

**SPECIAL MEETING AGENDA  
JEFFERSON COUNTY COMMISSION  
FOURTH QUARTERLY SESSION – OCTOBER – DECEMBER 2023  
THURSDAY, NOVEMBER 30, 2023  
1:30 P.M.  
County Commission Meeting Room  
Old Charles Town Library  
200 E. Washington Street, Charles Town, WV**

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**CALL TO ORDER**

**PRAYER**

**PLEDGE OF ALLEGIANCE**

1. 1:30 p.m. Appointment of Charles Town District Commissioner

**APPROVAL OF MINUTES**

- September 7, 2023 Regular Meeting
- September 21, 2023 Regular Meeting
- September 28, 2023 Special Meeting
- October 5, 2023 Regular Meeting
- October 12, 2023 Special Meeting
- October 19, 2023 Regular Meeting
- November 2, 2023 Regular Meeting
- November 16, 2023 Regular Meeting

**APPROVAL OF REQUISITIONS**

- October 5, 2023
- October 19, 2023
- November 2, 2023
- November 16, 2023
- November 30, 2023

**PUBLIC COMMENT**

*\*\* You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org). Your name will be included in the minutes and any written information submitted will be published in the following agenda under Correspondence & Information. \*\**

**PRESENTATIONS**

2. 1:50 p.m. Tom Hansen, Sheriff  
- Grant Award
3. 2:00 p.m. Rebecca Hall, Victim Assistance Program, Prosecuting Attorney's Office  
- VOCA Federal Grant Contract 2023-2024 Approval and Signature
4. 2:10 p.m. Roger Goodwin, Chief County Engineer  
- Complete Release of Letter of Credit #5105724 for George and Edna C. Enos – Anglers Ridge Subdivision ((File #05-06)  
- Complete Release of Performance Bond #71484952 for Twin Oaks

- Subdivision, LLC – Morgan’s Grove Market Early Grading Permit (File #S12-06)
  - Complete Release of Cash in Escrow Account for Beallair Homes, LLC – Beallair Subdivision, Phase 3, Commercial Lot 1 & Residue (File #08-21-SD)
  - Complete Release of Letter of Credit #281 for Bank of Charles Town – Old Route 340 Business Center (File #S05-09)
  - Complete Construction Bond Release for Lutman Land Development, LLC – Milton’s Landing Subdivision, Lots 1-16, Lots 18-50 & SWM Lot 17 (File #22-21-SD)
  - Complete Construction Bond Release for River Riders, Inc. – River Riders Snow Tubing Hill (File #22-9-RR)
  - Approval of West Virginia Department of Economic Development & Jefferson County Commission – Agreement/Contract Extension #2 for Hill Top House Hotel Tourism Development District (TDD) project services
  - Complete Construction Bond Release for Summit Point Automotive Research Center, LLC – Summit Point Tactical Training Center, Phase III (File #S12-04)
  - Complete release of construction bond security for Jefferson Asphalt Products Company – Jefferson Asphalt Products Company, Phase I and Phase II (File #S11-12)
5. 2:30 p.m. Jeffrey Polczynski, Director, Jefferson County Emergency Communications
- Motorola Solutions – Maintenance and Lifecycle Services Contract– Radio System SUA
  - Appointment Request – Full-Time Public Safety Dispatcher
  - Appointment Request – 5 Full-Time Public Safety Dispatchers
6. 2:45 p.m. Mike Sine, Director, Jefferson County Emergency Services
- New Hires – 2 Part-time, 1 Full-time
  - Move/Transfer 2 Existing PT employees to FT
  - Discussion – Shepherdstown Fire Department Ambulance
  - Update on service delivery related to road construction
  - Update on new ambulance and related projects
14. ADJOURN

*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.*