

**AGENDA  
JEFFERSON COUNTY COMMISSION  
SECOND QUARTERLY SESSION - APRIL-JUNE 2017  
THURSDAY, MAY 4, 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**

- April 18, 2017 - Special Session
- April 20, 2017 - Regular Meeting

**APPROVAL OF PURCHASE ORDERS**

- May 4, 2017

**APPROVAL OF ACCOUNTS PAYABLE**

- April 20, 2017
- May 4, 2017

**APPROVAL OF MANUAL CHECKS**

- April 20, 2017
- May 4, 2017

**APPROVAL OF PAYROLL**

- April 20, 2017

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

## **PRESENTATIONS**

1. 9:45 a.m. Debbie Viands, CEOS Council President  
- Request Proclamation for CEOS Week, May 21, 2017 through May 27, 2017 - Discussion/Action
2. 10:00 a.m. Janet Young Spry, U.S. Census Bureau  
- Overview of the 2020 Census Local Update of Census Addresses Operation (LUCA) - Discussion/Action
3. 10:15 a.m. Interviews and Appointments to the Jefferson County Public Service District - One unexpired term ending December 1, 2021 - Discussion/Action
4. 10:30 a.m. **BREAK**
5. 10:45 a.m. Michelle Gordon, Finance Director  
- Review of FY2017 Budget Actual as of 03/31/2017  
- Review of Highmark Medical Insurance and Renewal Options and Selection of Plan for FY2018 - Discussion/Action  
- Review of Delta Dental Renewal for FY2018 - Discussion/Action  
- Review of Life Insurance Renewal for FY2018 - Discussion/Action  
- Review of Vision Plan for FY2018
6. 11:15 a.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Discuss legal and procedural issues regarding notice of personnel claim - Possible Executive Session - Discussion/Action  
- Discussion of civil suit regarding Charles Town Women's Center - Possible Executive Session - Discussion/Action
7. 11:45 a.m. Will Rohrbaugh, Attorney  
- Discussion of issues related to PSD assets and dissolution - Selection of County Commission representative for working group regarding sewer consolidation - Possible Executive Session - Discussion/Action

## **NEW BUSINESS**

8. Legislative Issues

9. Approval of the MOU between the Supreme Court of appeals and the Jefferson County Commission relating to the Family Court rent and Circuit Courtroom upgrades - Discussion/Action
10. Request for waiver of late fee - Ambulance Fee Bill - Robin Gallagher - Discussion/Action
11. Discuss and explain Levy Rate Process - Discussion/Action (PO)

#### **COUNTY ADMINISTRATOR REPORTS**

- Update on Special Election

#### **COUNTY COMMISSION REPORTS**

12. 12:30 p.m. Recess

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

13. 7:00 p.m. Public Hearing
  - The Jefferson County Commission shall hold a hearing and take evidence on the proposed dissolution of the Jefferson County Public Service District.
  - The proposed dissolution is contingent upon a plan for the acquisition of the District's assets and customers being presented to the County Commission by the Charles Town City Council and/or its Utility Board, for ratification by the County Commission, and subject to the consent and approval of the Public Service Commission of West Virginia.

14. **ADJOURN**

#### **DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS**

- Jefferson County Parks and Recreation Commission Director's Monthly Reports: January-March, 2017
- Jefferson County Homeland Security and Emergency Management Quarterly Report

## **CORRESPONDENCE/INFORMATION**

**Notice of Public Hearing on May 18, 2017 at 7:00 p.m. regarding amendments to the Emergency Ambulance Service Fee Ordinance.**

**Correspondence received from Fernbank at Cress Creek Unit Owners Association, Inc. Regarding dog incident.**

**Correspondence received from the Sheriff of Jefferson County and Jefferson County Animal Control regarding a followup regarding dog incident at Fernbank at Cress Creek.**

**E-mail from Steve Wilt, resident, regarding the dissolution of the JCPSD.**

**WV Lottery Weekly Settlement for Charles Town - week ending April 15, 2017.**

**WV Lottery Weekly Settlement for Charles Town - week ending April 22, 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.***