

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, March 25, 2004, beginning at 10:00 o'clock a.m.

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

In re: PLEDGE OF ALLEGIANCE

Commissioner Hooper conducted the Pledge of Allegiance.

In re: DISPENSE WITH READING OF MINUTES

Motion by Tabb, second by Morgan to dispense with the reading of the Minutes for the meeting held on Thursday, March 18, 2004, and to approve the Minutes as amended. Motion carried.

In re: APPROVAL OF PURCHASE ORDERS

Motion by Morgan, second by Knode to approve the following Purchase Orders for the Week of March 23, 2004, totaling \$10,672.01: 37415, 39842, 39843, 39752, 39746, 39756, 39873, 39745, 39747, 39748, and 39975. Motion carried.

In re: PARTIAL BOND RELEASE - SPRUCE HILLS SUBDIVISION

Upon recommendation from the Executive Director of Planning, Zoning and Engineering, motion by Knode, second by Tabb to approve the partial release of a Letter of Credit in the amount of \$512,517 for Spruce Hills Subdivision, with the County to retain \$234,071. Motion carried.

In re: BOND FORECLOSURE - CAMBRIDGE

The Executive Director of Planning, Zoning and Engineering informed the Commission that no action had been taken by Cambridge and that he would begin the bond foreclosure process.

In re: MODIFICATIONS TO LESA AS PROPOSED BY THE DEPARTMENT OF PLANNING,  
ZONING AND ENGINEERING

The Commission agreed to table this matter and keep it on the agenda as old business.

In re: DISCUSS MODIFICATIONS TO CATTAIL RUN SEWER PLANT PROPOSAL

The Commission agreed to table this matter and keep it on the agenda as old business.

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

The Commission agreed to table the appointment to the North Eastern Regional EMS, Inc.

In re: APPROVAL OF ELECTION OFFICIALS FOR THE MAY 11, 2004 PRIMARY ELECTION

Motion by Tabb, second by Corliss to approve the election officials for the May 11, 2004, Primary Election, as presented by the County Clerk. Motion carried.

In re: APPROVAL OF DEPUTY RESERVE - STEVEN HOLZ

Motion by Morgan, second by Corliss to approve Steven Holz as a Deputy Sheriff's Reserve. Motion carried.

In re: REQUEST FOR FUNDING - JEFFERSON COUNTY PARENT RESOURCE CENTER

The Commission agreed to notify the Jefferson County Parent Resource Center that the budget has already been set for the upcoming fiscal year.

In re: RESPONSE TO CHARLES "TEE" ROWE - CHAIRMAN REPUBLICAN EXECUTIVE COMMITTEE - PUBLIC MEETING ROOM USE BY CANDIDATES

The Commission agreed to review the meeting room policy in a workshop session.

In re: SHERIFF'S COMMENTS ON ATV REGULATIONS

The Commission discussed the Sheriff's comments on ATV Regulations. The Commission agreed to send the matter to the Prosecuting Attorney for an opinion.

In re: SENATOR HERB SNYDER - LEGISLATIVE SESSION REPORT

Senator Herb Snyder appeared before the Commission to give a Legislative Session Report. Senator Snyder discussed various bills including the planning bill, which was also commented on by Paul Raco, Executive Director of Planning, Zoning and Engineering.

In re: JAMES B. CRAWFORD, III - CITY OF RANSON ANNEXATION

James B. Crawford, III, appeared before the Commission to present a Certificate of Annexation for the City of Ranson to the Commission for approval. After discussion, motion by Tabb, second by Corliss to accept the Certificate of Annexation for the City of Ranson for the Daniel C. Gilley property. Motion carried.

In re: MICHAEL POND - PROPOSED BAKERTON FIRE DEPARTMENT

Michael Pond appeared before the Commission to request that the Commission support the proposed Bakerton Fire Department. After discussion, motion by Corliss,

second by Tabb to forward Mr. Pond's request to the Fire and Rescue Association for their review and comments. Motion carried.

In re: JEFFERSON COUNTY SCHOOLS - CAPITAL IMPROVEMENT PLAN

The Commission acknowledge receipt of the Capital Improvement Plan from Jefferson County Schools.

In re: APPROVAL OF LEVY ESTIMATE FOR FISCAL YEAR 2005

Motion by Corliss, second by Knode to approve the Levy Estimate for Fiscal Year 2005. Motion carried.

The County Administrator reminded the Commission of the workshop at 1:30 today.

The County Administrator informed the Commission of the online property tax inquiry.

The County Administrator reminded the Commission of Planning Commission appointments next week. The Commission agreed to set up interviews for next week.

The County Administrator informed the Commission of the Public Safety Dispatcher Banquet on April 16, 2004.

The County Administrator informed the Commission that the petition concerning impact fee litigation with the municipalities was ready to be filed.

Commissioner Tabb reported on a Farmland Protection Board meeting.

Commissioner Tabb reported on the American Public University System's open house.

Commissioner Hooper reported on a joint meeting of the Charles Town/Ranson public service districts.

Commissioner Corliss informed the Commission of an air show on September 15-18, 2004 at the Air National Guard in Martinsburg.

Commissioner Morgan informed the Commission that he attended Solid Waste Authority and Historic Landmarks Commission meetings.

The Commission discussed the floor in the Courthouse.

The Commission received the following information:

Reminder of County Commission Workshop on Tuesday, March 30, 2004, at 9:00 a.m. - Building Program, Capital Improvement Program.

Reminder of change of location of the regular meetings of the County Commission to the Charles Town Library Meeting Room effective April 1, 2004 - May 15, 2004.

Acceptance of Bond for Pro Systems, Inc. In the amount of \$16,657.

Press Release sent from the County Commission office notifying the public of the availability of online property tax inquiry from the County's website.

Appointments to be made to the Planning Commission on April 1, 2004.

Correspondence received from the Office of the State Auditor concerning County Classification.

Correspondence received from the Association of Counties concerning HB 4453.

Notice received of the County Commissioners' Association's Strategic Planning Retreat on April 15-16, 2004.

Notice received of the 11th Annual Public Safety Dispatcher Banquet on Friday, April 16, 2004.

Notice received of the next meeting of the Eastern Panhandle Entrepreneurs Forum on Thursday, April 1, 2004.

Correspondence received from the National Park Service concerning the Business Plan and Plan Summary for Harpers Ferry National Historical Park.

Notice received from the Chief Planner of Final Plat Public Hearings.

Oaths of Office received from John C. Allen, Jr. and Carmen W. Creamer as members of the Historic Landmarks Commission.

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

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PRESIDENT