

**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 1, 2007, beginning at 9:30 o'clock a.m.

**PRESENT:** Frances B. Morgan, Commission, President;  
James Surkamp; A.M.S. (Rusty) Morgan, III;  
Dale Manuel; Gregory A. Corliss; Commissioners

**In re: PLEDGE OF ALLEGIANCE**

Commissioner Surkamp conducted the Pledge of Allegiance.

**In re: DISPENSE WITH READING OF MINUTES**

Motion by Manuel, second by Corliss to dispense with the reading of the Minutes for the Special Session held December 19, 2006, and to approve the Minutes as prepared. Motion carried.

Motion by Manuel, second by Corliss to dispense with the reading of the Minutes for the Board of Review and Equalization hearings held February 7, 2007, and to approve the Minutes as prepared. Motion carried.

Motion by Manuel, second by Corliss to dispense with the reading of the Minutes for the Board of Review and Equalization hearings held February 8, 2007, and to approve the Minutes as prepared. Motion carried.

Motion by R. Morgan, second by Manuel to dispense with the reading of the Minutes for the meeting held on Thursday, February 22, 2007, and to approve the Minutes as amended. Motion carried.

**In re: APPROVAL OF PURCHASE ORDERS**

Motion by Corliss, second by R. Morgan to approve the following Purchase Orders for the Week of March 1, 2007, totaling \$11,678.58: 43720, 43723, 42881, 43791, 42791, 42769, 43325, 43667, 43721, 43722, 43638, 43643, 43645, 43647, 43648, 43719, 43526, and 43530. Motion carried.

**In re: ACCOUNTS PAYABLE**

Motion by Manuel, second by Corliss to approve the Accounts Payable list dated March 1, 2007 as presented by the County Clerk and reviewed by the County Commission. Motion carried.

Check No.	Dept	Vendor Name	PO #	AMT W/ PO#	AMT W/O PO#	Amount
51717	PAYROLL	AFLAC			\$1,623.96	\$1,623.96
51718	439	AIG/AMERICAN INTERNL RECOVERY			\$2,500.00	\$2,500.00
51719	716	BRIGGS WELDING& RADIATOR	43498	\$75.00		\$75.00
51720	425	BK OFFICE	43714	\$202.95		\$202.95

51721	711	AMERIGAS			\$262.50	\$262.50
51722	425	B&B EMBROIDERY	43499	\$97.80		\$97.80
51723	700	CREAMERS	43712	\$432.12		\$432.12
51723	439	CREAMERS	43712	\$809.47		\$809.47
51723	439	CREAMERS	43718	\$35.88		\$35.88
51724	402	CDW-GOV	43605	\$3,107.07		\$3,107.07
51725	425	OLD C.T. LIBRARY			\$1,500.00	\$1,500.00
51726	439	MASON CARTER			\$532.56	\$532.56
51727	425	DEHAVEN 7UP CORP			\$22.25	\$22.25
51728	712	EASTERN PANHANDLE PRINT&COPY	43349	\$1,277.63		\$1,277.63
51729	424	FEDEX			\$165.59	\$165.59
51730	401	FOCUS			\$500.00	\$500.00
51731	425	FALCON'S RESTORATIONS	43715	\$1,100.00		\$1,100.00
51732	424	FRONTIER COMM/AMERICA			\$801.31	\$801.31
51733	424	FRONTIER			\$713.30	\$713.30
51734	All Depts	GUARDIAN INSURANCE			\$103,134.46	\$103,134.46
51734	All Depts	GUARDIAN - DENTAL/VISION			\$7,161.32	\$7,161.32
51735	712	IKON	42912	\$1,111.01		\$1,111.01
51735	401	IKON			\$225.00	\$225.00
51736	439	SHERRY KELLY			\$99.00	\$99.00
51737	430	BARBARA MILLER			\$93.15	\$93.15
51738	700	MCKINNEY'S AUTO REPAIR	43500	\$60.25		\$60.25
51738	700	MCKINNEY'S AUTO REPAIR	43716	\$40.70		\$40.70
51739	INVEST	NACO/NATIONWIDE RETIREMENT			\$18.13	\$18.13
51739	INVEST	NACO/NATIONWIDE RETIREMENT			\$1,736.16	\$1,736.16
51740	418	PIFER	43185	\$618.86		\$618.86
51741	424	ROACH OIL			\$618.73	\$618.73
51741	425	ROACH OIL			\$5,367.41	\$5,367.41
51742	All Depts	WV STATE DEPT TAX/REVENUE			\$18,649.86	\$18,649.86
51743	INVEST	WV DEPUTY SHERIFF RETIREMENT			\$6,466.20	\$6,466.20
51744	INVEST	WV DEPUTY SHERIFF RETIREMENT			\$7,987.66	\$7,987.66
51745	424	SPRINT			\$83.71	\$83.71
51746	712	TOWSON UNIVERSITY	43345	\$125.00		\$125.00
51747	INVEST	VALIC			\$230.00	\$230.00
51748	716	WEARGUARD	43497	\$640.34		\$640.34
51749	425	WM WASTE MANAGEMENT			\$444.71	\$444.71
51749	716	WM WASTE MANAGEMENT			\$89.73	\$89.73
51750	INVEST	WV PUBLIC EMP. RETIREMENT			\$18,817.82	\$18,817.82
51751	INVEST	WV PUBLIC EMP. RETIREMENT			\$43,908.38	\$43,908.38
Totals				\$9,734.08	\$223,752.90	\$233,486.98

DEPT	NAME	DEPT AMTS
401/COM	CO. COMMISSION	\$725.00
402/CCLK	CO. CLERK	\$3,107.07
403/CIR CLK	CIRCUIT CLERK	
404/TAX	TAX OFFICE	

405/PA	PROS ATTY	
406/ASSR	ASSESSORS	
408/GOV	ST.COMPNET CHG BO GOV UNIT	
412/AG	AG AGT	
413/ELE	ELECTION	
415/MAG CT	MAGISTRATE COURT	
415/	GENERAL SCHOOL/CO TRANSFER	
418/STK	STOCK ROOM	\$618.86
424/CTHS	COURT HOUSE	\$2,382.64
425/OB	OTHER BUILDING	\$8,735.12
428/DATAP	DATA PROCESSING	
430/HLS	HOMELAND SEC	\$93.15
431/ECON DEV	ECON DEV	
439/PZ	PLANNING ZONING	\$3,976.91
700/SHRF	SHERIFF DEPT	\$533.07
701/SHRF	SHERIFF DEPT	
704/WV JAIL	ST/WV REGIONAL JAIL	
711/OES	EMERG SVC	\$262.50
712/911	911 COMMUNICATION	\$2,513.64
716/A/C	ANIMAL CONTROL	\$805.07
801/MTL HLTH	MENTAL HEALTH TRANS TO ENTITIE	
808GOV UNIT	SWA CONTRIB OTHER GOV UNIT	
900/PARK&REC	JEFFERSON CO. PARKS& REX	
916/LIBRARY	LIBRARY CAPITAL OUTLAY	
960/IMPACT	IMPACT FEES	
966/CAP/AA	AMBULANCE AUTH CAP OUTLAY	
975/CAP OTL	CO. CLERK / CAPITAL OUTLAY	
976/CAP/CIR	CIRCUIT CLERK/CAPITAL OUTLAY	
978/CAP/PA	PROS ATTY/CAPITAL OUTLAY	
979/CAP/TAX	TAX OFFICE/CAPITAL OUTLAY	
980/CAP/SRF	SHERIFF DEPT/CAPITAL OUTLAY	
982/DATA	DATA PROCESSING - IMAGING	
986/CAP/COMM	CO. COMMISSION/CAPITAL OUTLAY	
992/CAP/911	911 COMMUNICATION/CAP OUTLAY	
998/PRK/REC	PARKS & REC COMMUNITY CENTER	
ALLOC	ALLOCATIONS	
ALL DEPTS	ALL DEPTS	\$128,945.64
010/GRANT	GRANTS	
INVEST	INVESTMENTS	\$79,164.35
PAYROLL	PAYROLL	\$1,623.96
TOTALS		\$233,486.98

**In re: BONDING AND ACTIVITY REPORT**

Paul Raco, Executive Director of Planning, Zoning and Engineering, appeared before the Commission for bonding and the Planning Commission activity report. Mr. Raco informed the Commission that there was no bonding releases this week. Mr. Raco reported on the staff review meeting scheduled for Friday and the Planning Commission meeting that was held on

**Tuesday.**

**In re: BOND EXTENSION FOR HAYES-FOLTZ, LC. CEDAR MEADOW AIRPARK SUBDIVISION**

Upon recommendation from the Executive Director of Planning, Zoning and Engineering, motion by R. Morgan, second by Manuel to extend the bond for Hayes-Foltz, LC. Cedar Meadow Airpark Subdivision until May 15, 2007. Motion carried.

**In re: PUBLIC COMMENT**

No public comment was given at this time.

**In re: LEGISLATIVE ISSUES**

Commissioner Manuel reported on the following legislative issues: ATV's, table games, property taxes, annexation.

Commissioner Surkamp discussed Senate Bill 721 concerning digital tax maps. Commissioner Surkamp requested that the Commission send a resolution supporting the bill. The Commission deferred the matter in order to receive a copy of the bill and to ask the opinion of the Assessor on the matter. Assessor Ginger Bordier appeared before the Commission and informed them that she did not support Senate Bill 721.

**In re: JOEL GARNER - SHEPHERDSTOWN MEN'S CLUB - BUDGET REQUEST**

Joel Gardner, from the Shepherdstown Men's Club, appeared before the Commission to request \$4,000 from the FY2008 budget for the Shepherdstown Men's Club for use at Morgan's Grove Park. After discussion, the Commission informed Mr. Garner that his request would be considered during budget deliberations.

**In re: SHEILA EVERS - BIRTH RIGHT - BUDGET REQUEST**

Sheila Evers, from Birthright, appeared before the Commission to request \$8,200 from the FY2008 budget for Birth Right. After discussion, the Commission informed Ms. Evers that her request would be considered during budget deliberations.

**In re: APPOINTMENT OF ALTERNATE MEMBER TO THE BOARD OF ZONING APPEALS**

No action was taken on this agenda item.

**In re: APPOINTMENT TO THE JEFFERSON COUNTY BUILDING COMMISSION**

No action was taken on this agenda item.

**In re: APPOINTMENT TO THE PROPERTY SAFETY ENFORCEMENT AGENCY**

No action was taken on this agenda item.

**In re: APPOINTMENTS TO THE WATER ADVISORY COMMITTEE**

Motion by Manuel, second by Surkamp to appoint Bill Zaleski, Judi Rice and Jeffrey Widmeyer to the Water Advisory Committee. Motion carried.

**In re: KENDIG KEAST UPDATE/ORDINANCE REWRITE DISCUSSION**

The Commission discussed the upcoming visit by Lane Kendig from Kendig Keast

Collaborative.

**In re: REQUEST FROM ERIC LEWIS FOR THE DEVELOPMENT COMMUNITY SUB GROUP OF THE FOCUS COMMITTEE TO MEET WITH KENDIG KEAST**

Motion by Manuel, second by R. Morgan to approve the request from Eric Lewis for the Development Community Sub Group of the Focus Committee to meet with Kendig Keast. Motion passed by a 4-1 vote. Commissioner Corliss voted no.

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

Debra Young, Victim's Advocate, appeared before the Commission to request approval of the Victim's Advocate Grant. After discussion, motion by Manuel, second by R. Morgan to authorize the President's signature on the Victim's Advocate Grant. Motion carried.

The Commission took a break at 10:40 a.m.

The Commission reconvened at 10:50 a.m.

**In re: SHEPHERSTOWN DAY CARE - BUDGET REQUEST**

Don Marshall, from Shepherdstown Day Care, appeared before the Commission to request \$30,000 from the FY2008 budget. After discussion and comments from Carolyn Sherwood, Director of Shepherdstown Day Care, the Commission informed Mr. Marshall that their budget request would be considered during budget deliberations.

**In re: JENNIFER S. MAGHAN - COUNTY CLERK'S REPORT**

Jennifer S. Maghan, County Clerk, appeared before the Commission to give the weekly County Clerk's report. Ms. Maghan introduced students to the Commission who were attending the Commission meeting today for their civics class. Ms. Maghan gave an update on voter registration.

Ms. Maghan also addressed New Business #4 (Correspondence from Brandon C.H. Sims, Assistant Prosecuting Attorney - Jefferson County Ordinances Numbering and Research). Ms. Maghan informed the Commission that her office was currently working on researching County ordinances.

Commissioner Manuel addressed the County Clerk concerning an email received from a recently retired employee. Commissioner Manuel reported that the retired employee had not received any retirement pay. Ms. Maghan said that she was not aware of the problem and requested a copy of the email.

**In re: JAMES B. CRAWFORD - CHARLES TOWN ANNEXATION**

James B. Crawford, Attorney for the City of Charles Town, appeared before the Commission for approval of an annexation order for the City of Charles Town for Windmill Crossing. After discussion, the Commission agreed to table the matter for one week in order to receive clarification from legal counsel concerning the definition of contiguous according to 8A.

**In re: CIRCUIT CLERK - REQUEST FOR RECONSIDERATION OF JAIL BUILDING OFFICE SPACE**

Circuit Clerk Patsy Noland, County Clerk Jennifer Maghan, and Kirk Davis appeared before the Commission concerning jail building office space. After discussion, motion by Manuel, second by R. Morgan to house the Circuit Clerk's office on the ground floor of the jail building and to also retain the historical plans that were made for the lobby of the jail building and to make a proportionate share of the storage area available to the County Clerk. Motion passed by a 3-2 vote. Commissioners Corliss and Surkamp voted no.

**In re: ED SMITH & PETE KELLEY - JEFFERSON COUNTY AMBULANCE AUTHORITY - OPERATIONS CENTER**

Ed Smith and Pete Kelley, from the Jefferson County Ambulance Authority, appeared before the Commission to request \$1,000,000 from the FY2008 budget to build a new Operations Center for the Ambulance Authority. After discussion, the Commission informed Mr. Smith and Mr. Kelley that their request would be considered during budget deliberations.

**In re: KELLIE BOLES - AGRICULTURE DEVELOPMENT OFFICER - WILLIS EASEMENT**

Kellie Boles and Peter Fricke appeared before the Commission to request the approval of a Deed of Conservation Easement for 20 acres of the Willis property. After discussion, motion by R. Morgan, second by Manuel to approve the Deed of Conservation Easement for 20 acres of the Willis Property in the amount of \$80,500. Motion carried.

The Commission recessed for lunch at 12:15 p.m. The Commission reconvened at 1:00 p.m.

**In re: BRANDON SIMS - LEGAL UPDATE AND REPORT**

Brandon Sims, Assistant Prosecuting Attorney, appeared before the Commission to give a legal update and report.

Ms. Sims addressed the following issues:

- New Business #4 (Correspondence from Brandon C.H. Sims, Assistant Prosecuting Attorney - Jefferson County Ordinances Numbering and Research) - Ms. Sims discussed with the Commission the need to research and number all ordinances that have been adopted by the County.
- Old Business #7 (Shepherdstown Battlefield Transportation Enhancement Grant) - After discussion with Ms. Sims, the Commission agreed to send a letter to Mr. Dunleavy, from the Shepherdstown Battlefield Preservation Association, to clarify some issues concerning the grant application for the Shepherdstown Battlefield Transportation Enhancement Grant.
- Ms. Sims informed the Commission that she was in the process of drafting a letter to the state auditor's office concerning errors and omissions insurance.
- Upon request from Ms. Sims, the Commission agreed to have her continue working on the case concerning 911 fees before the Public Service Commission.
- Ms. Sims reported on her review of the employee guidelines that were submitted by the Management Consultant.

Upon recommendation from Ms. Sims, motion by Surkamp, second by R. Morgan to enter into Executive Session with legal counsel in order to discuss the Multi-Jurisdictional Planning document and Ranson litigation. Motion carried.

Motion by Surkamp, second by R. Morgan to return to Regular Session. Motion carried.

Upon returning to Regular Session, the Commission authorized Ms. Sims to negotiate terms concerning Ranson litigation and to also have Ms. Sims contact Linda Gutsell, Attorney for the City of Charles Town, concerning the Multi-Jurisdictional Planning Alliance.

In re: EXECUTIVE SESSION TO DISCUSS THE POSSIBLE PURCHASE OF PROPERTY AND ASSOCIATED LEGAL AND CONTRACTUAL MATTERS

Commissioner R. Morgan withdrew this agenda item.

In re: DISCUSS/TAKE ACTION ON SUGGESTED DPZE REORGANIZATION

Motion by Corliss, second by Surkamp that the Department of Planning, Zoning and Engineering Construction Manager/Building Inspector Billet, be moved from the Department of Planning, Zoning and Engineering to the Department of Impact Fees effective immediately, and to also have Mark Schiavone, Kirk Davis and Roger Goodwin to meet and report to the Commission on how to facilitate the change.

Motion by Manuel, second by F. Morgan to table this motion until March 8, 2007. Motion to table failed by a 2-3 vote. Commissioners Corliss, R. Morgan and Surkamp voted no.

The Commission then voted on the first motion. Motion passed by a 3-2. Commissioners Manuel and F. Morgan voted no.

Motion by Manuel, second by F. Morgan to request that Paul Raco be notified of this discussion and be asked to appear and address the issue. Motion carried.

The Commission decided to move on with other items on the agenda and return to this matter in order to wait for Mr. Raco to arrive.

In re: QUESTION LEGALITY OF PSD SEWER USE ORDINANCE'S REQUIRING OWNERS OF SEPTIC SYSTEMS TO GET A PERMIT FROM THE PSD. THIS IS JURISDICTION OF THE ENVIRONMENTAL HEALTH DEPARTMENT UNDER STATE LAW.

Commissioner Surkamp asked President Morgan to take the information on this matter to the next PSD meeting. President Morgan agreed to take a look at the information.

In re: LETTER TO GOVERNOR EXPRESSING DISSATISFACTION WITH FORM FOR APPLICATION FOR REVIEW OF PROPERTY ASSESSMENT

Commissioner R. Morgan informed the Commission that he was still working on this matter. The Commission agreed to leave this matter on the agenda.

In re: SET DATE AND TIME FOR BUDGET PUBLIC HEARING

The Commission agreed to set the date for a budget public hearing to Wednesday, March 21, 2007

In re: CONTINUED - DISCUSS/TAKE ACTION ON SUGGESTED DPZE REORGANIZATION

Upon request by the Commission, Paul Raco appeared for this matter. The Commission asked Mr. Raco to review the previous motion to move the Construction Manager to the Department of Impact Fees. Mr. Raco informed the Commission of the bonding inspector duties that the Construction Manager currently performs.

Motion by Corliss, second by R. Morgan that the Department of Planning, Zoning and Engineering be divided into separate departments of Planning, Zoning and Engineering and that a new office titled "Facilities Planning Department" be established and that this new office be staffed by Mr. Paul Raco and that a 30 day transition period will be authorized that will provide for continuation of full Planning, Zoning and Engineering services and to include new job descriptions.

Motion by Manuel, second by F. Morgan to table this motion until March 8, 2007. Motion failed by a 2-3 vote. Commissioners Corliss, R. Morgan and Surkamp voted no.

Motion by Manuel, second by F. Morgan to send the information concerning this reorganization to Lane Kendig for his opinion and delay action until March 8, 2007. Motion failed by a 2-3 vote. Commissioners Corliss, R. Morgan, and Surkamp voted no.

The Commission then voted on the first motion to reorganize the Department of Planning, Zoning and Engineering. Motion passed by a 3-2 vote. Commissioners Manuel and F. Morgan voted no.

Motion by Manuel, second by F. Morgan to set a date and time for a public hearing on the reorganization of the Department of Planning, Zoning and Engineering to be held during the 30 day transition period. Motion failed by a 2-3 vote. Commissioners Corliss, R. Morgan and Surkamp voted no.

**In re: REQUEST FROM RONDA & JIM EDDY - FUNDS FOR OFFICER FLETCHER**

The Commission discussed correspondence from Ronda and Jim Eddy concerning the collection of funds for Officer Fletcher. The Commission discussed that a fund had been set up by the Sheriff's department to collect funds to cover incidentals not covered by worker's compensation. The Commission also agreed to sign a resolution for Officer Fletcher.

**In re: APPROVAL OF EMPLOYMENT - JAMES CADY- PUBLIC SAFETY DISPATCHER**

Motion by Surkamp, second by Manuel to approve the employment of James Cady as a Public Safety Dispatcher. Motion carried.

**In re: ROBERT R. RODECKER - CABLE FRANCHISE ATTORNEY - TERMS AND SCOPE OF SERVICES**

Motion by Surkamp, second by F. Morgan to approve the hiring of Robert R. Rodecker as the County's Cable Franchise Attorney. Motion carried.

**In re: TIM BARR - JEFFERSON COUNTY PARKS AND RECREATION COMMISSION - REQUEST FOR KIRK DAVIS' SERVICES FOR CONSTRUCTION ESTIMATE FOR SAM MICHAEL'S AMPHITHEATER**

The Commission discussed the request from Tim Barr for Kirk Davis' services for a construction estimate for Sam Michael's Amphitheater. After discussion and comments from Toni Milbourne, the Commission agreed to permit Kirk Davis to provide a construction estimate for the Sam Michael's Amphitheater.

**In re: APPROVAL OF EMPLOYMENT - EDWINA DONLEY - DEVELOPMENT AUTHORITY**

Motion by Surkamp, second by R. Morgan to approve the employment of Edwina Donley in the Development Authority office. Motion carried.

**In re: REQUEST FOR TISH APPIGNANI FOR LETTER OF SUPPORT FOR GRANT APPLICATION TO STATE ARTS & HUMANITIES**

Motion by Manuel, second by Corliss to support the application to the State Arts & Humanities as requested by Tish Appignani. Motion carried.

**In re: CAMPBELL MILLER ZIMMERMAN - REQUEST FOR PAYMENT OF ATTORNEY'S FEES AND COSTS - THORNHILL, LLC V. JEFFERSON COUNTY PLANNING COMMISSION**

After discussion and comments from Assistant Prosecuting Attorney, Stephanie Grove, motion by Surkamp, second by R. Morgan to authorize payment to Campbell Miller Zimmerman in the amount of \$13, 163.75. Motion carried.

**In re: COUNTY COMMISSION CONSIDER SERVING AS AGENT FOR LIBRARY TASK FORCE TO APPLY FOR AND RECEIVE FUNDS FROM LEGISLATURE TO BE USED FOR A NEEDS ASSESSMENT STUDY (SURVEY)**

Motion by R. Morgan, second by Manuel to authorize the President's signature on a letter that the Commission serve as agent for the Library Task Force. Motion carried.

**In re: LEGISLATIVE ISSUES - CONTINUED**

Motion by Surkamp, second by Corliss to send a resolution in support of Senate Bill 721 to Jefferson County legislators.

Motion by Manuel, second by R. Morgan to table the motion until next week. Motion passed by a 3-2 vote. Commissioners Surkamp and Corliss voted no.

Commissioner Surkamp commented on Senate Bill 497.

**In re: COUNTY ADMINISTRATOR REPORTS**

The County Administrator informed the Commission that the 911 Building was ready to go out to bid. Motion by Manuel, second by R. Morgan to go out to bid for the 911 Building. Motion carried.

The County Administrator informed the Commission of an email from Matthew Grove asking if the County would be charging itself for permits. Ms. Smith verified with the Commission that the County would not charge itself for permits.

The County Administrator discussed correspondence received from Lyn Widmyer and Willis Nowell concerning Kendig Keast.

The County Administrator suggested that the Commission reschedule the budget work session until tomorrow at 8:30 a.m. The Commission agreed to meet on Friday, March 2, 2007, at 8:30 a.m. for a budget work session.

**In re: COUNTY COMMISSION REPORTS**

Commissioner Morgan reported on the Solid Waste Authority's financial deficit and also requested a meeting with Bill Flenner, from the Public Service Commission, at the next County Commission meeting.

Commissioner Morgan reported on the Workforce Investment Board meeting.

**In re: PUBLIC COMMENT**

Fred Blackmer commented on the Management Consultant Report.

The Commission received the following information:

Notice of County Commission Work Session on Friday, March 2, 2007, at 9:00 a.m. to review and amend the Draft Subdivision Ordinance.

Notice of a County Commission Public Hearing on Monday, March 5, 2007, at 7:00 p.m. to discuss Kendig Keast draft documents to date.

Acceptance of Bond for RAI Group in the amount of \$528,158.

Memorandum received from Roger Goodwin concerning the Sheriff's new office building.

Notice received from the Department of Planning, Zoning and Engineering of a subdivision work session on March 2, 2007

Copy of correspondence sent to Brandon C.H. Sims from the State Historic Preservation Office received concerning the jail building.

Status of County Construction Projects report received.

Correspondence received from Family Court Judge Sally Jackson concerning Circuit Clerk office space needs.

Copy of correspondence sent to Senator Walt Helmick received concerning the Region 7 Workforce Investment Board.

Correspondence received from PEIA concerning their new computer system.

Correspondence received from the City of Charles Town concerning Ambulance Authority funding.

Invitation received from Page Jackson Elementary School to attend breakfast during the week of March 5-9 for National School Breakfast Week.

Invitation received from Shepherdstown Fire Department to attend their annual Recognition & Awards Dinner and Dance on Saturday, March 17, 2007.

Correspondence received from the West Virginia Department of Environmental Protection concerning the REAP program.

Copy of correspondence received from the Association of Counties concerning a proposal to create insurance pool in West Virginia.

Legislative information received from the County Commissioners' Association and the Association of Counties.

Notice received of a meeting of the Jefferson County Emergency Food & Shelter Local Board on Wednesday, March 14<sup>th</sup>, at 3:00 p.m.

Notice received from the West Virginia Offices of the Insurance Commissioner of information meetings regarding the transition of the workers' compensation market.

Meeting minutes received from the Harpers Ferry/Bolivar PSD.

Financial report received from the Harpers Ferry/Bolivar PSD.

Board meeting minutes received from the Eastern Panhandle Transit Authority.

Notice received from the United States Bankruptcy Court concerning Adelphia.

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

Copy of a newspaper article received from the County Commissioners Association concerning tax breaks for hunting lands.

#### Miscellaneous

The Commission received the following correspondence:

Correspondence received from Robert E. Glenn concerning the TDR Citizens Committee.

Correspondence received from the Historic Landmarks Commission concerning Mr. Glenn's letter regarding TDRs

Correspondence received from the Historic Landmarks Commission concerning the upcoming National Trust Workshop.

Correspondence received from Hali Taylor concerning the County's website.

Correspondence received from Stacey Reed concerning Article 4A.2 - Home Occupation Level 2.

Correspondence received from Lyn Widmyer concerning Kendig Keast.

Correspondence received from Willis Nowell concerning Kendig Keast.

**Correspondence received from Matt Clark concerning snow removal**

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

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**FRANCES B. MORGAN, COMMISSION PRESIDENT**