

REGULAR TERM:

State of West Virginia, County of Jefferson, to-wit:

At a Regular Term of the County Commission of said County and State continued and held at the Courthouse thereof on Thursday, January 8, 2004, beginning at 10:00 o'clock a.m.

PRESENT: Jane M. Tabb, President;
James G. Knode; Greg Corliss;
Rusty Morgan; Al Hooper; Commissioners

In re: PLEDGE OF ALLEGIANCE
Commissioner Tabb conducted the Pledge of Allegiance.

In re: ELECTION OF COUNTY COMMISSION PRESIDENT
Nomination by Corliss to elect Al Hooper, President of the County Commission of Jefferson County for the year 2004.

Nomination by Knode to elect Jane Tabb, President of the County Commission of Jefferson County for the year 2004.

By a 3-2 vote, Al Hooper was elected President of the County Commission of Jefferson County for the year 2004.

Commissioner Hooper took over the meeting as President.

In re: ELECTION OF COUNTY COMMISSION VICE PRESIDENT
Nomination by Corliss to elect Rusty Morgan, Vice President of the County Commission of Jefferson County for the year 2004.

Nomination by Tabb to elect James Knode, Vice President of the County Commission of Jefferson County for the year 2004.

By a 3-2 vote, Rusty Morgan was elected Vice President of the County Commission of Jefferson County for the year 2004.

In re: COMMISSION APPOINTMENT TO VARIOUS BOARDS, COMMISSIONS AND ORGANIZATIONS FOR 2004

The Commission agreed to keep the appointments to various Boards, Commissions and Organizations for 2004 the same as 2003.

ASSIGNMENT TO BOARDS, COMMISSIONS & ORGANIZATIONS
FOR CALENDAR YEAR 2004

<i>ORGANIZATION:</i>	<i>2004:</i>
Approval of Bills	Knode
Board of Health	Hooper
Building Repair	Morgan
Capital Improvement Plan Committee	Corliss
Community Corrections Committee	Knode
Development Authority	Tabb
Fire/Ambulance/Rescue	Corliss/Knode
Local Emergency Planning Committee	Corliss/Knode
Emergency Services Council	Corliss/Knode
E-911 Council	Tabb/Corliss
Extension Service	Tabb
Farmland Preservation Board	Tabb
Historic Landmarks	Morgan
Legislative Liaison	Corliss
Local Infrastructure Planning Team	Knode
Mental Health Center	Prosecuting Attorney
MPO Interstate Council	Knode
Parks & Recreation	Hooper
Planning Commission	Morgan
Public Service District Liaison	Hooper
Region 9	Knode
Solid Waste Authority	Morgan
State Organizations Liaison	Corliss
Workforce Investment Act Liaison	Knode
Commerce Corridor Council	Hooper
Project Impact	Corliss/Tabb

In re: DISPENSE WITH READING OF MINUTES

Motion by Morgan, second by Tabb to dispense with the reading of the Minutes for the meeting held on Monday, December 29, 2003, and to approve the Minutes as prepared. Motion carried.

In re: APPROVAL OF PURCHASE ORDERS

Motion by Tabb, second by Corliss to approve the following Purchase Orders for the Week of January 5, 2004, totaling \$11,624.17: 39320, 39518, 38715, 39517, 39519, 39578, 39586, 39587, 39360, 39552, 39566, 39567, 39211, 39213, 39555, 39463, and 39281. Motion carried.

In re: COMPLETE BOND RELEASE - SUMMIT POINT AUTOMOTIVE RESEARCH CENTER

Upon recommendation from the Executive Director of Planning, Zoning and Engineering, motion by Knode, second by Corliss to approve the complete release of a bond for Summit Point Automotive Research Center in the amount of \$669,256.24. Motion carried.

In re: PARTIAL BOND RELEASE - VICTORY BAPTIST CHURCH

Upon recommendation from the Executive Director of Planning, Zoning and Engineering, motion by Tabb, second by Knode to approve the partial release of a bond in the amount of \$13,199 for Victor Baptist Church. Motion carried.

In re: COMPLETE BOND RELEASE - FELLOWSHIP BAPTIST CHURCH

Upon recommendation from the Executive Director of Planning, Zoning and Engineering, motion by Morgan, second by Corliss to approve the complete release of a bond in the amount of \$28,430 for Fellowship Baptist Church. Motion carried.

In re: LETTERS OF CREDIT DUE TO EXPIRE

The Executive Director of Planning, Zoning and Engineering informed the Commission of Letters of Credit that were due to expire. Motion by Knode, second by Tabb to defer action on the Briar Run Letter of Credit until January 22, 2004 and to authorize staff to proceed with foreclosure on any of the other Letters of Credit that have not been renewed by January 12, 2004. Motion carried.

In re: APPROVAL OF PART-TIME TEMPORARY EMPLOYMENT - HOLLY RUTH

Motion by Tabb, second by Morgan to approve the part-time temporary employment of Holly Ruth in the Department of Planning, Zoning and Engineering.

In re: AMERICAN PUBLIC UNIVERSITY

Dr. Michael Hillyard and Wally Boston appeared before the Commission to give a presentation on the American Public University.

In re: MIKE THOMPSON - PROSECUTING ATTORNEY - NEW EMPLOYEES

Mike Thompson, Prosecuting Attorney, appeared before the Commission to inform the Commission of two new employees in his office. After discussion, motion by Corliss, second by Tabb to approve the employment of Stephen Groh, as an Assistant Prosecuting Attorney and Hillary Williams as a part-time Victim's Advocate. Motion carried.

In re: REQUEST FOR WATER LINE EASEMENT THROUGH SAM MICHAEL'S PARK

After discussion and comments from Lee Snyder and Mike Thompson, motion by Tabb, second by Morgan to approve the Water Line Deed of Easement for a water line through Sam Michaels Park and to change the Deed of Easement to add unlimited hookups at no additional cost and to delete item "F" of the Deed of Easement. Motion carried.

In re: FIDUCIARY ACCOUNTS REVIEWED - APPROVED

The time of the Commission was taken up this day with examination of sundry fiduciary accounts.

Motion by Knode, second by Corliss to accept all of the fiduciary accounts presented. Motion carried.

In re: REVIEW MEETING SCHEDULE FOR 2004

The Commission discussed the meeting schedule for 2004. The Commission agreed to hold their decision on the meeting schedule over for another 2 weeks to see if they received any input from the public.

In re: ROAD NAME AND SIGN INSTALLATION ISSUE - SNAPPER LANE

The Commission discussed the Road Name and Sign Installation Issue for Snapper Lane. The County Administrator informed the Commission that she had spoke with the Assistant Prosecuting Attorney and that he informed her that the County had carried out due process in naming the road. Jeff Polczynski and Larry Pierce were present and commented on the matter. After discussion, motion by Corliss, second by Tabb to table the matter in order for Mr. Pierce's attorney to be present. Motion passed by a 3-2 vote. Commissioners Knode and Hooper voted no.

In re: APPOINTMENT TO INSPECTION COMMITTEE

The Commission agreed to reappoint Oliver R. Kastle and James B. Crawford, III to the Inspection Committee for the County Clerk's Office for 2004.

In re: IMPACT FEE COORDINATOR SELECTION

Motion by Corliss, second by Morgan to offer the position of Impact Fee Coordinator to Mark Schiavone and to allow the County Administrator to negotiate the salary range, subject to the determination of whether there will be an Impact Fee Referendum that will delay the impact fee collection starting date of January 26, 2004. Motion carried.

In re: APPOINTMENT TO THE AMBULANCE AUTHORITY

No applications were received requesting appointment to the Ambulance Authority.

In re: APPOINTMENT TO THE NORTH EASTERN REGIONAL EMS, INC.

No applications were received requesting appointment to the North Eastern Regional EMS, Inc.

In re: APPROVAL OF EMPLOYMENT - JOHN CONSIDINE

Motion by Morgan, second by Tabb to approve the employment of John Considine as a full-time Public Safety Dispatcher I. Motion carried.

In re: JAIL HISTORIC REVIEW CONTRACT

Motion by Knode, second by Tabb to approve the Jail Historic Review Contract with DASA and to forward the contract to DASA for their signature. Motion carried.

In re: APPROVAL OF BUILDING PERMIT FOR STORAGE BUILDING - JEFFERSON COUNTY FARM PROPERTY

Motion by Knode, second by Corliss to approve a building permit for a storage building on the Jefferson County Farm Property. Motion carried.

In re: GENERAL DISCUSSION OF BUDGET ISSUES

The Commission agreed to hold a workshop next Thursday to work on upcoming budget issues.

In re: REQUEST FOR APPROVAL OF JANET COLLIER FOR ASSISTANCE WITH ELECTION WORK FOR THE COUNTY CLERK'S OFFICE

Motion by Tabb, second by Morgan to approve the request for Janet Collier to work in the County Clerk's office to assist with election work. Motion carried.

In re: NOTIFICATION TO MUNICIPALITIES AND BUILDERS OF IMPACT FEE COLLECTION

The Commission agreed to work on this matter in a workshop this afternoon.

The County Administrator informed the Commission about registration for the annual meeting.

The County Administrator informed the Commission of an invitation to Blue Ridge Fire Company's annual banquet. Commissioner Corliss agreed to attend.

Commissioner Knode reported on a Region 9 Executive Committee meeting.

Commissioner Knode reported on an Infrastructure Council meeting.

Commissioner Knode reported on a meeting concerning the Workforce Investment Board.

Commissioner Morgan reported on an Affordable Housing Committee meeting.

Commissioner Hooper informed the Commission that the Summit Point Library would be starting to move books on Saturday to the new library.

The Commission received the following information:

Correspondence received from Engle United Methodist Church concerning the naming of Snapper Lane.

Copy of correspondence received from John W. Askintowicz, III concerning the use of a court reporter for the hearing for the Harpers Ferry Minor Boundary Adjustment.

Audit report received for the Jefferson County Magistrate Court for the period ended December 31, 2001.

Notice received from the Association of Counties of the death of former Harrison County Commissioner Ruby Keister.

Copy of a newspaper article received from the Association of Counties concerning the conservation easement on the Olcott property.

Notice received of a meeting with Delegate Dale Manuel and Dr. Hardesty, from West Virginia University, on January 8, 2004, at 4:00 p.m. for the purpose of speaking with elected officials.

Notice received of the County Commissioners' Continuing Educational Training Series on Sunday, February 8, 2004.

Correspondence received from the State Tax Department concerning the Assessor's budget documentation in support of request for valuation funds.

Notice received from the Blue Ridge Mountain Volunteer Fire Company of their 29th Annual Awards Banquet on January 24, 2004.

Registration information for the 2004 Annual Meeting and 2004 Legislative Priorities received from the Association of Counties.

Weekly settlement for the Charles Town Races received from the West Virginia Lottery.

Ethics Reporter received for December 2003.

Oath of Office received from Susanne Koenig.

Correspondence received from the National Park Service concerning a General Management Plan.

Upon rising, the Commission recessed until Thursday morning next beginning at 10:00 o'clock a.m.

PRESIDENT