

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**SECOND QUARTERLY SESSION - APRIL-JUNE 2017**  
**THURSDAY, JUNE 1, 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 18, 2017

**APPROVAL OF ACCOUNTS PAYABLE**

- May 25, 2017
- June 1, 2017

**APPROVAL OF MANUAL CHECKS**

- May 25, 2017
- June 1, 2017

**APPROVAL OF PAYROLL**

- May 18, 2017

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

**PRESENTATIONS**

1. 9:45 a.m. Jacki Shadle, County Clerk  
- Approval of employment - Connie Weis, County Clerk's office -  
Discussion/Action

2. 10:00 a.m. Matt Mullenax, Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO)  
- Appointment of the Jefferson County Municipal Representative to HEPMPO Council - Discussion/Action
3. 10:15 a.m. Steven Rawlings, Director of Operations - WVCoRP  
- Update on insurance
4. 10:30 a.m. Harpers Ferry Holding, LLC  
- Schedule date and time for Public Hearing on Map Amendment/Rezoning for 1 acre parcel owned by Harpers Ferry Holding, LLC, and described as Parcel 58.1 on Tax Map 9 in the Harpers Ferry District - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate Office  
- Petition for Removal of Executor of the estate of Blanche V. Nelson, deceased and reopening of the estate of William E, Walker, deceased - Discussion/Action
7. 11:15 a.m. Jeffrey A. Polczynski, Director of Communications  
- Approval of Employment - Full-Time Public Safety Dispatcher - Discussion/Action
8. 11:30 a.m. William Rohrbaugh, Esq.  
- Discussion of the City of Charles Town's Resolution/Proposal for Acquisition of Assets of the Jefferson County Public Service District - Discussion/Action
9. 11:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Discuss issues related to the County cable franchise agreement - Possible Executive Session - Discussion/Action  
- Discussion of PSD Dissolution & Pending Appeal of the PSC decision - Possible Executive Session - Discussion/Action  
Report on issues relating to Civil Action #17-C-63 - Possible Executive Session - Discussion/Action  
- Report on issues relating to Civil Action #17-C-122 (collection of unpaid impact fees lawsuit). - Possible Executive Session - Discussion/Action

## **NEW BUSINESS**

10. Request independent audit of Jefferson County Public Service District financials - Discussion/Action (PO)
11. Discuss qualifications of Public Service District Board appointees - Discussion/Action (JC)
12. Renew the Mutual Aid Agreement between the City of Martinsburg and Jefferson County - Discussion/Action
13. Letter of Support for a \$25,000 grant for a Dog Park for the Parks and Recreation Commission - Discussion/Action

## **FINANCIAL DIRECTOR REPORTS**

- Review and Approval of WVCORP Insurance Renewal for FY2018 - Discussion/Action
- Review and Approval of Employee Increase effective 7/1/2017 (FY2018) - Discussion/Action
- Review and Approval of Equal Employment Opportunity Plan (EEOP) - Discussion/Action
- Review and Approval of EEOP Utilization Analysis as of 5/15/17 - Discussion/Action
- Review of FY2017 Budget to Actual as of 04/30/2017
- Review and Approval of FY2017 State Budget Revision 8 for the General Fund - Discussion/Action
- Review and Approval of Fy2017 Internal Budget Revisions 3 & 4 for the General Fund - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

- Discuss IT centralization and security matters - Possible Executive Session - Discussion/Action

## **COUNTY COMMISSION REPORTS**

14. **ADJOURN**

## **CORRESPONDENCE/INFORMATION**

Correspondence received from Kevin D. Mills, Esquire regarding space issues.

Construction bond agreement for the Fellowship Bible Church (File #S14-03), which is secured by Letter of Credit #519042 with Jefferson Security Bank, located in Shepherdstown, WV in the amount of \$137,331.00.

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.**

**WV Lottery Weekly Settlement for Charles Town - week ending May 13, 2017.**

**WV Lottery Weekly Settlement for Charles Town - week ending May 20, 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.***