

**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, May 20, 2004, beginning at 10:00 o'clock a.m.

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

**In re: PLEDGE OF ALLEGIANCE**

Commissioner Hooper conducted the Pledge of Allegiance.

**In re: CERTIFY ELECTION RESULTS - 2004 PRIMARY ELECTION**

The County Commission of Jefferson County sitting as a Board of Canvassers, reconvened this 20th day of May, 2004, for the purpose of certifying the election results from the Primary Election held on May 11, 2004.

Motion by Corliss, second by Knode to accept and certify the election results from the Canvass. Motion carried.

**In re: EXECUTIVE SESSION - CONTRACTUAL MATTERS**

Motion by Morgan, second by Tabb to enter into Executive Session with Mike Cassell, James Crawford, III, Attorney for the City of Charles Town, Jane Arnett, Mayor Randy Hilton and Mark Schiavone to discuss Contractual Matters. Motion carried.

Motion by Corliss, second by Tabb to return to Regular Session. Motion carried.  
For the record, no action was taken.

**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 Thursday, May 13, 2004, 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 May 17, 2004, totaling \$20,629.51: 39711, 39712, 39922, 39768, 39769, 40080, 40025, 40026, 40029, 40031 and 40030. Motion carried.

**In re: TERRY COURTWRIGHT - SOLID WASTE AUTHORITY UPDATE**

Terry Courtwright appeared before the Commission to give an update on the Solid Waste Authority. He informed the Commission they were having problems with the capacity quotas and that they were working on the matter. Customers may call 728-0430 for updates and closings of the landfill. Terry Courtwright informed the Commission that there will be a meeting on Thursday, June 3rd, 2004 from 1:00pm until 4:00 p.m. located at Old Charles Town Library Meeting Room to discuss issues of the Solid Waste Authority disposal and identify problems.

**In re: HARPERS FERRY MINOR BOUNDARY ANNEXATION**

John W. Askintowicz, III, Esquire appeared before the Commission to hold a Public Hearing for the Petition for the Corporation of Harpers Ferry/Annexation for a Minor Boundary Adjustment. The following were present and made comments: Ed Johnson, Surveyor, Vicki Faulkner, Don Orser, Mayor James Addy and Chief Donald Buracker. After testimony and evidence was given and discussion and comments from the Commission, motion by Morgan, second by Tabb to continue the hearing until June 24, 2004 at 11:00 a.m. and to have John W. Askintowicz, III, Esquire to prepare the order for the continuance. Motion carried.

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

Motion by Tabb, second by Knode to appoint Commissioner Morgan to the North Eastern Regional EMS, Inc. for an unexpired term ending October 31, 2004. Motion carried.

**In re: DISCUSS MODIFICATIONS TO CATTAIL RUN SEWER PLANT PROPOSAL**

The Commission agreed to remove this item from the agenda.

**In re: APPOINTMENT TO THE FARMLAND PROTECTION BOARD**

The Commission agreed to hold over the appointment to the Farmland Protection Board for another week.

**In re: POLL WORKER WAGES AND RECRUITING PROBLEMS**

John Ott, County Clerk and Debbie Pittinger, Deputy County Clerk appeared before the Commission to discuss poll worker wages and recruiting problems. After discussion, motion by Corliss, second by Tabb to authorize payment to poll workers as follows: Motion carried.

\$125	Poll Worker
\$ 25	Training
\$ 50	Supply Clerk
\$ 10	Return trip

After further discussion, motion by Corliss, second by Tabb to prepare a letter to the

**Executive Committees and discuss the shortfall of poll workers. Motion carried.**

**The Commission recessed until 1:30 p.m.**

**In re: COUNTY COMMISSION WORKSHOP WITH THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT**

Sue Lawton and Marty Kable appeared before the Commission to discuss the status of the Jefferson County Public Service District. For the record, no action was taken.

**In re: WASHINGTON STREET BUILDINGS - HISTORIC REVIEW RECOMMENDATION**

The Commission discussed the Washington Street Buildings Historic Review, and after discussion, motion by Morgan, second by Tabb to select TRC for the Historic Review. Motion carried.

**In re: SHERIFF OF JEFFERSON COUNTY - REQUEST FOR IMPACT FEES - PARKS AND RECREATION IMPACT FEES**

The Commission discussed the request for Impact Fees from the Sheriff of Jefferson County and the Parks and Recreation Board. After discussion, motion by Corliss, second by Morgan to ask the Impact Fee Coordinator to prepare a draft ordinance for Impact Fees for Law Enforcement and the Parks and Recreation. Motion passed by a 4-1 vote. Commissioner Knode voted no.

**In re: JAMES PIERSON - PROPOSED PARKS AND RECREATION COMMUNITY CENTER**

Motion by Morgan, second by Tabb, to send a letter to James Pierson regarding the proposed Parks and Recreation Community Center and to inform him that the process is just beginning and to advise him to attend future meetings regarding the proposed Parks and Recreation Center. Motion carried.

**In re: DEPARTMENT OF IMPACT FEES - PROPOSED ORDINANCE CHANGES/MODIFICATIONS**

The Commission discussed the proposed changes/modifications to the Impact Fee Ordinance. After discussion, motion by Morgan, second by Tabb to hold a public hearing regarding the proposed changes/modification to the Impact Fee Ordinance on June 24<sup>th</sup>, 2004. Motion carried.

**In re: APPOINTMENT TO THE ENHANCED 911 ADVISORY BOARD**

Motion by Tabb, second by Corliss to appoint George Stebbins, Jr. to the Enhanced 911 Advisory Board for an unexpired term ending September 3, 2006. Motion carried.

**In re: REGION 9 PLANNING AND DEVELOPMENT COUNCIL 5-YEAR REGIONAL DEVELOPMENT PLAN PROJECT LIST**

The Commission discussed the Region 9 Planning and Development Council 5-year Regional Development Plan Project List. Motion by Tabb, second by Corliss to submit the project list to the Region 9 Planning Development Council as submitted to the Jefferson County from the Jefferson County Public Service District and the Harpers Ferry/Bolivar Public Service District. Motion carried.

In re: GOVERNOR'S COMMUNITY PARTNERSHIP GRANT PROGRAM - APPROVAL OF RESOLUTION, LETTER OF AGREEMENT AND GRANT CONTRACT FOR THE BOYS AND GIRLS CLUB OF JEFFERSON COUNTY

Motion by Tabb, second by Morgan to approve the Resolution, Letter of Agreement and Grant Contract with the Boys and Girls Club of Jefferson County and to authorize the President to affix his signature to the documents. Motion carried.

### **RESOLUTION**

WHEREAS, The Jefferson County Commission has agreed to assist in the improvements at the Boys and Girls Club of Jefferson County to include installation of heating and air conditioning system, flooring, roof, and furnishings such as computers and recreation equipment with funds partially through and made available through the Governor's Community Partnership Grant Program and the West Virginia Development Office.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission does hereby accept the conditions of the contract between the West Virginia Development Office and the Jefferson County Commission and does hereby authorize the signature of the President of the Commission.

Dated: 5/20/2004

/s/  
A. G. HOOPER  
PRESIDENT  
JEFFERSON COUNTY COMMISSION

In re: SHERIFF OF JEFFERSON COUNTY - REQUEST FOR PRINTER FOR TAX OFFICE

Motion by Corliss, second by Tabb to authorize the purchase of a printer for the Sheriff's Tax Office subject to a budget adjustment in July, 2004. Motion carried.

In re: EXECUTIVE SESSION - PERSONNEL MATTERS

Motion by Tabb, second by Corliss to enter into Executive Session with the County Administrator to discuss Personnel Matters. Motion carried.

Motion by Corliss, second by Tabb to return to Regular Session. Motion carried.  
For the record, no action was taken.

In re: DOG ORDINANCES

The Commission agreed to place the discussion of dog ordinances and possible adoption of ordinances on next week's agenda.

Commissioner Morgan discussed Affordable Housing and a grant that is available. The Commission agreed to place the Grant Information regarding Affordable Housing on the Agenda next week.

Commissioner Corliss discussed the River Raft Class put together by Ed Smith and he reported that it was a good session.

Commissioner Tabb reported on the E-911 meeting.

Commissioner Tabb reported on the Americorps meeting.

Commissioner Knode reported on the MPO meeting.

The Commission received the following information:

Acceptance of Bond for Willow Springs Commercial Subdivision in the amount of \$107,492.

Notice of Public Hearing - Historic Review of the Jefferson County Jail - June 9, 2004, 7:00 p.m. at the Old Charles Town Library Meeting Room.

Unofficial 2004 Primary Results for County Commission races in West Virginia received from the County Commissioners' Association.

2004-2005 Budget received from the Jefferson County Public Service District.

Building Permit Activity Report received.

Franchise Agreement check received from Adelphia.

Correspondence received from Adelphia concerning the "Control Your TV" initiative.

Correspondence received from the West Virginia Division of Culture and History concerning the Halltown African-American Schoolhouse.

Correspondence received from the West Virginia Infrastructure & Jobs Development Council concerning an Infrastructure Road Improvement Grant.

Notice received of the County Commissioners' Association of West Virginia's Spring Board and Legislative Committee meeting on June 6-8, 2004.

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

Notice received from the Chief Planner of a Subdivision Work Session on Friday, May 21, 2004.

Oaths of Office received from James D. Morris, Larry J. Slusher, Jr, and Drue A. Hardy as members of the Jefferson County Deputy Sheriff's Reserve.

Oath of Office received from Thomas Michael Kane as a member of the Jefferson County Planning Commission.

Meeting minutes received from the Jefferson County Public Service District.

Meeting minutes received from the Harpers Ferry/Bolivar Public Service District.

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

---

PRESIDENT