

**AGENDA  
JEFFERSON COUNTY COMMISSION  
SECOND QUARTERLY SESSION - APRIL-JUNE 2017  
THURSDAY, MAY 18, 2017  
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**

- May 4, 2017

**APPROVAL OF ACCOUNTS PAYABLE**

- May 11, 2017
- May 18, 2017

**APPROVAL OF MANUAL CHECKS**

- May 5, 2017
- May 11, 2017
- May 18, 2017

**APPROVAL OF PAYROLL**

- May 4, 2017

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

## **PRESENTATIONS**

1. 9:45 a.m. Angie Banks, Assessor  
- Signatures needed on the Certificates for the Land Book and Personal Property Books - Discussion/Action
2. 10:00 a.m. Magistrate Boober, Magistrate Rissler and Magistrate Senseney  
- Additional court room space needed - Discussion/Action
3. 10:15 a.m. Peter Dougherty, Sheriff  
- Request to fill open position - Discussion/Action  
- Request to hire new Trip Guard/Bailiffs - Discussion/Action
4. 10:30 a.m. Donnie Fisher  
- Approval of Proclamation declaring May as Neurofibromatosis Awareness Month - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Russell Burgess, IT Specialist  
- Update on Content Management and Permitting software project - Discussion/Action
7. 11:15 a.m. Roger Goodwin, Chief County Engineer  
- Complete Construction Bond Release for Panhandle Builder & Excavating, Inc. - Kent Cartridge Facility Expansion (File #S15-02) - Discussion/Action
8. 11:30 a.m. Dr. David Didden, Jefferson County Health Officer  
- Quarterly update on Jefferson County Board of Health
9. 11:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Discuss issues over collection of unpaid and overdue impact fees - Possible Executive Session - Discussion/Action  
- Discussion of PSD Dissolution & Pending Appeal of the PSC Decision - Possible Executive Session - Discussion/Action

## **NEW BUSINESS**

10. Legislative Issues

## **COUNTY ADMINISTRATOR REPORTS**

- Motion to rescind decision made on April 6, 2017 regarding the WV Division of Highways' request to acquire property owned by the Jefferson County Commission - Discussion/Action

## **COUNTY COMMISSION REPORTS**

11. 12:15 p.m. **RECESS**

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

12. 7:00 p.m. **Public Hearing**  
- Amendments to the Emergency Ambulance Service Fee Ordinance -  
Discussion/Action

13. **ADJOURN**

## **CORRESPONDENCE/INFORMATION**

Reminder: Jefferson County Offices will be closed on Monday, May 29, 2017 in observance of Memorial Day.

Jefferson County Commission Notice of Intent to Appoint to the Jefferson County Board of Health.

Jefferson County Commission Notice of Intent to Appoint to the Summit Point Library Committee.

Jefferson County Commission Notice of Intent to Appoint to the Jefferson County Parks and Recreation Commission.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Impact Fee Status Report - April, 2017.

Jefferson County Public Service April 3, 2017 Regular Board Meeting Minutes.

WV Lottery Weekly Settlement for Charles Town - week ending April 29, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending May 6, 2017.