

AGENDA FOR THURSDAY, MARCH 19, 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  
- Bond Extension for Cave Quarter Estates
  
- 4. 10:00 a.m. - John Maxey - Funding Request for Saint Andrew's Mountain  
Community Center Project, Inc.
  
- 5. 11:00 a.m. - Jennifer S. Maghan - County Clerk's Report
  
- 6. 11:15 a.m. - Stephanie Grove - Legal Update and Report
  
- 7. 11:30 a.m. - Elizabeth Guthrie - Census Bureau Partnership Specialist - Current  
Census Operations
  
- 8. 1:30 p.m. - County Commission Workshop
  - Budget
  - Agenda StructureImprovements to County Commission Agenda
  1. Deadline for Agenda Items  
Recommendation: All agenda items and background materials should be due to the County Administrator by close of business the Thursday before the regular meeting. The agenda will be posted, with links to the background materials, by close of business on Friday.  
  
This means staff and Department heads will have to submit their materials digitally to the County Administrator.
  2. The Agenda should include tentative times for ALL discussion items to allow the public to know when an item of interest will be discussed.  
Berkeley County language would be good to add noting the Commission reserves the right to rearrange items on the agenda as needed due to time constraints and times listed approximate.

3. All agenda items will have the staff recommendation as follows: Introduction; Discussion; Discussion/Action; Action; Presentation; Information. WE should also note if public testimony is possible on the item.
4. Action items will include on the agenda the action being requested of the County Commission.  
For example: APPROVAL of appointments to Landmarks Commission or APPROVAL to file community action grant or APPROVAL to set Public Hearing date on Zoning Ordinance.

**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 Mannings Order
- 5. Approval of Position Descriptions, Classification Plan and Compensation Salary Schedules
- 6. Discussion, Report of Federal Stimulus Funds to be Available to Jefferson County
- 7. Courthouse HVAC Bids Received
- 8. Approval of Agreement with the Division of Highways for the Installation of Two Dynamic Message Signs
- 9. Department of Planning & Zoning - Request to Make Acting Zoning Administrator the Permanent Zoning Administrator and Request to Advertise for a Planner

**NEW BUSINESS:**

- 1. Set Date, Time and Agenda for Council of Governments Meeting
- 2. Approval of Employment - Kimberly D. Hamilton - Worthless Check Deputy Clerk
- 3. Approvals of Employment - Vanda R. Hosby, Rachel E. Silvius, and Jason L. Mickey - Assessor's Office
- 4. Approval of Employment - Heather Marie Hungerford - Circuit Clerk's Office
- 5. WHS Baseball Team - Request For County Commission to Purchase Display Sign
- 6. Water Advisory Committee Appointment

- 7. **Approval of Resolution - Support for Health Care Reform in West Virginia**
- 8. **Motion to Instruct the Public Service District to Withdraw its Application to the Infrastructure Council for the Project to Extend Water Lines to the Mountain because the Chief Cited Source of Local Funding for the Project - A Surcharge that JUI has Portrayed as Available and Approved - is, According to the Order of March 10, 2009 by the Public Service Commission, is, in fact, Neither Approved or Guaranteed**
- 9. **Schedule a Public Hearing on Next Year's Budget (DM)**
- 10. **Discussion and possible decision for restructuring county commission departments for cost savings and accountability of employees; and request that Department Heads provide input on these suggestions including whether space is available within the recommended Departments to accommodate the suggested changes (PN)**
  - 1. **Move the acting planning director to the Engineering Department where he may have already moved or plans to move, transferring his salary from the Capital Planning Department to Engineering with oversight by our County Engineer;**
  - 2. **Move the IT Specialist along with his salary to the Maintenance Department where he will be more widely used and receive adequate training to become better utilized by departments with oversight by our Maintenance Director for a cost savings to the county.**
  - 3. **Place responsibility of the Impact Fee Office with the Department of Engineering with oversight provided by the County Engineer. Moving the salaries of the Impact Fee Coordinator and his secretary under the Engineering Department.**
- 11. **Discussion of the responsibilities of county employees related to requests for additional services requested by members of county commission boards and authorities along with the recommendation that the commission hire an additional staff person in the county commission office to be added to the 2010 FY to help with the added duties that these boards and commissions require (PN)**
- 12. **Clarification of the responsibilities of county commission employees and staff to individual commissioners (PN)**
- 13. **WAC Appointment J. Rice Vacancy (JS)**
- 14. **Budget Decisions (JS)**
- 15. **Jefferson County Public Service District - Grant Applications (JS)**
- 16. **Letter to Spirit of Jefferson Asking Correction of Serious Headline Error "3 Million Dollar Budget Overrun" Budget Requests Exceed Current Approved FY09 Budget by that Amount (JS)**
- 17. **PATH Update (FM)**

- 18. Community Partnership Grants - Status (FM)
- 19. Mountain Top Removal Coal Mining - Request Resolution in Opposition (FM)
- 20. County Administrator Reports
- 21. County Commission Reports

**INFORMATION:**

- 1. Copy of Executive Order No. 05-09 received.
- 2. Animal Control Activity Report received for February 2009.
- 3. Correspondence received from Stephanie K. Laptosh concerning Board of Review and Equalization.
- 4. Copy of correspondence received from James V. Kelsh to the WV Environmental Protection Agency received concerning the Draft Intended Use Plan.
- 5. Correspondence received from the Council on Aging concerning their budget request.
- 6. Correspondence received from FEMA concerning the Community Assistance Visit.
- 7. Correspondence received from the Division of Highways concerning the Statewide Transportation Improvement Program.
- 8. Correspondence received from the City of Charles Town concerning PATH.
- 9. Correspondence received from the Dollar Energy Fund concerning the West Virginia Utility Assistance Program.
- 10. Correspondence received from Comcast concerning programming changes.
- 11. Information received concerning the 2010 REAP Recycling Grant.
- 12. Agreement Establishing the Region VII Workforce Investment Area Local Elected Officials Board.
- 13. Correspondence received from Sheriff Shirley V concerning extraditions.
- 14. Legislative information received from the Association of Counties.
- 15. Legislative information received from the County Commissioners' Association.
- 16. Stage Whispers newsletter received from the Old Opera House.
- 17. Weekly settlement report received from the Charles Town Races.

18. Ethics Reporter for February 2009 received.

19. Miscellaneous

#### **CORRESPONDENCE**

1. Correspondence received from Gil N. Garcia concerning PATH.

2. Correspondence received from John Urciolo concerning a legislative proposal.