

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2017**  
**THURSDAY, NOVEMBER 16, 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**

- November 2, 2017

**APPROVAL OF PURCHASE ORDERS**

- November 16, 2017

**APPROVAL OF ACCOUNTS PAYABLE**

- November 9, 2017
- November 16, 2017

**APPROVAL OF MANUAL CHECKS**

- November 16, 2017

**APPROVAL OF PAYROLL**

- November 2, 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. Sheena R. Moore, WV Department of Environmental Protection  
- Request for enforceable groundwater use restriction ordinance - Discussion/Action
3. 10:15 a.m. Jada Bennett, West Virginia University Extension Service  
- Request to hire Amanda Masters as WVU Extension Service Secretary - Discussion/Action
4. 10:30 a.m. Annette Gavin Bates, Jefferson County CVB  
- Request a waiver of all anticipated fees and bonding associated with the expansion of the Visitor Center in Harpers Ferry - Discussion/Action
5. 10:45 a.m. **BREAK**
6. 11:00 a.m. Lynn Fields, Probate Office  
- Objection to Disbursement for Settlement and Petition to Remove the Administrator, Estate of Marcel Richard Tessier, deceased - Discussion/Action  
- Approval of Findings and Recommendations Upon Claims by Martin E. Durst and Michael H. Durst - Discussion/Action
7. 11:15 a.m. Danny Lutz, Eastern Panhandle Conservation District Supervisor  
- Budget request for 2019FY funding - Discussion/Action  
- Discuss contract with Apple Valley Waste and recommend that they be ordered to collect recyclables all the time - Discussion/Action
8. 11:30 a.m. Barbara J. Miller, Director, Jefferson County Homeland Security and Emergency Management  
- Request approval of the 2017 Emergency Management Performance Grant application and approval for the President of the Commission to sign the documents - Discussion/Action
9. 11:45 a.m. Jeffrey A. Polczynski, ENP - Director of Communications  
- Request Grade/Status Change - full-Time Public Safety Dispatcher - Discussion/Action  
- Approval of Employment - Aisha Hite and Julianne Wiegand - Full-Time Public Safety Dispatcher II - Discussion/Action

- 10. 12:00 p.m. Roger Goodwin, Chief County Engineer
  - Complete release of Irrevocable Letter of Credit #680099142 with Bank of America, N.A., Scranton, PA construction bond security for DR Acquisitions, LLC - Sheridan Estates Subdivision, Phase 1 & 2 (Files #00-33 & #05-26) which has been re-secured with Irrevocable Letter of Credit #70002746 with Sun Trust Bank, Vienna, VA - Discussion/Action
  - Partial release of Irrevocable Letter of Credit #70002746 with Sun Trust Bank, Vienna, Va construction bond security for DR Acquisitions, LLC - Sheridan Estates Subdivision, Phases 1 & 2 (Files #00-33 & #05-26) - Discussion/Action
- 11. 12:15 p.m. Jefferson County Development Authority Board of Directors Representative
  - Approval of Resolution for the Local Economic Development Grant Program
  - Discussion/Action
- 12. 12:30 p.m. RECESS FOR LUNCH

**NEW BUSINESS**

- 13. Decision on the proposed Zoning Map Amendment for Rankin Properties LLC, designated as Tax District Shepherdstown (9), Map 8, Parcel 8.1 - Rankin Properties, LLC. The property is currently zoned Residential Growth and a request has been made by the property owner to change to General Commercial zoning category as supported by the Envision Jefferson 2035 Comprehensive Plan - Public Hearing was held on November 2, 2017 - Discussion/Action
- 14. Acknowledgment of the "Assessor's Additional Duties" as delineated in WV Code 7-7-6a in the amount of \$15,000 - Discussion/Action
- 15. Approval of the 2018 Holiday Schedule - Discussion/Action

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

- 16. 1:30 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
  - Discussion of EEOC Claim #553-2017-00706 - Discussion/Action - Possible Executive Session
  - Discussion of US Supreme Court case, No. 17M63 re: WV Supreme Court of Appeals Case #16-0533 - Discussion/Action - Possible Executive Session
  - Discussion regarding opioid litigation and related issues - Discussion/Action Possible Executive Session
  - Review Resolution on Opioid Epidemic - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

- Update on Communications Center Outage - Discussion/Action
- Discussion of Hunter House Security - Discussion/Action

## **COUNTY COMMISSION REPORTS**

### **17. ADJOURN**

## **CORRESPONDENCE/INFORMATION**

Jefferson County Commission offices will be closed on Thursday, November 23<sup>rd</sup> and Friday, November 24<sup>th</sup>, 2017 in observance of the Thanksgiving Holiday.

Notice of Intent to Appoint to the Summit Point Library Committee.

Notice of Intent to Appoint to the Jefferson County Public Service District.

Impact Fee Status Report for October, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending October 28, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending November 4, 2017.