

**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**

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. 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
7. 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.