

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2017**  
**THURSDAY, OCTOBER 26, 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**

- October 5, 2017 - Regular Meeting
- October 13, 2017 - Canvass for the Road Bond Referendum Special Election
- October 18, 2017 - Certification of Results for the Road Bond Referendum Special Election

**APPROVAL OF PURCHASE ORDERS**

- October 26, 2017

**APPROVAL OF ACCOUNTS PAYABLE**

- October 12, 2017
- October 19, 2017
- October 26, 2017

**APPROVAL OF MANUAL CHECKS**

- October 12, 2017
- October 19, 2017
- October 26, 2017

**APPROVAL OF PAYROLL**

- October 5, 2017
- October 11, 2017 - Poll Worker Payroll

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

## PRESENTATIONS

1. 9:45 a.m. Jacqueline Shadle, County Clerk  
- Approval of Grant Application and Resolution for Digitization and Restoration of Deed Books - Discussion/Action
2. 10:00 a.m. Pete Dougherty, Sheriff represented by Deborah Lowe, Jefferson County Sheriff's Office  
- Approval of Grant Application and Resolution - Discussion/Action
3. 10:15 a.m. Nikki Painter, Chief Deputy Clerk, Elections  
- Reimbursement Certification for the Special Road Bond Election - Discussion/Action
4. 10:30 a.m. Annette Gavin and Eric Lewis, President, Jefferson County Development Authority Board of Directors  
- Approval of Employment for the Newly Hired Director of the Jefferson County Development Authority - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate  
- Quarterly Review - Discussion/Action
7. 11:15 a.m. Interviews and Appointments to the Jefferson County Historic Landmarks Commission - two unexpired terms ending March 30, 2018 and March 30, 2019 - Discussion/Action
8. 11:30 a.m. Continued Discussion on the Confederate Plaque at the Jefferson County Courthouse - Discussion/Action
9. 12:00 p.m. Nathan Cochran, Assistant Prosecuting Attorney  
- Discussion of PSD Dissolution, Appeal/Intervention of the PSC decision, acquisition of PSD assets, and related issues - Discussion/Action - Possible Executive Session  
- Update on EEOC Claim #533-2017-00706 - Discussion/Action - Possible Executive Session  
- Discussion of request for reimbursement of legal fees for William H. Strider, Jefferson County Public Service District Board member - Discussion/Action

## **NEW BUSINESS**

10. Request to use the Jefferson County Commission meeting room on Wednesday, November 1, 2017 for a public solar information session - Discussion/Action
11. Approval of Contract Agreement, Resolution, and grant documents - Victims of Crime Act (VOCA) - Discussion/Action

## **FINANCIAL DIRECTOR REPORTS**

- Approval of FY17 Financial Statements - Discussion/Action
- Review of Budget-to-Actual as of September 30, 2017 - Discussion/Action
- Continuation of Ambulance Fee Analysis - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

## **COUNTY COMMISSION REPORTS**

12. ADJOURN

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

- Jefferson County Historic Landmarks Commission Quarterly Report
- Jefferson County Homeland Security and Emergency Management Quarterly Report
- Jefferson County Office of Engineering Quarterly Report
- Jefferson County Office of GIS and Addressing Quarterly Report
- Jefferson County Office of Planning and Zoning Quarterly Report

## **CORRESPONDENCE/INFORMATION**

Correspondence received from the West Virginia Department of Transportation regarding the Highway Safety Grant proposal has been approved for \$205,660.

Correspondence received from Shirley Watkins regarding the ambulance fee.

Correspondence received from West Virginia Division of Culture and History regarding the Wild Goose Farm (2935 Shepherd Grade Road, Shepherdstown, WV) will be considered by the West Virginia Archives and History Commission for nomination to the National Register of Historic Places.

Correspondence received from Comcast regarding channel changes.

WV Lottery Weekly Settlement for Charles Town - week ending September 30, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending October 7, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending October 14, 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.*