

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2017
THURSDAY, OCTOBER 5, 2017
9:30 A.M.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- September 21, 2017

APPROVAL OF PURCHASE ORDERS

- October 5, 2017

APPROVAL OF ACCOUNTS PAYABLE

- October 5, 2017

APPROVAL OF MANUAL CHECKS

- October 5, 2017

APPROVAL OF PAYROLL

- September 21, 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. Peter Dougherty, represented by Chief Jones, Jefferson County Sheriff's Office
 - Approval of vehicle donations - Discussion/Action
 - Approval of new hires - Deputies - Discussion/Action
 - Approval of hire of Bailiff/Trip Guards - Discussion/Action
 - Approval of grant applications - Discussion/Action
 - Approval of transfer of funds - Discussion/Action

3. 10:15 a.m. Stacie Rohn and Lisa Craiger - Boys and Girls Club of the Eastern Panhandle
 - Boys and Girls Club Update - Discussion/Action

4. 10:30 a.m. Emily Wells, WVU Extension Service
 - Request to reclassify employee from 35 hour week to 40 hour week - Discussion/Action

5. 10:45 a.m. BREAK

6. 11:00 a.m. John Reisenweber, Jefferson County Development Authority
 - Request permission to spend up to \$7,500 of its coalbed/methane severance funds to perform electrical upgrades in Burr Park - Discussion/Action
 - Consideration of Economic Development Proposal - Possible Executive Session - Discussion/Action

7. 11:15 a.m. Interviews and Appointments to the Jefferson County Board of Health - one five year term ending June 30, 2022 - Discussion/Action

8. 11:30 a.m. Alexandra Beaulieu, Zoning Administrator on behalf of Alexandra Lutz, Licensing Specialist for Dollar General Corporation - Middleway Dollar General Store
 - Requesting a refund of \$100 for the over-payment of a Conditional Use Permit Fee - Discussion/Action

9. 11:45 a.m. Roger Goodwin, Chief County Engineer
 - Complete Construction Bond Release for Whale of a Wash/HDW, LLC - Whale of a Wash Laundromat Addition (File #S16-05) - Letter of Credit No. 10001947-4401 with United Bank, Martinsburg, WV - Discussion/Action
 - Approval to hire an Appraiser to provide a restricted appraisal report of the Jefferson County Crossing Apartment complex - Phase 2, located in Ranson, for purposes of determining qualification for the Impact Fees Affordable Housing Discount - Discussion/Action

10. 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
 - Consideration of Agreement with the City of Charles Town to Acquire the Assets of the Jefferson County Public Service District - Discussion/Action
 - Discussion of EEOC Complaint Charge No. 533-2016-00519 - Possible Executive Session - Discussion/Action
 - Report on status of City of Charles Town v. Mary Esta Burton Hilleary Trust, et al. (Civil Action #17-P-83) - Discussion/Action

NEW BUSINESS

- 11. Acknowledgment of the Assessor's Certificate of Compliance - Discussion/Action**
- 12. Court House Commemorative Plaque Committee - Discussion/Action (JT)**

FINANCIAL DIRECTOR REPORTS

- **Review of RFP for Centralized/Intregated Governmental Financial Management System - Discussion/Action**
- **Ambulance Fee Analysis - Discussion/Action**

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

- 13. ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- **Jefferson County Homeland Security and Emergency Management Quarterly Report**

CORRESPONDENCE/INFORMATION

Jefferson County Commission Notice of Public Hearing - October 19, 2017.

Notice of Ethics & Open Meetings Training - October 18, 2017.

Notice of Office Closure - Monday, October 9, 2017.

E-mail from Brian E. Mason, resident, regarding Confederate plaque.

WV Lottery Weekly Settlement for Charles Town - week ending September 16, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending September 23, 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.