

## **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, July 8, 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 Morgan, second by Corliss to accept the Minutes as amended for the meeting held on Thursday, June 24, 2004. Motion carried.

Motion by Knode, second by Tabb to dispense with the reading of the Minutes for the meeting held on Thursday, July 1, 2004, and to approve the Minutes as presented. Motion carried.

### **In re: APPROVAL OF PURCHASE ORDERS**

Motion by Tabb, second by Knode to approve the following Purchase Orders for the Week of July 8, 2004, totaling \$5,833.81: 40209, 40210, 40211, 40279, 40007, 40024, 40049, 40260, 40261, 40335, 40336, 40337, 40338 and 40339. 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 Tabb to accept all fiduciary accounts as presented. Motion carried.

### **In re: BONDING AND ACTIVITY REPORT**

Planning Director, Paul Raco appeared before the Commission with the current Expired Letters of Credit. After discussion, motion by Knode, second by Corliss to collect on all letters of credit if not resolved by 5:00 p.m. on July 13, 2004. Motion carried.

Mr. Raco also gave a detailed activity report for the week of July 5, 2004 for the Department of Planning, Zoning and Engineering.

### **In re: JEFFERSON COUNTY LEASH LAW ORDINANCE**

Motion by Corliss, second by Tabb to approve the Leash Law Ordinance as presented by the County Administrator with an effective date of September 1, 2004. Motion carried.

### **In re: MARK SCHIAVONE - IMPACT FEE AMENDMENTS CONTINUED**

Mark Schiavone, Impact Fee Coordinator, appeared before the Commission to discuss amendments to the proposed Impact Fee Procedures Ordinance.

After discussion, motion by Corliss, second by Tabb to accept amendments as presented. Motion carried.

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

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

**In re: APPOINTMENTS TO THE PARKS AND RECREATION COMMISSION**

Commissioner Morgan nominated Bobby Shirley to the Jefferson County Parks and Recreation Commission for a three year term ending June 30, 2007.

Commissioner Corliss nominated R. Earl Wilbourne to the Jefferson County Parks and Recreation Commission for a three year term ending June 30, 2007.

Motion by Knode, second by Tabb to close nominations. Motion carried.

Bobby Shirley and R. Earl Wilbourne were appointed to the Jefferson County Parks and Recreation Commission for three year terms ending June 30, 2007.

**In re: APPOINTMENT TO THE JEFFERSON COUNTY AMBULANCE AUTHORITY**

The Commission received no applications for the appointment to the Ambulance Authority and agreed to keep the matter on the agenda for next week.

**In re: APPROVAL OF APPOINTMENT TO THE DEVELOPMENT AUTHORITY - DAVE MILLS - RANSON REPRESENTATIVE**

After review and discussion of the letter received from A. David Hamill, Mayor of Ranson, the Commission directed the County Administrator to send a letter to Mayor Hamill requesting that the City of Ranson submit two additional names in compliance with statute.

**In re: JANE PETERS - DEVELOPMENT AUTHORITY - TRANSFER OF PROPERTY**

Jane Peters, Executive Director of the Development Authority, appeared before the Commission to request the approval of transfer for 22 acres in the Burr Industrial Park to the Jefferson County Development Authority. Ms. Peters also offered a detailed explanation of the Right of Way procedures currently underway.

Motion by Corliss, second by Tabb to authorize transfer of the 22 acre Burr Industrial Park property subject to any terms or legal issues as determined by Michael Thompson, Prosecuting Attorney. Motion carried.

**In re: APPROVAL OF EMPLOYMENT OF HOLLY RUTH IN THE DEPARTMENT OF PLANNING, ZONING AND ENGINEERING**

Motion by Tabb, second by Corliss to approve the full-time employment of Holly Ruth as an Office and Information Technology Assistant for the Department of Planning, Zoning and Engineering. Motion carried.

**In re: CHANGE MEETING DATE FOR THE WEEK OF AUGUST 2, 2004**

Motion by Corliss, second by Tabb to change the meeting date from August 5, 2004 to August 4, 2004. Motion carried.

**In re: APPOINTMENT TO THE SUMMIT POINT LIBRARY BOARD**

Motion by Morgan, second by Tabb to appoint Carole Del-Colle to the Summit Point Library Board for a 5-year term ending June 30, 2009. Motion carried.

**In re: APPOINTMENT TO THE PLANNING COMMISSION**

The Commission agreed to table the appointment to the Planning Commission for another week to allow for applicant interviews to be scheduled by the County Administrator.

**In re: APPROVAL OF PART-TIME TRIP/TRANSPORTATION OFFICER - MARK S. MCDONALD**

Motion by Morgan, second by Tabb to approve the part-time employment of Mark S. McDonald as a trip/transportation officer for the Jefferson County Sheriff's Office. Motion carried.

The County Administrator informed the Commission that a correction was made to a signature reference on the Surety Bonds from the previous week.

Commissioner Morgan reported on the Affordable Housing meeting scheduled for the week of July 12, 2004.

Commissioner Morgan reported on the Waste Management meeting.

Commissioner Corliss reported on email received from a Charles Town Councilperson in regard to the Charles Town Resolution adopted July 6, 2004.

Commissioner Tabb reported on the Donley Farm Conservation Easement settlement.

Commissioner Knode discussed his concerns with the July 2, 2004 article in the Shepherdstown Chronicle which gives reference to the County Commission.

**The Commission received the following information:**

Appointments to be made on July 22, 2004 to the following:

Summit Point Library Committee -  
One unexpired term ending June 30, 2006

Eastern Panhandle Regional Planning and Development Council -  
One 1-year term ending June 30, 2005

Correspondence received from Sheriff Boober concerning Certificates of Deposit.

Impact Fee Status Report received for June 2004.

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

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PRESIDENT