

**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 Wednesday, August 4, 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 Knode, second by Tabb to dispense with the reading of the Minutes for the meeting held on Thursday, July 29, 2004, and to approve the Minutes as prepared. Motion carried.

**In re: APPROVAL OF PURCHASE ORDERS**

Motion by Morgan, second by Hooper to approve the following Purchase Orders for the Week of August 2, 2004, totaling \$7,958.39: 40217, 40220, 40221, 40222, 40362, 40404, 39903, 40110, 40361, 40048 and 40050. Motion carried.

**In re: JOHN BROWN - JEFFERSON HIGH SCHOOL ATHLETIC DIRECTOR**

John Brown, Athletic Director of Jefferson High School appeared before the Commission to request funding for the stadium and lighting at Jefferson High School. After discussion, the Commission agreed to review the matter. For the record, Mary Burns made comments.

**In re: APPOINTMENT TO THE EASTERN PANHANDLE REGIONAL PLANNING AND DEVELOPMENT COUNCIL**

Paul Raco, appeared before the Commission to recommend appointing Sherry Kelly to the Eastern Panhandle Regional Planning and Development Council. After discussion, the Commission agreed to place the matter on the Agenda next week under old business.

**In re: APPROVAL OF EMPLOYMENT - JASON GARMOE - DEPARTMENT OF PLANNING, ZONING AND ENGINEERING**

Upon recommendation from Paul Raco, Executive Director of the Department of Planning, Zoning and Engineering, motion by Tabb, second by Morgan to approve the employment of Jason Garmoe as Addressor/Building Inspector for the Department of Planning, Zoning and Engineering. Motion carried.

**In re: DANIEL P. LUTZ, JR. - COUNTY PERSONNEL POLICIES**

Daniel P. Lutz, Jr., appeared before the Commission to discuss hiring of county employees and County Personnel Policies. After discussion, the Commission agreed to look at the county personnel policies.

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

Nomination by Morgan to appoint Barbara Humes to the Jefferson County Planning Commission for an unexpired term ending March 31, 2005. Nomination by Tabb to appoint Oatha Daniel Marken to the Jefferson County Planning Commission for an unexpired term ending March 31, 2005. Nomination by Hooper to appoint John Michael McGrath to the Jefferson County Planning Commission for an unexpired term ending March 31, 2005. Motion by Knode, second by Tabb to close nominations. Motion carried.

	Knode	Tabb	Hooper	Corliss	Morgan
Humes				✓	✓
Marken	✓	✓			
McGrath			✓		

	Knodel	Tabb	Hooper	Corliss	Morgan
Humes				✓	✓
Marken	✓	✓	✓		

Oatha Daniel Marken was appointed the Jefferson County Planning Commission by a 3-2 vote.

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

No applications were received for appointment to the Farmland Protection Board.

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

No applications were received for appointment to the Jefferson County Ambulance Authority.

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

Nomination by Morgan to appoint Mike Jacobs to the Parks and Recreation Commission for an unexpired term ending June 30, 2005. Motion by Hooper, second by Knodel to close nominations. Motion carried. By acclamation, Mike Jacobs was appointed to the Parks and Recreation Commission for an unexpired term ending June 30, 2005.

**In re: CHARLES TOWN BAPTIST CHURCH - REQUEST TO USE THE OLD CHARLES TOWN LIBRARY MEETING ROOM**

Motion by Morgan, second by Corliss to approve the request received from Dr. Wyman E. Hall, Pastor to use the Old Charles Town Library Meeting Room on Sunday, August 22, 2004 from 8:00 a.m. until 12:30 p.m. Motion passed by a 3-2 vote. Commissioners Knodel and Tabb voted no.

**In re: CHIEF WILLIAM ROPER - REQUEST TO BE REAPPOINTED TO THE E-911 ADVISORY BOARD**

Motion by Morgan, second by Tabb to reappoint Chief William Roper to the E-911 Advisory Board. Motion carried.

The County Administrator presented an unsigned check and transmittal letter to the Commission regarding a transfer from the Planning Commission account into the Sheriff's account in the amount of \$108,112.16 covering May 17, 2004 thru June 30, 2004.

Commissioner Hooper reported on the PSD meeting.

Commissioner Corliss discussed the PSD meeting and asked the Commission to attend the Special Meeting held by the PSD on Monday, August 9, 2004 at 7:00 p.m. at the Old Charles Town Library Meeting Room.

Commissioner Morgan gave an update on the transfer station at the Solid Waste Authority.

**The Commission received the following information:**

Acceptance of Bonds for Maddex Farm Subdivision and Beacon Hill Estates Subdivision.

Financial Statements for the quarter ended March 31, 2004 received from the Jefferson County Development Authority.

County Commissioners' Educational Training Series Agenda received from the County Commissioners' Association.

Correspondence received from the Division of Highways concerning proposed projects.

Correspondence received from the West Virginia Association of Counties concerning a United States Supreme Court Decision.

Correspondence received from the Courthouse Authority concerning State Historic

Preservation Office Funding.

Impact Fee Status Report for July 2004 received.

Harpers Ferry National Historical Park Community Bulletin received.

Correspondence received from Lynne Porges and BAKKA, LLC concerning downtown Charles Town.

Meeting minutes received from the Jefferson County Public Service District.

Notice received from the Chief Planner of a Subdivision Work Session on Friday, August 6, 2004.

Oaths of Office received from Carol A. Del-Colle, John M. Shrewsberry, and Curtis Mason.

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

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PRESIDENT