

**AGENDA  
JEFFERSON COUNTY COMMISSION  
THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2017  
THURSDAY, SEPTEMBER 21, 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**

- September 7, 2017

**APPROVAL OF PURCHASE ORDERS**

- September 21, 2017

**APPROVAL OF ACCOUNTS PAYABLE**

- September 14, 2017
- September 21, 2017

**APPROVAL OF MANUAL CHECKS**

- September 14, 2017
- September 21, 2017

**APPROVAL OF PAYROLL**

- September 7, 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 Ticket - Discussion/Action

2. 10:00 a.m. Barbara Miller, Director - Jefferson County Homeland Security and Emergency Management
  - Approval of the 2017 Memorandum of Understanding with Jefferson County Board of Education - Discussion/Action
  - Presentation of CRS (Community Rating System) Class 6 Award by Kevin Sneed, WV Division of Homeland Security and Emergency Management and Heather Davis-Jenkins, FEMA - Discussion/Action
3. 10:15 a.m. Peter Dougherty, Sheriff
  - Approval of new hire - Discussion/Action
  - Approval of hire of Bailiff/Trip Guards - Discussion/Action
  - Approval to transfer \$20,000 from 716-01-103 to 716-03-341 to cover purchase of bed insert on vehicle - Discussion/Action
  - Notice of Sheriff Sale - October 27, 2017 at 5:00 p.m. - Discussion/Action
  - Approval of Grant Application - Governor's Highway Safety Program - Discussion/Action
  - Michelle Gordon, Finance Director - Review and approval of FY2018 Budget Revision 3 for the General Fund (Governor's Highway Safety Program Grant \$305,660) - Discussion/Action
4. 10:30 a.m. Rankin Properties, LLC, Christopher Rankin
  - Map Amendment request for Rankin Properties, LLC - request to schedule a public hearing and referral to Planning Commission for advice on consistency of the request with the Comprehensive Plan - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Eugene and Sarah Abelow
  - Request refund of permit fee - Discussion/Action
7. 11:15 a.m. Annette Gavin, Jefferson County CVB
  - Request Bill Polk and County Maintenance help with the build out of the JCCVB expansion - Discussion/Action
8. 11:30 a.m. Bill Polk, Maintenance Department
  - Approval of Bid for Fire Escape Removal/Replacement - Discussion/Action
9. 11:45 a.m. Appointment and interviews to the Jefferson County Parks and Recreation Commission - One unexpired term ending June 30, 2019 - Discussion/Action
10. 12:00 p.m. Appointment and interviews to the Sheriff's Civil Service Commission - One 4-year term ending September 29, 2021 - Discussion/Action
11. 12:15 p.m. **BREAK FOR LUNCH**

----- AFTERNOON SESSION -----

12. 1:30 p.m. Jennifer Myers, Director - Jefferson County Parks and Recreation  
- Request Letter of Support for Festival at Sam Michaels Park - Discussion/Action
13. 1:45 p.m. Roger Goodwin, Chief County Engineer  
- Pleasant Hills Subdivision (JCPC File No. 05-28) - Contractor's Final Payment for Site Work - Discussion/Action  
- Approval to advertise a Request for Proposals for Engineering Consulting Services - Discussion/Action  
- Refund of building permit fees for 1) Jae & Arlene Anderson and 2) Douglas & Marie Burgess - Discussion/Action  
- Complete Construction Bond Release for David Waddell - Mark Kramer Subdivision Lot 6 Waddell Addition (File #S16-04) - Discussion/Action
14. 2:15 p.m. Michelle Gordon, Finance Director  
- Ambulance Fee Analysis - Discussion/Action
15. 3:00 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 notice of claim re: Oakhill MHC, LLC - Possible Executive Session - Discussion/Action  
- Discussion of EEOC Complaint Charge No. 533-2016-00519 - Possible Executive Session - Discussion/Action  
- Issues regarding repair/replacement of windows at Courthouse and Hunter House - Discussion/Action

**NEW BUSINESS**

16. Approval of Resolution and contract - 16-JJP-006 - Juvenile Justice and Delinquency Prevention Grant - Discussion/Action
17. Courthouse Commemorative Plaque Committee - Discussion/Action (JT)

**COUNTY ADMINISTRATOR REPORTS**

- Ethics and Open Meetings Training
- Discuss scheduling Legislative Summit

**COUNTY COMMISSION REPORTS**

18. **ADJOURN**

## **CORRESPONDENCE/INFORMATION**

Correspondence received from the American Legion Auxiliary regarding that the American Legion and the American Legion Auxiliary are non-political and non-partisan Veterans organizations, serving and honoring all veterans.

Correspondence received from Jason Wyatt regarding the draft fireworks ordinance.

Memorandum regarding Burr Business Park, lot 23/Quinn Enterprises, LLC (File #S17-09) and Universal Forrest Products Redline Revision (File #S05-14).

Notice received from the State Auditor regarding the 2017 State Auditor's Seminar for Municipal Officials and Assistants and Municipal and County Boards and Authorities.

Notice from the Public Service Commission of West Virginia regarding disbursement of wireless E-911 subscriber fees to be mailed to the Jefferson County Commission.

Jefferson County Public Service August 7, 2017 Regular Board Meeting Minutes.

Impact Fee Status Report for August 2017.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering - Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.

WV Lottery Weekly Settlement for Charles Town - week ending August 26, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending September 2, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending September 9, 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.*