

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, NOVEMBER 3, 2016**  
**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**

- October 20, 2016

**APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS**

- October 20, 2016
- November 3, 2016

**APPROVAL OF PAYROLL**

- November 3, 2016

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Proclamation - Judy Matlick
2. 10:00 a.m. Jennifer Maghan, County Clerk  
- Approval of employment - Renee Hudson - County Clerk's Office - Payroll  
Department - Discussion/Action
3. 10:15 a.m. Pete Dougherty, Sheriff  
- Appointment of Christine Puttock as tax deputy in the Jefferson County  
Sheriff's Tax Office - Discussion/Action

4. 10:30 a.m. **BREAK**
5. 10:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Approval of hire and meeting with outside legal counsel for assistance with possible asset acquisition of JCPSD by the cities of Ranson and Charles Town  
- Possible Executive Session - Discussion/Action
6. 12:00 p.m. **Break for Lunch**

#### **NEW BUSINESS**

7. Jefferson County CVB request to use the County Commission meeting room for open bids meeting on December 8, 2016 at 2:00 p.m. - Discussion/Action
8. Request from Nicola Bastian, Citizen to approve Proclamation to declare November 5, 2016 as an Interdenominational Day of Prayer - Discussion/Action
9. Set time for 2016 General Election Canvass on November 14, 2016 - Discussion/Action
10. Approval of Letter of Support for the HEPMPO Federal Land Access Program Grant - Discussion/Action

#### **FINANCIAL DIRECTOR REPORTS**

- Review and Approval of FY2017 State Budget Revision 1 for the Coal Severance Fund - Discussion/Action
- Review and Approval of FY2017 State Budget Revision 1 for the General Fund - Discussion/Action
- Review and Approval of FY2017 State Budget Revision 2 for the General Fund - Discussion/Action
- Review of FY2017 Budget to Actual as of 9/30/2016

**COUNTY ADMINISTRATOR REPORTS**

- Agenda deadline for November 17, 2016 County Commission meeting - Discussion/Action
- Discussion of FLSA rule change and impact on position classifications in the Emergency Management Department - Possible Executive Session - Discussion/Action
- Discuss status and decision on county employee - General Laborer - Possible Executive Session - Discussion/Action
- Approval of Job Description - Discussion/Action
- Approval to transfer funds from Courthouse and Other Buildings to the County Commission budget - Discussion/Action

**COUNTY COMMISSION REPORTS**

**~~~~~ AFTERNOON SESSION ~~~~~**

- 11. 1:30 p.m. Public Hearing - Petition to Abandon and Annul Unused Roadway - 10' strip of unused roadway lying on the eastern boundary of the lot held by Primax Properties, LLC at 890 East Washington Street, Charles Town, WV, on which the Advanced Auto Parts retail store is located

**~~~~~ EVENING SESSION ~~~~~**

- 12. 7:00 p.m. Work Session with the cities of Charles Town and Ranson regarding the possible asset acquisition of the Jefferson County Public Service District
- 13. **ADJOURN**

**CORRESPONDENCE/INFORMATION**

Jefferson County Commission Notice of Intent to Appoint to the Jefferson County Development Authority.

Notice of County Office Closure on Tuesday, November 8 for the 2016 General Election.

Notice of County Office Closure on Friday, November 11 in observance of Veteran's Day.

WV Lottery Weekly Settlement for Charles Town - week ending October 1, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending October 15, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending October 22, 2016.