Oversight Provided by County Engineer;
  - c. Move Capital Planning and Management to Department of Engineering to be Overseen by County Engineer;
  - d. Move Capital Projects Manager to Department of Engineering to be Overseen by County Engineer;
  - e. Move IT Technician to Maintenance Department to be Overseen by Maintenance Director;
  - f. Discuss Interaction Between Individual County Commissioners and County Employees

- 8. Meet with Sen Rockefeller Regards Stimulus Funds and Broadband Deployment (JS)
- 9. Formation of Committee for Historical Vetting of Appointments and Decoration of Public Buildings (FM)
- 10. Accommodation of Morgan's Schedule (FM)
- 11. Division of Highways Signage (FM)
- 12. County Administrator Reports
- 13. County Commission Reports

**INFORMATION:**

- 1. Correspondence received from the Jefferson County Extension Office concerning a job vacancy.
- 2. Notice received from Kirk Davis of a meeting with Silling Associates, Inc. on March 18, 2009, at 3:00 p.m.
- 3. Letter of resignation received from Judi Rice as a member of the Water Advisory Committee.
- 4. Memorandum received from Glen B. Gainer, III, State Auditor, concerning accounting guidance related to Senate Bill 622.
- 5. Correspondence received from Comcast concerning new programming.
- 6. Information received from the Association of Counties concerning jail fees.
- 7. Legislative information received from the Association of Counties.
- 8. Legislative information received from the County Commissioners' Association.
- 9. Correspondence received from the West Virginia Community Corrections Grant Program concerning the West Virginia Community Corrections Grant Program.
- 10. Information received from the West Virginia Ethics Commission concerning a dismissal of a complaint.
- 11. Oath of Office received from Jesse W. Jones as the Special Deputy Chief of Staff of the Jefferson County Sheriff's Office.

- 12. Oath of Office received from Louis Brunswick as Chief Bailiff of the Jefferson County Sheriff's Office.
- 13. Weekly settlement report received from the West Virginia Lottery for the Charles Town Races.
- 14. Miscellaneous

#### **CORRESPONDENCE**

- 1. Correspondence received concerning PATH from:
  - Keryn Newman
  - Virginia Ngo
  - Robin Summerhill