

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FIRST QUARTERLY SESSION - JANUARY-MARCH 2017**  
**THURSDAY, FEBRUARY 16, 2017**  
**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**

- February 1, 2017 - Board of Review and Equalization
- February 2, 2017 - Regular Meeting
- February 7, 2017 - Board of Review and Equalization
- February 9, 2017 - Board of Review and Equalization

**APPROVAL OF PURCHASE ORDERS**

- February 16, 2017

**APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS**

- February 9, 2017
- February 16, 2017

**APPROVAL OF PAYROLL**

- February 9, 2017

**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. Jacki Shadle, County Clerk  
- Office restructuring/adjust employee title/salary - Discussion/Action

3. 10:15 a.m. Interview /Appointment to the North Eastern Regional EMS, Inc. Board of Directors - One 2-year term ending October 31, 2019 - Discussion/Action
4. 10:20 a.m. Appointment to the Board of Directors of the 23<sup>rd</sup> Judicial Public Defender's Corporation - Discussion/Action
5. 10:30 a.m. Interview/Appointment to the Eastern Panhandle Transit Authority Board of Directors - One 3-year term ending January 31, 2020 - Discussion/Action
6. 10:45 a.m. BREAK
7. 11:00 a.m. Lynn Fields, Probate Office  
- Approve two estates to Probate in Solemn Form and rule on the Petition to remove Executrix on the Lenis Martin Estate - Discussion/Action
8. 11:15 a.m. Bill Polk, Maintenance Department and Adam Krason, ZMM Architects & Engineers  
- Update on renovation of 3<sup>rd</sup> floor of St. Margaret's Judicial Center - Discussion/Action
9. 11:30 a.m. Nathan Cochran, Assistant Prosecuting Attorney  
- MOU with Mt. Weather regarding fire assistance/mutual aid - Discussion/Action  
- Discussion of issues related to consolidation and infrastructure of the PSD and interaction with Charles Town and Ranson - Discussion/Action - Possible Executive Session

#### UNFINISHED BUSINESS

10. Request for pledge of \$10,000 to an agency endowed fund, *Our History, Our Community Fund*, at Eastern WV Community Foundation - Discussion/Action

#### NEW BUSINESS

11. Homeless, Vagrancy issues & safety concerns of citizens of Patrick Henry Estates - Discussion/Action (JT)
12. Legislative Issues

#### COUNTY ADMINISTRATOR REPORTS

- Discuss Charles Town Women's Center - Discussion/Action
- Data Content Management Initiative Update - Discussion/Action

#### COUNTY COMMISSION REPORTS

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

13. 1:30 p.m. Board of Review and Equalization  
*Location:* Jefferson County Courthouse  
100 East Washington Street, Charles Town, WV
14. ADJOURN

**CORRESPONDENCE/INFORMATION**

1. Reminder: Jefferson County Offices will be closed on Monday, February 20, 2017 in observance of Presidents' Day.
2. Correspondence received from the State Auditor's office regarding the Levy Estimate (Budget) 2017-2018
3. Correspondence received from John Sherwood regarding the Jefferson County Ambulance Fee.
4. WV Lottery Weekly Settlement for Charles Town - week ending January 28, 2017.
5. WV Lottery Weekly Settlement for Charles Town - week ending February 4, 2017.

*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.*

*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.*