

**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, November 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 - SPECIAL SESSION**

Motion by Tabb, second by Knode to dispense with the reading of the Minutes for the special session held on Tuesday, October 26, 2004, and to approve the Minutes as presented. Motion carried.

**In re: DISPENSE WITH READING OF MINUTES - REGULAR TERM**

Motion by Knode, second by Tabb to dispense with the reading of the Minutes for the meeting held on Thursday, October 28, 2004, and to approve the Minutes as presented. Motion carried.

**In re: APPROVAL OF PURCHASE ORDERS**

Motion by Morgan, second by Tabb to approve the following Purchase Orders for the Week of November 1, 2004, totaling \$13,948.48: 40322, 40325, 39782, 40669, 40673, 40748, 40749, 40439, 40592, 40593, 40594, 40595, 40596, 40597 and 40599. Motion carried.

**In re: PARTIAL BOND RELEASE - MISSION MOUNTAIN, LLC**

Motion by Morgan, second by Tabb to approve the partial release of an Irrevocable Letter of Credit, #1148 for Mission Mountain LLC in the amount of \$45,224.00. Motion carried.

**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.

Assistant Prosecuting Attorney, J. Michael Cassell with Mr. Raco appeared before the Commission to discuss Planning Commission Conditional use Permit standards with regard to the Zoning Board of Appeals and Planning Commission. Mr. Cassell informed the Commission that the Ordinances should be followed as written and we should proceed with business as usual.

**In re: JANE PETERS - iTOWN PROJECT**

Jane Peters, Executive Director of the Development Authority, appeared before the Commission to discuss the iTown Project and the possibility of participation from the Commission in a feasibility study for the project. Ms. Peters informed the Commission that she has distributed copies of the iTown draft to area media sources and area municipalities. Ms. Peters also reported that she will giving a presentation to the Charles Town, Shepherdstown and Ranson.

After discussion, motion by Corliss, second by Morgan to present a draft to Assistant Prosecuting Attorney, Brandon Sims for review and consideration of legalities, including a feasibility study. Motion carried.

**In re: SCOTT HOEKSEMA - LAW ENFORCEMENT AND PUBLIC SAFETY ON COUNTY ROADS**

Mr. Scott Hoeksema appeared before the Commission to discuss his concerns with traffic safety. Mr. Hoeksema's gave a detailed report of traffic problems including excessive speeding. With regard to the issues discussed, Mr. Hoeksema inquired as to law enforcement availability to monitor the problem as well as a request for the Commission to consider the incorporation of a proactive public safety action plan with the Jefferson County Sheriff's Office.

Sheriff Boober appeared before the Commission to discuss compliancy concerns, traffic concerns, funding restraints and staffing shortages at the Jefferson County Sheriff's Office.

After discussion, Sheriff Boober, Mr. Hoeksema and the Commission discussed the possibility of forming a Committee to study law enforcement problems and to include Department of Highway resources and additional manpower. The consensus at the end of this discussion was that the Sheriff would form an advisory committee.

The Commission directed that the formation of an Advisory Committee by the Sheriff be on next week's agenda.

**In re: REQUEST FOR WAIVER OF FEES FOR COMMUNITY CENTER PROJECT**

At the request of Jefferson County Parks and Recreation officials, motion by Corliss, second by Morgan to waive all fees for the Community Center Project. Motion carried.

**In re: COMMUNITY CENTER DESIGN - BUILD PROCESS**

Motion by Corliss, second by Morgan for the County Administrator to issue public notices of Request for Proposals for the Community Center design and development. Motion carried.

**In re: NOISE ORDINANCE STATUS**

The Commission discussed the draft Noise Ordinance prepared by Brandy Sims, Assistant Prosecuting Attorney. After discussion, the Commission agreed to table this matter for further research and review.

**In re: MEETING DAY CHANGE**

With consideration to previously scheduled seminars, motion by Corliss, second by Tabb to change the meeting of November 18, 2004 to Wednesday, November 17, 2004. Motion carried.

**In re: DECISION FOR THE DAY AFTER THANKSGIVING AS A HOLIDAY FOR COUNTY EMPLOYEES**

Motion by Tabb, second by Morgan to declare Friday, November 26, 2004 a holiday for County Employees. Motion carried.

**In re: MEETING DAY CHANGE**

Motion by Corliss, second by Tabb to waive the meeting for the week of November 22, 2004 due to the Thanksgiving holiday. Motion carried.

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

No application were received for the farmer position on the Farmland Protection Board.

**In re: APPROVAL OF EMPLOYMENT - TRACY L. EDWARDS - DEPUTY**

Motion by Morgan, second by Tabb to approve the full-time employment of Tracy L. Edwards as

a Deputy for the Jefferson County Sheriff's Department. Motion carried.

**In re: APPROVAL OF EMPLOYMENT - JOHNNA WILSON - LEGAL ASSISTANT**

Motion by Corliss, second by Morgan to approve the full-time employment of Johnna Wilson as a Legal Assistant for Prosecuting Attorney, Brandon Sims at the Jefferson County Commission Office. Motion carried.

**In re: TRANSFER OF FUNDS - CORRECTION OF DEPOSIT ERROR**

Leslie Smith reported that due to an incorrect CD deposit into the wrong account, The Auditor requested a transfer of funds.

The Commission requested a detailed letter from Sheriff Boober with an explanation of the error for review and consideration of approval of transfer of funds at the November 10, 2004 meeting.

**In re: APPROVAL OF EMPLOYMENT - LINDA ANDERS - ASSESSOR'S ASSISTANT**

Motion by Tabb, second by Morgan to approve the temporary part-time employment of Linda Anders as an Assessor's Assistant at the Jefferson County Assessor's Office. Motion carried.

The County Administrator reminded the Commission of Voter Canvassing on Monday, November 8, 2004.

The County Administrator reminded the Commission that the agenda closes at noon on Monday.

Commissioner Morgan reported on the Affordable Housing Committee meeting.

Commissioner Morgan expressed his concerns with tractor trailer parking on Old 340 at Augustine Avenue.

Commissioner Corliss expressed appreciation to all County Clerk Officials during the Election Process on Tuesday, November 2, 2004.

Commissioner Corliss reported on the Public Service District meeting.

Commissioner Tabb expressed appreciation to all County Clerk Officials during the Election Process on Tuesday, November 2, 2004.

Commissioner Tabb reported on the meeting with City of Ranson officials.

Commissioner Tabb reported on the iTown briefing.

Commissioner Knode reported on the iTown briefing.

**The Commission received the following information:**

Reminder - County Commission Meeting next week is Wednesday, November 10, 2004 and agenda closes Monday at Noon.

Reminder Courthouse is Closed Thursday, November 11, 2004.

Reminder of Canvass on Monday, November 8, 2004 at 9:30 a.m.

Acceptance of Bond for Priest Field Pastoral Church in the amount of \$79,540.

Correspondence received from Brandon C.H. Sims concerning speeding on private roads

Correspondence received from the County Commissioners' Association concerning Legislative Roundtable Meetings.

Invitation received from RAI Properties to attend the groundbreaking of 32,000 square foot commercial space in the Burr Industrial Park.

Reminder received from the Jefferson County Extension Office of a program on estate planning on November 16, 2004.

Correspondence received from the Board of Risk and Insurance Management concerning Loss Control Initiatives.

Legislative Interim Schedule received from the County Commissioners' Association.

Harpers Ferry National Historical Park Community Bulletin received.

Correspondence received from the Chamber of Commerce concerning a High School - Business Symposium on Thursday, November 18, 2004.

Information received concerning the HEPMPO Long Range Transportation Plan Public Meetings.

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

Animal Control Monthly Activity Report received.

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

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PRESIDENT

