

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 Old Charles Town Library Meeting Room thereof on Thursday, September 23, 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 dispense with the reading of the Minutes for the meeting held on Thursday, September 16, 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 September 20, 2004, totaling \$16,630.88: 40232, 40556, 40312, 40314, 40009, 39774, 39776, 39777, 39779, 40484, and 40383. Motion carried.

In re: APPOINTMENT TO THE FARMLAND PROTECTION BOARD

No applications were received for the Farmer position on the Farmland Protection Board.

In re: PAUL RACO - PLANNING COMMISSION ACTIVITY REPORT

Paul Raco, Executive Director of Planning, Zoning and Engineering, appeared before the Commission to give a Planning Commission Activity Report.

In re: DARRELL PENWELL - HURRICANE IVAN

Darrell Penwell appeared before the Commission to give an update on the severe weather situation in Jefferson County caused by Hurricane Ivan passing through the area and updated the Commission on the possibility of Hurricane Jeanne causing severe weather next week.

In re: BARBARA MILLER - FIRE RISK ASSESSMENT GRANT APPLICATION

Barbara Miller, Jefferson County Office of Homeland Security appeared before the Commission to request approval to apply for a Fire Risk Assessment Grant. After discussion, motion by Corliss, second by Tabb to approve the request to apply for the Fire Risk Assessment Grant. Motion carried.

In re: MAINTENANCE BUILDING

Bill Polk, Maintenance Supervisor appeared before the Commission to request to have a maintenance building put on the property at Leetown that was previously approved. After discussion, motion by Corliss, second by Morgan to authorize the County Administrator to prepare a RFP for a survey on County Property in Leetown and to include the Solid Waste Authority and Fairgrounds property. Motion carried.

In re: WASHINGTON STREET HISTORIC REVIEW - APPROVAL OF CONTRACT WITH TRC

Motion by Corliss, second by Tabb to approve the contract with TRC for the Washington Street Historic Review in the amount of \$10,054.40. Motion carried.

In re: EXECUTIVE SESSION - CONTRACTUAL MATTERS

Motion by Corliss, second by Tabb to enter into Executive Session with Mayor J. Randolph Hilton, City of Charles Town to discuss Contractual Matters. Motion passed by a 4-1 vote. Commissioner Knode voted no and excused himself from the Executive Session.

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

In re: PERSONNEL POLICIES AND PRACTICES - PERSONNEL FILES

The Commission discussed the personnel policy and personnel files.

Commissioner Hooper reported on the benefits from Region 9.

Commissioner Tabb reported on the Recognition Dinner for the NRSC.

Commissioner Tabb reported on the Charles Town Commerce Corridor meeting.

Commissioner Corliss reported on the Development Authority meeting.

Commissioner Corliss reported on the Counter Terrorism meeting.

Commissioner Corliss reported on the Addressing notices and that Harpers Ferry would be mailing out notices on October 4th or October 6th, 2004.

Commissioner Corliss reported on the LEPC meeting and the upcoming drill on November 12th, 2004.

Commissioner Morgan reported on the Commerce Corridor meeting.

Commissioner Morgan reported on the Planning Commission meeting.

The Commission received the following information:

Assessor's Certificate of Compliance received from the Department of Agriculture.

Correspondence received from Janet B. Stine declining reappointment to the Farmland Protection Board for another term.

Correspondence received from the West Virginia Association of Counties concerning the fall board meeting of the Board of Directors.

Correspondence received from the County Commissioners' Association concerning a Member Association Relations Committee meeting on Thursday, September 23, 2004.

Notice received from the Charles Town/Ranson Business and Professional Association of the 62nd Annual Christmas Parade on Saturday, December 4, 2004.

Intent to Apply forms received from the Division of Highways for the Recreational Trails Program and the Transportation Enhancement Program.

Correspondence received from Kathy Gregory in support of a noise ordinance.

Correspondence received from Sherie Main in support of a noise ordinance.

Notice received from the Eastern Panhandle Chapter of Credit Unions of West Virginia of the Credit Unions Care Silent And Live Auction on October 8, 2004.

Correspondence received from the NAACP concerning their 41st Annual Banquet on Saturday, October 16, 2004 at the Asbury United Methodist Church in Shepherdstown.

Correspondence received from the West Virginia Office of Emergency Services concerning the approval of the 2004 SERC Grant request.

Notice received from the Potomac Headwaters RC&D Project Office of an Executive Committee Meeting on September 28, 2004.

CERT Newsletter received for August/September 2004.

E-911 remittance check received from Citizens Communications.

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

Oath of Office received from Peter H. Fricke as a member of the Farmland Protection Board.

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

PRESIDENT