

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2017**  
**THURSDAY, JULY 20, 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**

- July 6, 2017 - Regular Meeting

**APPROVAL OF ACCOUNTS PAYABLE**

- July 13, 2017
- July 20, 2017

**APPROVAL OF MANUAL CHECKS**

- July 13, 2017
- July 20, 2017

**APPROVAL OF PAYROLL**

- July 13, 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. **C. Mark Hofe, Probation**  
- Preservation and repair of rear steps of Probation Office - Discussion/Action
3. 10:15 a.m. **Bill Polk, Maintenance Department**  
- Approval of Proposal for Courthouse windows/door repairs (Courthouse Facilities Improvement Authority Grant) - Discussion/Action  
- Approval of the Hunter House and Jail windows proposal - Discussion/Action
4. 10:30 a.m. **Mayor Auxer, Corporation of Shepherdstown**  
- Request for a Memorandum of Understanding regarding the Shepherdstown Gateway - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. **Lynn Fields, Probate Office**  
- Quarterly Review to Approve/Close Estates - Discussion/Action  
- Motion to rescind appointment of a Fiduciary Commissioner and dismiss lack of standing and alternative motion for re-hearing on the Lenis Martin Estate - Discussion/Action
7. 11:15 a.m. **Appointments and interviews to the Jefferson County Community Justice Board - Discussion/Action**
8. 11:30 a.m. **Barbara J. Miller, Director of Jefferson County Homeland Security and Emergency Management**  
- Approval of Contract with J.H. Consulting to update certain annexes of the Jefferson County EOP - Discussion/Action

9. 11:45 a.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Discussion of PSD Dissolution Appeal of the PSC decision, acquisition of PSD assets, and related issues - Possible Executive Session - Discussion/Action  
- Discussion of United States Supreme Court case #16A913 - Possible Executive Session - Discussion/Action  
- Discuss issues related to the County cable franchise agreement - Possible Executive Session - Discussion/Action

## **NEW BUSINESS**

10. WV Division of Highways - Installation of two Traffic Signal Poles of Jefferson County property - Discussion/Action
11. Discuss fireworks discharge restrictions - Discussion/Action (PO)

## **FINANCIAL DIRECTOR REPORTS**

- Review and Approval of FY2018 State Budget Revision 1 for the Coal Severance Tax Fund - Discussion/Action
- Review and Approval of FY2018 State Budget Revision 1 for General Fund - Discussion/Action
- Review and Approval of FY2017 Internal Budget Revision 6 for the General Fund - Discussion/Action
- Review and Approval of FY2017 Internal Budget Revision 7 for the General Fund - Discussion/Action
- Review of 2017 Ambulance Fee Billing Reconciliation - Discussion/Action
- Review of 2016-2018 Expenditures by Funding Source - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

- Approval of the contract for the PSD Audit - Discussion/Action

## **COUNTY COMMISSION REPORTS**

12. **ADJOURN**

## **CORRESPONDENCE/INFORMATION**

Notice of Public Hearing on August 3, 2017 at 1:30 p.m. regarding Amendments to the Jefferson County Leash Law Ordinance.

Impact Fee Status Report for June, 2017.

Pre-Proposal Conference Memorandum from the Jefferson County Department of Engineering,

**Planning, and Zoning re: a Non-Residential Minor Site Development for Sam Michael's Park.**

**JCPSD Meeting Minutes - June 5 ,2017 Regular Board Meeting.**

**WV Lottery Weekly Settlement for Charles Town - week ending June 25-30, 2017.**

**WV Lottery Weekly Settlement for Charles Town - week ending July 8, 2017.**