

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2017**  
**THURSDAY, AUGUST 3, 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 20, 2017

**APPROVAL OF PURCHASE ORDERS**

- August 3, 2017

**APPROVAL OF ACCOUNTS PAYABLE**

- July 27, 2017
- August 3, 2017

**APPROVAL OF MANUAL CHECKS**

- July 27, 2017
- August 3, 2017

**APPROVAL OF PAYROLL**

- July 27, 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
  - Split Tickets - Discussion/Action

2. 10:00 a.m. Laura Storm, Circuit Clerk  
- Approval of Employment - Vicki Hiers - Full-time Deputy Circuit Clerk - Discussion/Action
3. 10:15 a.m. John Reisenweber, Jefferson County Development Authority  
- Approval of Project Shuttle - Discussion/Action  
- Approval of making JCDA Business Coach position a county employee - Discussion/Action
4. 10:30 a.m. Nikki Painter, Elections County Clerk  
- Approval of Poll Workers and Alternates - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Hearing  
- Request to appoint a Fiduciary Commissioner in the Estate of Lenis M. Martin, deceased - Discussion/Action
7. 11:30 a.m. Interviews and appointments to the Jefferson County Emergency Services Agency Board - Discussion/Action
8. 11:45 a.m. Jeffrey A. Polczynski, ENP - Director of Communications  
- Approval of employment - Monique Mercado and Candace Wilson - Full-Time Safety Dispatcher II - Discussion/Action  
- Approval of reappointment of Dr. Henry B. Christie, Chief William H. Roper and Lt. Victor Lupis to the E911 Advisory Board - Discussion/Action
9. 12:00 p.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 issues re: EEOC Complaint (Charge No. 533-2017-0076) - Possible Executive Session - Discussion/Action  
- Discuss fireworks discharge restrictions - Discussion/Action
10. 12:30 p.m. **Break for Lunch**

## **UNFINISHED BUSINESS**

11. Discuss opioid litigation aimed at pharmaceutical drug distributors that are accused of contributing to the community's heroin epidemic - Possible Executive Session - Discussion/Action
12. Approval of proposal and letter of engagement for the PSD Audit - Discussion/Action
13. Discussion of PSD Audit - Discussion/Action (JC)

## **NEW BUSINESS**

14. Request approval to raise the ambulance fee credit convenience charge from \$2.00 to \$2.50 to cover credit card increase - Discussion/Action

## **FINANCIAL DIRECTOR REPORTS**

- Review and Approval of FY2017 State Budget Revision 10 for the General Fund - Discussion/Action
- Review and Approval of FY2018 State Budget Revision 2 for the General Fund - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

## **COUNTY COMMISSION REPORTS**

### **~~~~~ AFTERNOON SESSION ~~~~~**

15. 1:30 p.m. Public Hearing  
- Amendments to the Jefferson County Leash Law Ordinance
16. **ADJOURN**

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

- Engineering Offices Quarterly Update Report - 2<sup>nd</sup> Quarter 2017
- Quarterly Report for the Office of Planning and Zoning
- GIS Office Quarterly Update Report - 2<sup>nd</sup> Quarter 2017

## **CORRESPONDENCE/INFORMATION**

Letter from Debbie Royalty, President of the League of Women Voters, re: diversity training.

Letter from George Stebbins, Jr., re: Asplundh

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

WV Lottery Weekly Settlement for Charles Town - week ending July 22, 2017.

