

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2017
THURSDAY, DECEMBER 7, 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

- November 30, 2017

APPROVAL OF PURCHASE ORDERS

- December 7, 2017

APPROVAL OF ACCOUNTS PAYABLE

- December 7, 2017

APPROVAL OF MANUAL CHECKS

- December 7, 2017

APPROVAL OF PAYROLL

- November 30, 2017

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Robert Amick, Citizen
- Exoneration of Ambulance Fee - Discussion/Action

2. 10:00 a.m. Roger Goodwin, Chief County Engineer
 - Approval to modify the 2018 Jefferson County Office of Impact Fee Capital Improvement Plan regarding the revision to the Board of Education land request for fiscal year 2018 - Discussion/Action
 - Letter of Credits securing construction bonds - Discussion/Action
 - Complete release of Irrevocable Letter of Credit #4519294-4401 with United Bank, Shepherdstown, WV construction bond security for CTSS, LLC - Charles Town Self Storage Expansion (File #S16-01) - Discussion/Action
 - Complete release of Irrevocable Letter of Credit #388 with BCT, Charles Town, WV construction bond security for Burr Business Park Lot 23 - Quinn Enterprises, LLC (File #S17-09) - Discussion/Action

3. 10:30 a.m. Michelle Gordon, Finance Director
 - Review and Approval of FY2018 State Budget Revision 2 for the Coal Severance fund - Discussion/Action
 - Review and Approval of FY2018 State Budget Revision 5 for the General Fund - Discussion/Action
 - Continued discussion of Ambulance Fee Billing Rate Structure - Discussion/Action
 - FY19 Budget Charge for Departments - Discussion/Action

4. 11:00 a.m. **BREAK**

5. 11:15 a.m. Lynn fields, Probate Office
 - Report of Claims against the estate of Michael Landon Profitt, deceased - Discussion/Action

6. 11:30 a.m. Jeffrey Polczynski, Director of Communications
 - Approval of Contract pending legal review and accompanying purchase order for purchase and maintenance of recorders for 911 Center - Discussion/Action

7. 11:45 a.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 #533-2017-00706 - Discussion/Action - Possible Executive Session
 - Discussion regarding request for Attorney General Opinion re: PSD Board Member's request for attorney fee reimbursement - Discussion/Action - Possible Executive Session
 - Discussion of Jefferson County Civil Action No. 2017-C-282 - Discussion/Action - Possible Executive Session

NEW BUSINESS

8. Appointment to the Eastern Panhandle Regional Planning & Development Council - Discussion/Action
9. Request for Exoneration/Modification of the Ambulance Fee for Thelma Tucker - Discussion

COUNTY ADMINISTRATOR REPORTS

- Set date and time for a Public Hearing on the proposed amendments to the Jefferson County Subdivision and Land Development Regulations (File #STA16-01) which includes revisions to Section 20.202, Major Subdivisions; Section 20.203, Minor Site Development; and Appendix A, Section 1.4, Final Plat; and Section 1.5, Recordation of Final Plats for Minor and Major Subdivision - Discussion/Action
- Report on Communications Center Outage - Discussion/Action - Possible Executive Session
- Discussion of legislative priorities to be presented during the December 15, 2017 Legislative Work Session - Discussion/Action

COUNTY COMMISSION REPORTS

10. ADJOURN

CORRESPONDENCE/INFORMATION

County Commission meeting for December 21, 2017 has been cancelled.

County Commission will hold a Special Session on December 15, 2017 at 9:30 a.m. regarding a Legislative Summit.

Notice of offices closed on Monday, December 25th, 2017 in observance of the Christmas holiday.

Notice of offices closed on Monday, January 1st, 2018 in observance of the New Year's holiday.

Impact Fee Status Report for November, 2017.

WV Lottery Weekly Settlement for Charles Town - week ending November 25, 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.