

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THIRD QUARTERLY SESSION - JULY - SEPTEMBER 2018**  
**THURSDAY, JULY 19, 2018**  
**6:00 P.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**

- June 21, 2018

**APPROVAL OF ACCOUNTS PAYABLE**

- June 28, 2018
- July 5, 2018
- July 12, 2018

**APPROVAL OF MANUAL CHECKS**

- June 29, 2018
- July 6, 2018
- July 13, 2018

**APPROVAL OF PAYROLL**

- June 14, 2018
- June 28, 2018
- July 12, 2018

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**

## PRESENTATIONS

1. 6:15 p.m. Angie Banks, Assessor  
- Exonerations - Discussion/Action
2. 6:25 p.m. Nikki Painter, County Clerk's Office  
- Request to approve the advertisement for a payroll clerk - Discussion/Action
3. 6:30 p.m. JB McCuskey, State Auditor  
- Open Gov Website Presentation - Discussion/Action
4. 7:00 p.m. Bill Clarke, Region 9 and Nic Diehl, Jefferson County Development Authority  
- Broadband Planning Grant - Discussion/Action
5. 7:15 p.m. Interviews/Appointments:
  - Eastern Panhandle Regional Planning and Development Council (Region 9)
  - One 2-year term ending June 30, 2020 - Discussion/Action
  - Jefferson County Parks and Recreation Commission - Three 3-year terms ending June 30, 2021 - Discussion/Action
  - Harpers Ferry/Bolivar Public Service District - One 6-year term ending June 30, 2024 - Discussion/Action
  - Jefferson County Emergency Services Agency - Two 3-year terms for Citizen Representative ending June 30, 2021 - Discussion/Action
  - Jefferson County Board of Health - One 5-year term ending June 30, 2023 - Discussion/Action
6. 7:30 p.m. **BREAK**
7. 7:45 p.m. Steve Prunty, Esquire and James Crawford, Esquire  
- Receive Petition and set hearing pursuant to WV Code 7-12A et. Seq. For the establishment of a Keys Ferry Acres Subdivision Maintenance Association - Discussion/Action
8. 8:00 p.m. Charles F. Printz, Jr., Esquire - Corporation of Shepherdstown  
- Request of Asam Enterprises, Inc. and Asam Family Limited Partnership for Annexation in the Corporation of Shepherdstown - Discussion/Action

9. 8:15 p.m. Michelle Gordon, Finance Director
- Review and Approval of FY2018 Internal Budget Revision 3 for the General Fund - Discussion/Action
  - Review and Approval of FY2018 State Budget Revision 10 for the General Fund - Discussion/Action
  - Review and Approval of FY2018 State Budget Revision 4 for the Coal Severance Fund - Discussion/Action
  - Review of the Actuarial Valuation of the (OPEB) Other Postemployment Benefits FY2018 Report - Discussion/Action
10. 8:30 p.m. Bill Polk, Maintenance Department
- Downtown Campus Parking Lot Redesign - Discussion/Action
11. 8:45 p.m. Roger Goodwin, Chief County Engineer
- Award Construction Contract - Bardane Industrial Park Waste Water Treatment Plant - Lagoon Decommissioning & Sinkhole Remediation Project - Discussion/Action
  - Recognition of the West Virginia 2018 Floodplain Manager of the year
  - Request Approval to amend Parks and Recreation's Impact Fees - FY 2019 Capital Improvement Plan - Discussion/Action
  - Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. - Summit Point Motorsports Park Staging Area (File #S17-10) complete bond release - Discussion/Action
  - Summit Point Automotive Research Center, LLC & Summit Point Raceway Associates, Inc. - SPARC Range Extension (File #S17-11) partial bond release - Discussion/Action
  - Roderick Planes, LLC - Aspen Greens Subdivision, Phase 11A (File #14-01) partial bond release - Discussion/Action
12. 9:00 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
  - Discussion of Jefferson County Civil Action #17-C-282 - Discussion/Action
  - Discussion of Jefferson County Civil Action #17-P-110 - Discussion/Action
  - Update on opioid litigation - Discussion/Action
  - Update on US Bankruptcy Court Civil Action #3:16-00074 - Discussion/Action
  - Discussion of Jefferson County Civil Action #2018-C-99 - Discussion/Action
  - Discussion of EEOC Claim #533-2017-00706 - Discussion/Action

## **UNFINISHED BUSINESS**

13. Renew the Mutual Aid Agreement between the City of Martinsburg and Jefferson County - Discussion/Action

## **NEW BUSINESS**

14. Approval of Full-time Employment - Public Safety Dispatcher II - Discussion/Action

## **COUNTY ADMINISTRATOR REPORTS**

## **COUNTY COMMISSION REPORTS**

15. ADJOURN

## **CORRESPONDENCE/INFORMATION**

Correspondence received from the Jefferson County Health Department regarding the drug abuse epidemic.

Report on Applying Agreed-Upon Procedures of the Jefferson County Magistrate Court for the period ending December 31, 2017 received.

Correspondence received from the Secretary of the Interior regarding the Payment in Lieu of Taxes (PILT) program.

Correspondence received from Comcast regarding Package Equipment changes.

Impact Fee Status Report for June, 2018 received.

*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.*