

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, February 24, 2005, beginning at 10:00 o'clock a.m.

PRESENT: A.M.S. (Rusty) Morgan, III, President;
James Surkamp; Greg Corliss;
Dale Manuel; Jane M. Tabb; Commissioners

In re: PLEDGE OF ALLEGIANCE

Commissioner Morgan conducted the Pledge of Allegiance.

In re: DISPENSE WITH READING OF MINUTES

Motion by Manuel, second by Tabb to dispense with the reading of the Minutes for the Board of Review and Equalization meeting held on February 15, 2005, and to approve the Minutes as prepared. Motion carried.

Motion by Tabb, second by Manuel to dispense with the reading of the Minutes for the meeting held on Thursday, February 17, 2005, and to approve the Minutes as prepared. Motion carried.

In re: APPROVAL OF PURCHASE ORDERS

Motion by Corliss, second by Tabb to approve the following Purchase Orders for the Week of February 21, 2005, totaling \$51,912.08: 37420, 40864, 40507, 41127, 41113, 41110, 41112, 41114, 41128, 40728, 40919 and 40829. Motion carried.

In re: PLANNING COMMISSION ACTIVITY REPORT

Paul Raco appeared before the Commission to give the Planning Commission Activity Report.

In re: PUBLIC COMMENT

There was no public comment at this time.

In re: RESOLUTION FOR POTOMAC HEADWATERS RC&D

Motion by Corliss, second by Tabb to authorize the County Administrator to prepare a resolution for County Commission approval for Potomac Headwaters RC & D in support of continued funding. Motion carried.

In re: APPOINTMENT TO THE WEST VIRGINIA EASTERN PANHANDLE TRANSPORTATION AUTHORITY

Nomination by Manuel to appoint Warren Mickey to the West Virginia Eastern Panhandle Transportation Authority for an unexpired term ending July 1, 2007.

Nomination by Corliss to appoint Thomas Miller to the West Virginia Eastern Panhandle Transportation Authority for an unexpired term ending July 1, 2006.

Motion by Manuel, second by Corliss to close nominations. Motion carried.

Warren Mickey was appointed to the West Virginia Eastern Panhandle Transportation Authority for an unexpired term ending July 1, 2007.

Thomas Miller was appointed to the West Virginia Eastern Panhandle Transportation Authority for an unexpired term ending July 1, 2006.

In re: APPOINTMENT TO THE WATER ADVISORY COMMITTEE

No applications were received for appointment to the Water Advisory Committee.

In re: APPOINTMENT TO THE PROPERTY SAFETY ENFORCEMENT AGENCY

No applications were received for appointment to the Property Safety Enforcement Agency.

In re: ROGER D. GAMBILL - REQUEST FOR RENTAL OF COUNTY LOT

Motion by Morgan, second by Manuel to table Roger D. Gambill's request for rental of county lot for two weeks. Motion carried.

In re: DEBRA YOUNG - VICTIM'S ADVOCATE GRANT PROPOSAL

Motion by Corliss, second by Tabb to approve the Victim's Advocate Grant Proposal as presented on Thursday, February 17, 2005 by Debra Young, Victim's Advocate. Motion carried.

In re: BOARD OF ZONING APPEALS BUDGET REQUEST

Mr. Dave Wiegand appeared before the Commission to discuss the Board of Zoning Appeals budget request. After discussion the Commission agreed to consider the request during budget deliberations.

In re: CASA OF EASTERN PANHANDLE BUDGET REQUEST

Christine Mayman appeared before the Commission to discuss the budget request of \$2,500.00. After discussion the Commission agreed to consider the request during budget deliberations.

In re: SHEPHERDSTOWN DAY CARE CENTER - BUDGET REQUEST

Sandra Moreland and Reverend G.T. Schramm appeared before the Commission to request \$50,000.00 for the Shepherdstown Day Care Center. Alan Sturm, Judy Matlick and Sue Nash were also present on behalf of the Shepherdstown Day Care Center. After discussion and presentation the Commission agreed to consider the request during budget deliberations.

In re: BILL KING - ASSESSOR'S OFFICE MAPPER - RESIGNATION

Bill King appeared before the Commission to request an Executive Session to discuss personnel matters.

Motion by Tabb, second by Manuel to go into executive session. Motion carried.

Motion by Tabb, second by Manuel to return to regular session. Motion carried.

In re: WARD ZIGLER - REVISIONS TO THE ZONING ORDINANCE

Mr. Zigler appeared before the Commission for discussion and presentation. After discussion the Commission agreed Mr. Zigler could present his comments at the Jefferson County Zoning & Development Review Ordinance Public Hearing scheduled for 7:00 p.m.

In re: CHARLES LOWERY - F & M BANK - BOND OF DEPOSITORY OF COUNTY FUNDS

Jennifer S. Maghan, County Clerk and Charles Lowery of F & M Bank appeared before the Commission to request surety bond approval. Motion by Tabb, second by Manuel to approve the \$4 million surety bond as presented by F & M Bank. Motion carried.

BOND OF DEPOSITORY OF COUNTY FUNDS

The County Commission, on February 10, 2005 designated Farmers & Merchants Bank & Trust, which is doing business in the County under State Regulation, as a Depository of county funds for the current fiscal year that commenced on July 1, 2004, the said bank is presenting their bond before the County

Commission this 24th day of February 2005, and the following named bank having their bond before the Commission, conditioned according to law, said bank is this day appointed depository of county funds for the current fiscal year, Michael D. Thompson, Prosecuting Attorney, having examined the said bond and approved the same, to wit:

Farmers & Merchants Bank \$4,000,000.00
\$4,000,000.00 FFCB Bond, 4.04% due 06/30/2008, Book Entry

/S/

PRESIDENT OF THE COUNTY COMMISSION
JEFFERSON COUNTY, WEST VIRGINIA

JENNIFER S. MAGHAN - COUNTY CLERK'S REPORT

Jennifer S. Maghan, County Clerk, appeared before the Commission to give the County Clerk's report. Ms. Maghan reported on the following items:

- The move of 3 County Clerk officials from the Hunter House to the Court House Facility; Lana Mallow, Nancy Dopson and Alicia Gray.
- The Document Preservation Committee.
- The Election Advisory Committee.
- Recent surveys conducted: The Poll Workers Survey and Computer System Operations survey.
- Redistricting strategies update.
- Facility management and use.
- Software Systems needs assessment update and vendors solicitation status.
- Oaths of Offices

In re: PATSY NOLAND - IT ADVISORY COMMITTEE

Patsy Noland appeared before the Commission to give an IT Advisory Committee report. Mrs. Noland reported that IT Advisory Committee members have met twice. To increase speed and capacity, Committee members agreed an AS400 upgrade was needed.

After discussion motion by Tabb, second by Manuel to authorize the County Administrator to draft an RFP for an AS400 upgrade. Motion withdrawn.

Motion by Tabb, second by Manuel to authorize the AS400 upgrade and approve the Purchase Order from February 10, 2005 as presented by Jennifer Maghan, County Clerk. Motion withdrawn.

After further discussion and consideration, motion by Tabb, second by Manuel to authorize the County Administrator to draft an RFP for an AS400 upgrade. Motion carried.

In re: PUBLIC COMMENT

Robert Slavin commented on computer safety and security within County Departments.
Ed Dunleavy commented on the IT Advisory Committee.

In re: COUNTY COMMISSION REPORTS

Commissioner Corliss reported on the Planning Commission meeting.
Commissioner Manuel reported on the Blue Ridge Fire Department banquet.
Commission Tabb inquired into the completion of 8A proposed changes.
Commission Morgan reported on the Landmarks Commission meeting.
Commission Morgan requested contacting a West Virginia State Police representative to discuss law enforcement needs in Jefferson County.
Commissioner Manuel commented on voter redistricting strategies.

The Commission agreed to schedule Budget Workshops for Monday, February 28th and Wednesday, March 2nd at 1:30 p.m.

The Commission received the following information:

Notice of meeting time change for the County Commission beginning March 3, 2005, the Commission will begin the regular sessions at 9:30 a.m. each Thursday.

Appointment to be made to the Historic Landmarks Commission on March 3, 2005.

Appointments to be made to the Planning Commission on March 31, 2005.

Letter of Resignation received from Carl Wiley as a board member of the Solid Waste Authority.

Correspondence received from Sheriff Boober concerning Animal Control.

Correspondence received from the Division of Highways concerning the Commission's meeting concerning highway matters.

Correspondence received from Mayor James A. Addy concerning the appointment of Mayor J. Randolph Hilton to the Hagerstown Eastern Panhandle MPO Regional Council.

Correspondence received from the Potomac Headwaters RC&D concerning funding.

Correspondence received from the Extension Office concerning the proposed Zoning Amendments.

Reminder of a Records Management & Preservation Basic Workshop on Friday, March 11, 2005.

Notice received from the Shenandoah RC&D concerning a grant funds meeting on March 3, 2005.

Correspondence received from William and Patricia Carrigan concerning the proposed amendments to the Zoning Ordinance.

Correspondence received from the Secretary of State concerning redistricting.

Copy of Correspondence received from the Department of Planning, Zoning and Engineering concerning Summit Point Raceway.

Correspondence received from Loudoun County, Virginia concerning their comprehensive plan.

Draft Ranson Impact Fee Agreement received.

Information received from the Association of Counties concerning the annual meeting on March 13-15, 2005.

Legislative Lineup received from the County Commissioners' Association.

Legislative information received from the Association of Counties.

E-911 fees received from Excel Telecommunications, Inc. and VarTec Telecom, Inc.

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

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

PRESIDENT