

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2017**  
**THURSDAY, JULY 20, 2017**  
**9:30 A.M.**

**REVISED - July 17, 2017 at 3:30 pm**

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 — **POSTPONED**
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 Grant Application for Hazard Mitigation Plan - 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**

#### **QUARTERLY REPORTS**

- Jefferson County Historic Landmarks Commission - April - June, 2017

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## **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.**