

**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, March 3, 2005, beginning at 9:30 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 Corliss 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 meeting held on Thursday, February 24, 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 28, 2005, totaling \$5,173.36: 40884, 40887, 40858, 40865, 40866, 41129, 41131, 40609, 40681, 40989, 40783, 40786, and 40787. Motion carried.**

**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**

**Motion by Morgan, second by Manuel to reappoint Eric Lindberg to the Property Safety Enforcement Agency for a 2 year term ending February 8, 2007. Motion carried.**

**In re: LETTERS OF SUPPORT - POTOMAC HEADWATERS RC&D**

**The Commission agreed to include the signatures of all five County Commissioners on the letters to Congress and the United States Senate requesting continued support of the Potomac Headwaters RC&D Council. The Commission also discussed the importance of each Commissioner sending their own personal letter of support.**

**In re: APPROVAL OF EMPLOYMENT - SHERIFF'S LAW ENFORCEMENT DEPARTMENT**

**Motion by Tabb, second by Manuel to approve the employment of James D. Morris and Glen W. Kilmer in the Sheriff's Law Enforcement Department. Motion carried.**

**In re: APPROVAL OF SPECIAL DEPUTY STATUS - CHIEF CURTIS KELLER - CORPORATION OF SHEPHERDSTOWN**

Motion by Corliss, second by Manuel to approve the Special Deputy Status of Chief Curtis Keller from the Corporation of Shepherdstown. Motion carried.

**In re: APPROVAL OF EMPLOYMENT - ROMULO G. QUEZADA - TRIP/TRANSPORT SPECIAL DEPUTY**

Motion by Manuel, second by Corliss to approve the employment of Romulo G. Quezada as a Trip/Transportation Deputy for the Sheriff's Law Enforcement Department. Motion carried.

**In re: APPOINTMENT TO THE HISTORIC LANDMARKS COMMISSION**

Motion by Tabb, second by Manuel to approve the reappointment of Walter Washington to the Historic Landmarks Commission for a three year term ending March 6, 2008. 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**

Toni Milbourne inquired about the letters received concerning Parks and Recreation.

**In re: RANSON IMPACT FEE AGREEMENT**

The Commission discussed the status of the Ranson Impact Fee Agreement. Gregory Jones, Assistant Prosecuting Attorney, appeared before the Commission to provide information on the matter.

**In re: NOTICE OF PUBLIC HEARING AND PROPOSED TAX INCREASE - BUDGET DISCUSSION**

The Commission discussed setting a date for public hearing for a proposed tax increase. After discussion, the Commission agreed that they would not have a public hearing.

**In re: PANTRAN**

Fred Blackmer, Eugene Pearson and Lynn Weiger, from PANTRAN, appeared before the Commission to give a report and request budget funds. The Commission will consider PANTRAN's request during budget deliberations.

**In re: COUNCIL ON AGING**

Anna Mae Reedy, from the Council on Aging, appeared before the Commission to request budget funds. The Commission will consider the budget request during budget deliberations.

**In re: ROGER BOYER AND MARIAN BUCKNER - POTOMAC HEADWATERS RC&D**

Roger Boyer and Marian Buckner, from the Potomac Headwaters RC&D, appeared before the Commission to give their annual report and to request budget funds. The Commission will consider the budget request during budget deliberations.

**In re: 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 requested an answer on her request to use space in the Hunter House for the scanning being done by UITI. The Commission agreed to discuss the matter in work session.

**In re: BRADLEY REID - WV DISTRICT PUBLIC HEALTH DEPARTMENT**

Bradley Reid, from the West Virginia District Public Health Department, appeared before the Commission to discuss the notice sent out by the Charles Town Water Department concerning Haloacetic Acids in the drinking water.

**In re: JEFF POLCZYNSKI - RADIO SYSTEM TECHNOLOGY CONSULTANT**

Jeff Polczynski appeared before the Commission to request approval to contract with Atlantic Technology Consultants as a radio system technology consultant. After discussion, motion by Tabb, second by Manuel to authorize Mr. Polczynski to work with Atlantic Technology Consultants to draft a contract for the County Commission's review. Motion carried.

**In re: SHENANDOAH VALLEY WATER RESOURCES STRATEGIC PLAN - BUDGET REQUEST**

The Commission discussed the request from the Northern Shenandoah Valley Regional Commission to participate in and to provide funding for a Shenandoah Valley Water Resources Strategic Plan. The Commission agreed to consider the matter in budget deliberations.

**In re: REQUEST FOR BUDGET REVISION INCREASING THE SALARY OF GREGORY JONES**

Motion by Corliss, second by Manuel to approve the request for a budget revision to increase the salary of Assistant Prosecuting Attorney, Gregory Jones. Motion carried.

The Commission recessed until 1:45 p.m.

**In re: LEGAL REVIEW UPDATE - NOISE ORDINANCE AND DOG ORDINANCE**

Brandon Sims, Assistant Prosecuting Attorney, appeared before the Commission for an update on the Noise Ordinance and Dog Ordinance. The Commission agreed to work on the proposed ordinances in a work session.

**In re: COUNTY COMMISSION REPORTS**

Commissioner Manuel discussed having town meetings.

Commissioner Manuel discussed the Annexation Bill.

Commissioner Manuel discussed the Affordable Housing Bill.

Commissioner Manuel discussed the Land Use Bill.

Commissioner Morgan reported on an Affordable Housing Meeting.

The Commission discussed the RFP for the Parks and Recreation Community Center.

The County Administrator informed the Commission that Ranson was working on a map for the redistricting.

The County Administrator reminded the Commission of Budget Work Sessions.

Toni Milbourne informed the Commission that the letters received by the County Commission concerning the Parks and Recreation Commission's budget request did not reflect the current budget request submitted by the Parks and Recreation Commission.

**The Commission received the following information:**

Forum for Rural Innovation - Brochures received from the Potomac Headwaters RC&D Council.

Received Assessed Values for Calculating Reduced (Rolled Back) Levy Rates.

Received the Certificate of Valuation for the Assessment Year 2005.

Appointment to be made to the Jefferson County Solid Waste Authority - March 17, 2005.

Acceptance of Bonds for Springs At Shepherdstown Subdivision, Jefferson Security Bank and Quail Ridge Subdivision.

Notice of Subdivision Work Session on Friday, March 4, 2005 at 10:00 a.m.

Notice of MS 13 Training received from the Jefferson County Sheriff's Department.

Correspondence received from John Wright regarding assessed value of his property.

Jefferson County, District Five - Abandonment of a Portion of Old Jefferson County Route 12 Right-Of-Way received from the West Virginia Department of Transportation.

Correspondence received from the Jefferson County Fire and Rescue Association regarding the Emergency Communications Center Budget.

Correspondence received from the Jefferson County Fire and Rescue Association regarding the Jefferson County Ambulance Authority Budget.

Correspondence received from the Department of Planning, Loudoun County, Virginia regarding a public hearing.

Correspondence received from the Jefferson County Development Authority regarding further notices about the Eastern Panhandle Entrepreneurs Forum Meeting and free networking opportunities.

Correspondence received from the Jefferson County Development Authority regarding regulation of land use within agricultural areas.

Reminder of Budget Work Sessions:

Monday, March 7, 2005 at 1:30 p.m.

Tuesday, March 8, 2005 at 1:30 p.m.

Wednesday, March 9, 2005 at 1:30 p.m

National Watershed Coalition Membership Application received.

Fiscal Year 2005 Local Health Department Profiles booklet and Fiscal Year 2005 Department Contract Information booklet received from the Department of Health and Human Resources.

Correspondence received from G. Nicholas Casey, Jr., Esquire regarding Outside General Counsel.

New Legislative Directory for members of the 77<sup>th</sup> Legislature received from Locke Wysong, Delegate.

**Correspondence received from the following regarding the County Zoning Ordinance Amendments:**

**Patricia M. Sanderson  
Karen Fish  
David Fish  
Cindy Jo Feeser  
Dorothy James  
Glenn James  
Michael Delia  
Mildred Wells  
Sara W. Smith**

**Survey received from the Community and Technology College of Shepherd.**

**Community Bulletin received from the Harpers Ferry National Historical Park.**

**Correspondence received from the West Virginia Association of Counties regarding Regional Jail Costs.**

**Correspondence received from the County Commissioners' Association of West Virginia regarding County Jail Costs.**

**Agenda received from the Jefferson County Board of Health for March 4, 2005 at 1:00 p.m.**

**Minutes of February 2005 meeting received from the Jefferson County Board of Health.**

**County Commissioners' Legislative Lineup received.**

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

**E-911 fees received from IDT Corporation and AT&T Communications of West Virginia.**

Correspondence received from the following regarding the Parks and Recreation budget request:

Patrick Shunney  
Brenda Hooper  
Patricia Rucker  
Ronald Kauffman  
Paul Marshall  
Domingo Rodriquez  
Lisa Ambrutis  
James Hooper  
Nancy Bergenty  
Douglas Humphreys  
Casey Humphreys  
Tom Junkin  
Michelle Taylor  
Dan Cogswell  
Steve Kubik  
Roy Hendrix  
Kurt McCoy  
Katherine Cobb  
Stephanie Boylan  
Ric Thompson  
Casimir Bruce  
Beth Carpenter

Upon rising, the Commission recessed until Thursday morning next beginning at 9:30 o'clock a.m.

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PRESIDENT