

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, June 10, 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 Corliss, second by Tabb to dispense with the reading of the Minutes for the meeting held on Thursday, June 3, 2004, and to approve the Minutes as prepared. Motion carried.

In re: APPROVAL OF PURCHASE ORDERS

Motion by Tabb, second by Knode to approve the following Purchase Orders for the Week of June 8, 2004, totaling \$17,334.20: 39864, 39865, 39866, 40146, 40083, 39887, 39897, 39898, 40101, 40143, 40034, 39969, and 40192. Motion carried.

In re: KEEP JEFFERSON BEAUTIFUL

Fred Blackmer and John DeGurse, from Keep Jefferson Beautiful, appeared before the Commission to present an award to Iley Weller for the Shenandoah Junction Ruritan Club's work in the Adopt-A-Highway Program. Andy Vecchio, from the Division of Natural Resources, was also present.

In re: AMENDMENTS TO LESA

Paul Raco, Executive Director of Planning, Zoning and Engineering, presented the Commission with draft amendments to LESA. After discussion, motion by Morgan, second by Tabb to forward the draft amendments to LESA to the Prosecuting Attorney and the Planning Commission for review. Motion carried.

In re: UNITED STATES POSTAL SERVICE ADDRESS NOTIFICATION

Jeffrey Polczynski informed the Commission that the address change notifications for Charles Town and Ranson were being sent out today.

In re: SHERIFF BOOBER - HOMELAND SECURITY GRANT

Sheriff Boober appeared before the Commission to request approval of Letters of Intent to utilize Homeland Security Grant funds. After discussion, motion by Corliss, second by Morgan to approve the Sheriff's request to have Letters of Intent sent in order to utilize Homeland Security Grant funds. Motion carried.

In re: BRUCE KAISER - COUNTY OFFICE BUILDINGS LOCATION

Bruce Kaiser, owner of Jumping Java, appeared before the Commission to request that the Commission reconsider their decision to acquire information to move the county offices out of the downtown Charles Town area. The Commission discussed the matter. No action was taken.

In re: PROPERTY SAFETY HEARING - ESTATE OF ALBERT M. PULSE

Roger Goodwin, County Engineer, appeared before the Commission concerning Property Safety Enforcement Agency Case 03-003, Estate of Albert M. Pulse. Sharon Lanham, Administratrix of the Estate of Albert M. Pulse, was present. Upon recommendation from Roger Goodwin, motion by Tabb, second by Morgan to find that the property of the Estate of Albert M. Pulse, Property Safety Enforcement Agency Case 03-003, is in compliance with the Property Safety Ordinance and to dismiss the petition. Motion carried. After the vote, Sharon Lanham commented on procedures of the Property Safety Enforcement Agency.

In re: ROGER DAILEY - FARMLAND PROTECTION BOARD - SHANNON DONLEY PROPERTY EASEMENT

Roger Dailey, from the Farmland Protection Board, appeared before the Commission to request approval on the Conservation Easement on the Shannon Donley Property. After discussion, motion by Tabb, second by Corliss to authorize the Farmland Protection Board to move forward with the Conservation Easement on the Shannon Donley Property. Motion carried.

In re: JEFFERSON COUNTY LEASH LAW ORDINANCE

The Commission agreed to send the changes to the proposed Jefferson County Leash Law Ordinance to the Prosecuting Attorney for review.

In re: APPOINTMENT TO THE FARMLAND PROTECTION BOARD

The Commission agreed to table the appointment to the Farmland Protection Board.

In re: SIGN DELINQUENT TAX LIST

The Commission agreed to sign the Delinquent Tax List.

In re: REQUEST FOR APPROVAL OF IMPACT FEE CONSULTATION

The Commission discussed the request for approval of an Impact Fee Consultation for Parks and Recreation and Law Enforcement Impact Fees. After discussion and comment from Mark Schiavone, motion by Corliss, second by Tabb to approve the request for an Impact Fee Consultation with Tischler & Associates for Parks and Recreation and Law Enforcement Impact Fees at a rate of \$175 per hour not to exceed 15 hours. Motion carried.

In re: GUARDIAN - RENEWAL RATES EFFECTIVE JULY 1, 2004

Motion by Tabb, second by Corliss to accept the Guardian renewal rates effective July 1, 2004 and to continue to use Guardian for the County's health insurance provider. Motion carried.

In re: APPROVAL OF FULL-TIME EMPLOYMENT - ADAM WATSON - PUBLIC SAFETY DISPATCHER

Motion by Corliss, second by Tabb to approve the full-time employment of Adam Watson as a Public Safety Dispatcher. Motion carried.

In re: APPROVAL OF PART-TIME BAILIFF AND TRIP/TRANSPORTATION OFFICER - GLENN EDWARD MAYE

Motion by Tabb, second by Corliss to approve the approval of Glenn Edward Maye as a part-time bailiff and trip/transportation officer. Motion carried.

In re: ANNUAL UTILIZATION REPORTS - JEFFERSON COUNTY RECEIVER SITE

Motion by Tabb, second by Morgan to approve the Annual Utilization Reports for the Jefferson County Receiver Site. Motion carried.

In re: APPROVAL OF EMPLOYMENT - COUNTY CLERK'S OFFICE - KAREN K. OLDEN

Motion by Morgan, second by Tabb to approve the employment of Karen K. Olden in the County Clerk's office. Motion carried.

Commissioner Morgan reported on a Planning Commission meeting.

The Commission agreed to have the Executive Director of Planning, Zoning and Engineering appear before the Commission each week to present a report on Planning Commission activities.

Commissioner Corliss reported on a Fire and Rescue Association meeting.

Commissioner Tabb reported on a Clean Air Task Force Executive Committee meeting.

Commissioner Hooper reported on a Public Service District meeting.

Commissioner Hooper informed the Commission of a hearing at Sam Michaels Park.

The Commission received the following information:

Notice of Public Hearing - HUD Community Development Block Grant - June 24, 2004, at 10:30 a.m.

Impact Fee Summary Report received from the Department of Impact Fees.

Invitation received from Senator Jay Rockefeller to attend the West Virginia Small Scale Manufacturing Summit on June 20-21, 2004.

Correspondence received from the United State Environmental Protection Agency concerning a water quality restoration story.

Correspondence received from the National Park Service concerning land ownership along Route 340 at the Shenandoah River Bridge.

Fiscal Year 2005 Rate Notification received from the Workers' Compensation Commission.

Notice received from the Chief Planner of Final Plat Public Hearings on Tuesday, June 8, 2004.

Monthly Activity Report received from Animal Control.

Oath of Office received from Thomas H. Hansen as a Deputy Sheriff of Jefferson County.

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

PRESIDENT