

**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 8, 2007, beginning at 9:30 o'clock a.m.

**PRESENT:** Frances B. Morgan, President;  
James Surkamp; A.M.S. (Rusty) Morgan, III;  
Dale Manuel; Greg 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 Board of Review and Equalization meetings held on Tuesday, February 6, 2007, Friday, February 9, 2007, Monday, February 12, 2007 and Tuesday, February 13, 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, March 1, 2007, and to approve the Minutes as amended. Motion carried.

Motion by Manuel, second by R. Morgan to dispense with the reading of the Minutes for the Special meeting held on Monday, March 5, 2007, and to approve the Minutes as prepared. Motion carried.

**In re: APPROVAL OF PURCHASE ORDERS**

Motion by Manuel, second by Corliss to approve the following Purchase Orders for the Week of March 5, 2007, totaling \$10,088.18: 43614, 43622, 43623, 42770, 42925, 43324, 43730, 43733, 43735, 43640, 43646, 43729, 43569, 43570, 43571, 43573 and 43731. Motion carried.

**In re: APPROVAL OF ACCOUNTS PAYABLE**

Motion by Manuel, second by Corliss to approve the list of the Accounts Payable dated March 8, 2007 as presented by the County Clerk and reviewed by the County Commission. Motion carried.

Check #	Dept	Vendor Name	PO #	AMT W/ PO#	AMT W/O PO#	Amount
51851	439	AMERICAN PLANNING ASSOC	43638	\$150.00		\$150.00
51852	700	ARCH WIRELESS	42918	\$322.20		\$322.20
51852	712	ARCH WIRELESS	41997	\$366.10		\$366.10
51853	425	ABH SERVICES	43484	\$2,235.00		\$2,235.00
51853	425	ABH SERVICES			\$6,797.00	\$6,797.00
51854	ALLOC	BARDANE PUBLIC HLTH CNTR			\$1,382.66	\$1,382.66
51854	ALLOC	BARDANE PUBLIC HLTH CNTR			\$2,471.75	\$2,471.75
51855	ALLOC	BOLIVAR/HF PUBLIC LIBRARY			\$11,250.00	\$11,250.00
51856	PAYROLL	BUREAU FOR CHILD SUPPORT			\$72.00	\$72.00
51857	439	B-K	43644	\$125.96		\$125.96
51857	425	B-K	43721	\$581.00		\$581.00
51858	PAYROLL	BUREAU/CHILD SUPPORT			\$62.31	\$62.31
51859	439	COUNTRY ROAD TIRE & AUTO	43719	\$430.91		\$430.91
51859	716	COUNTRY ROAD TIRE & AUTO	43720	\$516.94		\$516.94

51860	716	CREAMERS	43723	\$954.71		\$954.71
51860	425	CREAMERS	43725	\$66.41		\$66.41
51860	700	CREAMERS	43724	\$98.05		\$98.05
51861	424	C.T. WATER DEPT			\$122.64	\$122.64
51861	425	C.T. WATER DEPT			\$833.18	\$833.18
51862	712	VERIZON			\$150.00	\$150.00
51863	ALLOC	OLD CHARLES TOWN LIBRARY			\$11,250.00	\$11,250.00
51864	430	CHANNING BETE	43693	\$833.71		\$833.71
51865	PAYROLL	CHILD SUPPORT ENF AGENCY			\$23.07	\$23.07
51866	405	JAMES CASIMIRO III			\$316.22	\$316.22
51867	439	CAMPBELL/MILLER/ZIMMERMAN			\$13,163.75	\$13,163.75
51868	405	DELL COMPUTER	43526	\$100.24		\$100.24
51869	405	DHHR	43530	\$450.00		\$450.00
51870	716	EASTERN PAN. PRINT& COPY	43728	\$80.81		\$80.81
51871	INVEST	EQUITABLE			\$15.00	\$15.00
51872	992	ESRI	42429	\$20,400.00		\$20,400.00
51873	425	EHRlich			\$92.00	\$92.00
51874	ALLOC	GENERAL COUNTY FUND			\$3,750.00	\$3,750.00
51875	401	GB ASSOCIATES			\$4,250.00	\$4,250.00
51876	711	GLOBALSTAR	43667	\$1,616.14		\$1,616.14
51877	439	THE HERALD MAIL	43641	\$912.15		\$912.15
51878	439	ICC	43647	\$200.00		\$200.00
51879	INVEST	ING			\$175.00	\$175.00
51880	ALLOC	JEFF CO BOARD OF HLTH			\$47,432.70	\$47,432.70
51881	431	JEFF CO. DEVE. AUTHORITY			\$60,000.00	\$60,000.00
51882	712	JEFFERSON PUBLISHING CO			\$23.00	\$23.00
51882	439	JEFFERSON PUBLISHING CO	43643	\$153.60		\$153.60
51883	439	JOURNAL			\$351.98	\$351.98
51884	All Depts	JEFFERSON SECURITY BANK			\$4,729.00	\$4,729.00
51885	425	NICHOLAS LOWE			\$650.00	\$650.00
51886	712	PRIORITY DISPATCH	43325	\$565.00		\$565.00
51887	712	MSAG			\$350.00	\$350.00
51887	712	MSAG			\$896.38	\$896.38
51888	All Depts	COMPTRROLLER MD			\$811.96	\$811.96
51889	700	MCKINNEY'S AUTO REPAIR	43726	\$22.00		\$22.00
51890	PAYROLL	MD CHILD SUPPORT ACCT			\$140.00	\$140.00
51891	401	FRANCES MORGAN			\$102.92	\$102.92
51892	712	CHRISTINE MILLER			\$8.00	\$8.00
51883	INVEST	NACO/NATIONWIDE RETIRE.			\$765.21	\$765.21
51884	712	NATIONAL OF EMERGENCY MEDICAL	42926	\$90.00		\$90.00
51895	439	NAT. INST OF BUSINESS MGT.	43636	\$97.00		\$97.00
51896	ALLOC	JEFF CO PARK & REC			\$61,250.00	\$61,250.00
51897	403	PIFER	43039	\$24.34		\$24.34
51898	439	PENNSYLVANIA STATE UNIV	43645	\$1,645.00		\$1,645.00

51899	424	ROACH OIL			\$514.60	\$514.60
51900	401	ROBERT RODECKER			\$2,500.00	\$2,500.00
51901	ALLOC	SHEPHERDSTOWN LIBRARY			\$11,250.00	\$11,250.00
51902	712	SOFTWARE SYSTEMS	42769	\$584.00		\$584.00
51902	982	SOFTWARE SYSTEMS	43791	\$319.94		\$319.94
51902	404	SOFTWARE SYSTEMS			\$113.00	\$113.00
51902	404	SOFTWARE SYSTEMS			\$410.00	\$410.00
51902	402	SOFTWARE SYSTEMS			\$374.00	\$374.00
51902	404	SOFTWARE SYSTEMS			\$318.00	\$318.00
51902	403	SOFTWARE SYSTEMS			\$425.00	\$425.00
51902	403	SOFTWARE SYSTEMS			\$50.00	\$50.00
51902	402	SOFTWARE SYSTEMS			\$676.00	\$676.00
51902	428	SOFTWARE SYSTEMS			\$28.00	\$28.00
51902	404	SOFTWARE SYSTEMS			\$71.00	\$71.00
51902	982	SOFTWARE SYSTEMS			\$11,711.10	\$11,711.10
51903	ALLOC	S. JEFFERSON/SUMMIT PT LIB.			\$11,250.00	\$11,250.00
51904	All Depts	SHERIFF OF JEFFERSON CO			\$38,662.56	\$38,662.56
51905	All Depts	SHERIFF OF JEFFERSON CO			\$27,160.60	\$27,160.60
51906	401	STAPLES			\$615.22	\$615.22
51906	405	STAPLES			\$46.93	\$46.93
51906	412	STAPLES			\$629.86	\$629.86
51906	430	STAPLES	40894		\$368.13	\$368.13
51906	700	STAPLES			\$729.96	\$729.96
51906	712	STAPLES			\$763.84	\$763.84
51906	960	STAPLES			\$36.62	\$36.62
51907	439	THOMASSEN	43727	\$231.70		\$231.70
51908	711	US CELLULAR			\$135.32	\$135.32
51908	711	US CELLULAR			\$146.57	\$146.57
51909	982	UNITED SYSTEM & SOFTWARE			\$321.00	\$321.00
51910	424	US POSTAL SERVICE			\$5,070.00	\$5,070.00
51911	INVEST	VALIC			\$100.00	\$100.00
51912	425	WINCHESTER EQUIP CO	43722	\$482.61		\$482.61
51913	712	WALMART			\$260.52	\$260.52
51913	716	WALMART			\$82.26	\$82.26
51914	402	XEROX	43382	\$304.03		\$304.03
51914	402	XEROX	43383	\$223.15		\$223.15
<b>TOTALS</b>					<b>\$35,182.70</b>	<b>\$348,507.82</b>
						<b>\$383,690.52</b>

DEPT	NAME	DEPT AMTS
401/COM	CO. COMMISSION	\$7,468.14
402/CCLK	CO. CLERK	\$1,577.18
403/CIR CLK	CIRCUIT CLERK	\$499.34
404/TAX	TAX OFFICE	\$912.00
405/PA	PROS ATTY	\$913.39
406/ASSR	ASSESSORS	

408/GOV	ST.COMPNET CHG BO GOV UNIT	
412/AG	AG AGT	\$629.86
413/ELE	ELECTION	
415/MAG CT	MAGISTRATE COURT	
415/	GENERAL SCHOOL/CO TRANSFER	
418/STK	STOCK ROOM	
424/CTHS	COURT HOUSE	\$5,707.24
425/OB	OTHER BUILDING	\$11,737.20
428/DATAP	DATA PROCESSING	\$28.00
430/HLS	HOMELAND SEC	\$1,201.84
431/ECON DEV	ECON DEV	\$60,000.00
439/PZ	PLANNING ZONING	\$17,462.05
700/SHRF	SHERIFF DEPT	\$1,172.21
701/SHRF	SHERIFF DEPT	
704/WV JAIL	ST/WV REGIONAL JAIL	
711/OES	EMERG SVC	\$1,898.03
712/911	911 COMMUNICATION	\$4,056.84
716/A/C	ANIMAL CONTROL	\$1,634.72
801/MTL HLTH	MENTAL HEALTH	
808GOV UNIT	SWA CONTRIB OTHER GOV UNIT	
900/PARK&REC	JEFFERSON CO. PARKS& REX	
916/LIBRARY	LIBRARY CAPITAL OUTLAY	
960/IMPACT	IMPACT FEES	\$36.62
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	\$12,352.04
986/CAP/COMM	CO. COMMISSION/CAPITAL OUTLAY	
992/CAP/911	911 COMMUNICATION/CAP OUTLAY	\$20,400.00
998/PRK/REC	PARKS & REC COMMUNITY CENTER	
ALLOC	ALLOCATIONS	\$161,287.11
ALL DEPTS	ALL DEPTS	\$71,364.12
010/GRANT	GRANTS	
INVEST	INVESTMENTS	\$1,055.21
PAYROLL	PAYROLL	\$297.38
<b>TOTALS</b>		<b>\$383,690.52</b>

**In re: LEGISLATIVE ISSUES**

Commissioner Surkamp discussed SB 497/HB 2804. Motion by Surkamp, second by R. Morgan to fax a Resolution to Senator Yoder regarding the County Commission opposition on SB 497/HB 2804. Motion passed.

**In re: COMPLETE BOND RELEASE - MURALL LIMITED PARTNERSHIP**

Motion by R. Morgan, second by Corliss to approve the complete bond release in the amount of \$95,000.00 for Murall Limited Partnership - Quail Ridge Subdivision, Section II, Phase I, Lots 44-48, 51-81 & residue. Motion carried.

**In re: BONDING AND ACTIVITY REPORT**

Paul Raco, Executive Director of Planning, Zoning and Engineering, appeared before the Commission for the Planning Commission activity report. Mr. Raco discussed the Spruce Hill Subdivision bonding. The Commission agreed to place this matter on the March 22, 2007 agenda and to have Mr. Raco send out formal notices. Motion carried.

**In re: PUBLIC COMMENTS**

Nancy Lutz appeared before the Commission and commented on Law Enforcement banter on the air. Daniel Lutz appeared before the Commission and commented on the Ag Task Force meeting with Kendig Keast.

**In re: MARIAN BUCKNER & REBECCA MACLEON - POTOMAC HEADWATERS RC&D - BUDGET REQUEST**

Marian Buckner and Rebecca MacLeon appeared before the Commission to request funding. Ms. MacLeon introduced Ora Dixon, Potomac Headwaters RC&D Council Member and Kellie Boles, Agricultural Development Officer.

Ms. MacLeon presented a plaque to the County Commission with appreciation and to recognize the County Commission for the past 15 years of financial support.

The Commission agreed to discuss this request during budget deliberations.

**In re: ED DUNLEAVY - SHEPHERDSTOWN BATTLEFIELD FUNDING REQUEST**

Ed Dunleavy appeared before the Commission to request funding for the Shepherdstown Battlefield. After discussion, the Commission agreed to discuss this request during budget deliberations.

**In re: MEG BURNS - DISCUSS INCOME FROM RACE TRACK**

Meg Burns appeared before the Commission to discuss the video lottery income that is received from the Charles Town Races and Slots. Ms. Burns requested that a portion of VLT money be given to the schools. The Commission commented that 80% of property taxes collected are for the schools and that HB 2718 would allow a percentage of table games would also go to the schools if passed during the election. After further discussion, no action was taken.

**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: LEGISLATIVE ISSUES**

Commissioner Manuel reported on the following legislative issues: \$20 Flat Fee on Land Transfers for Affordable Housing, 3½% teacher raise, SB 721 still at the bottom of the agenda, mapping bill, water bill SB 679. Commissioner Manuel requested a wrap up session after the budget is completed to discuss Legislation. The Commission agreed to discuss this at a later date after the budget is complete and set a date and time for a wrap up session with our Delegates and Senators.

**In re: TRINA BARTLETT - WV 211 PRESENTATION**

Trina Bartlett appeared before the Commission to discuss WV 211 and to request funding. After discussion, the Commission agreed to discuss this during budget deliberations.

**In re: JENNIFER S. MAGHAN - COUNTY CLERK'S REPORT  
- COUNTY CLERK'S END OF MONTH REPORT  
- BUDGET REVISION REQUEST**

Jennifer S. Maghan, County Clerk appeared before the Commission to give the weekly County Clerk's report. Ms. Maghan gave the Commission a monthly report for February, 2007. Ms. Maghan also requested a budget revision for her County Clerk's fund and Election fund. The Commission authorized the County Administrator to prepare the required documents for the budget revision and to place this matter on next week's agenda.

**The Commission took a 5 minute break at 11:05 a.m.**

Elizabeth Blake appeared before the Commission to request that Ron Moltere be appointed to the Multi-Jurisdictional Planning Committee representing Bolivar and informed the Commission that the request will be on next week's agenda.

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

The Commission discussed the visit with Kendig Keast and agreed to send a letter to ask that Kendig Keast provide the Commission with policy and procedures questions as soon as possible and to thank them for their appearance and looking forward to seeing them in April.

**In re: SHEPHERDSTOWN BATTLEFIELD TRANSPORTATION ENHANCEMENT GRANT**

No action was taken on this agenda item.

**In re: SCHEDULE A MEETING WITH CABLE FRANCHISE LEGAL COUNSEL - ROBERT RODECKER**

The Commission discussed scheduling a meeting with Robert Rodecker, Legal Counsel for the cable franchise. The Commission agreed to schedule a meeting the first or second week of April. The Commission directed that Leslie Smith, County Administrator call Comcast and request a copy of a proposal.

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

The Commission discussed this agenda item under Executive Session with Brandon Sims, Legal Counsel.

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

Commissioner F. Morgan withdrew this item from the agenda.

**In re: EASTERN PANHANDLE TRANSPORTATION AUTHORITY: BYLAWS, MINUTES AUTHORITY**

The Commission discussed the availability of the bylaws and minutes of the Eastern Panhandle Transportation Authority. The County Administrator reported that Jim Mickey is scheduled on the County Commission agenda March 29<sup>th</sup>, 2007 for a presentation.

**In re: JEFFERSON COUNTY CHAMBER OF COMMERCE - REQUEST FOR PERMISSION TO INCLUDE WINE AT THE MOUNTAIN HERITAGE ARTS AND CRAFT FESTIVALS**

Motion by R. Morgan, second by Corliss to approve the request received from the Jefferson Chamber of Commerce to give permission to include wine at the Mountain Heritage Arts and Crafts Festivals. Motion carried.

**In re: REV. ERNEST LYLES - PROJECT EXCEL BUDGET REQUEST**

Rev. Ernest Lyles appeared before the Commission to request funding for Project Excel. Susan Offutt, Principal for the Shepherdstown Elementary School was present and expressed her support for Project Excel. The Commission agreed to discuss this request during budget deliberations.

**In re: JANE RISSLER - JOINT CITY/COUNTY PLANNING**

Jane Rissler appeared before the Commission to discuss Joint City/County Planning. She also discussed pipestem annexations and presented a petition with 633 signatures asking for the City of Charles Town to hold all annexations until there is cooperation between the City and the County.

**In re: LONG RANGE PLANNER INTERVIEWS - TRAVEL EXPENSES**

Motion by Manuel, second by R. Morgan to approve the expenses for the travel expenses for the Long Range Planner interviews not to exceed \$1,000 and limited to airfare and one night lodging. Motion carried.

**The Commission took a 5 minute break at 11:45 a.m.**

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

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. Mike Thompson, Prosecuting Attorney was present and commented on pipestem annexations and the level of services. Jeff Polczynski, Communications Director appeared before the Commission and commented on the problems with pipestem annexations and the problems with the addressing process.

Motion by Surkamp, second by R. Morgan to request that the City of Charles Town provide names of owners of the adjacent property to be annexed, prepare a cost of services and a service analysis report. Commissioner Surkamp withdrew his motion.

Motion by Surkamp to require the City of Charles Town provide names of owners of the adjacent property to be annexed, prepare a cost of services and a service analysis report for every annexation to show reasonable proof of the annexation. Commissioner Surkamp withdrew his motion.

Motion by Corliss, second by Manuel to deny the Annexation Application Certification because it did not meet the test of reasonableness and it is also in conflict with 8A regarding continuity/contiguous. Motion carried.

For the record, Commissioner Surkamp presented a copy of the Public Education Session - Formal Presentation of Attorney for the City of Charles Town - Linda Gutsell, Esq.

**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 release of personnel records.

Motion by Surkamp, second by Corliss to transfer the personnel file of Kirk Davis from DPZE to Mark Schiavone, immediately. Motion passed by a 4-1 vote. Commissioner Manuel voted no.

Stephanie Grove, Assistant Prosecuting Attorney appeared before the Commission to ask who in the Zoning Board of Appeals would be able to certify a large document needed in court. In the past, Becky Burns or Paul Raco certified the documents. The Commission agreed to have Christine Chalmers along with Becky Burns certify the documents and to have Ms. Burns work with Ms. Chalmers so she can certify documents in the future.

Motion by R. Morgan, second by Manuel to enter into Executive Session with legal counsel in order to discuss the Ranson Litigation. Motion carried.

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

**In re: RE-ORGANIZATION**

Motion by Manuel that the reorganization plan adopted last week be altered by reassigning the Capital Projects Manager to the Facilities Planning Department under the supervision of Chief Planner, Paul Raco. Motion failed due to the lack of a second.

**In re: MARK SCHIAVONE - TRANSITION PLAN FOR CAPITAL PROJECTS MANAGER - REVIEW TRANSITION PLANNING TO ESTABLISH CIP AND IMPACT FEE DEPARTMENT**

Mark Schiavone appeared before the Commission to discuss the Transition Plan for the Capital Projects Manager that was discussed previously with Kirk Davis and Roger Goodwin. After discussion, motion by R. Morgan, second by Surkamp to receive the Transition Plan as amended to include additional bonding responsibilities in consideration to Kirk Davis' current job duties. Motion carried.

**In re: TRANSITION PLAN FOR REORGANIZATION OF PZE**

Commissioner Corliss presented a draft transition plan for reorganization of PZE. After discussion, motion by Corliss, second by R. Morgan to approve the draft transition plan for reorganization of PZE and a list of job descriptions as presented by Commissioner Corliss.

Motion by Manuel to lay this on the table for next week. Motion failed due to the lack of a second.

The original motion by Corliss, second by R. Morgan to approve the draft transition plan for reorganization of PZE and a list of job descriptions as presented by Commissioner Corliss. Motion passed by a 4-1 vote. Commissioner Manuel voted no.

Commissioner Manuel asked James Casimiro, Assistant Prosecuting Attorney if the County Commission may make an appointed commission directly responsible for control of a county function outlined in WV Code? Mr. Casimiro informed the Commission that he would review the request and give an update later.

**In re: KRISTINA CREA - REQUEST FOR USE OF LIBRARY MEETING ROOM FOR AN ART EXHIBIT**

By unanimous consent the Commission denied the request received by Kristina Crea for the use of the Library meeting room for an Art exhibit.

**In re: JEFFERSON COUNTY COMMUNITY CENTER - PALMER CONSTRUCTION COMPANY CHANGE ORDER**

The Commission agreed to place this agenda item on next week's agenda.

**In re: CORRESPONDENCE FROM ELLIOTT KIRSCHBAUM - REQUEST TO APPEAL ASSESSMENT INCREASE**

The Commission directed the County Administrator to send a letter to Elliott Kirschbaum and inform him that the Board of Review and Equalization is not able to look at this request and that the deadline expired February 9, 2007 at noon.

**In re: DRAFT AGREEMENT - OLD JAIL COURTHOUSE ANNEX - ROCKWELL CONSTRUCTION**

Motion by Manuel, second by R. Morgan to have the Commission legal counsel and Rockwell Construction to work together on the agreement. When it is worked out then the Commission authorized the President of the Commission to affix her signature to the required documents. Motion carried.

**In re: CORRESPONDENCE FROM RALPH LORENZETTI - WITHDRAWAL AS FIDUCIARY COMMISSIONER AND RECOMMENDATION FOR APPOINTMENT OF NEW FIDUCIARY COMMISSIONER - CARMELA M. CESARE, ESQ.**

The Commission agreed to place this agenda item on the April 12, 2007 agenda for appointment of a Fiduciary Commissioner during the Quarterly Fiduciary Accounts Review.

**In re: JIM ADDY, MAYOR OF HARPERS FERRY - APPOINTMENT OF DAN RISS AND CARRIE GAUTHIER TO THE MULTI-JURISDICTIONAL PLANNING COMMISSION**

The Commission agreed to accept the appointments of Dan Riss and Carrie Gauthier to the Multi-Jurisdictional Planning Commission.

**In re: SCHEDULING A PUBLIC HEARING ON THE MANAGEMENT STUDY**

Motion by Manuel, second by F. Morgan to hold a public hearing to hear comments on the Management Study. Motion carried.

**In re: PUTTING MANAGEMENT STUDY WITH ALL ENCLOSURES ONLINE**

The Commission discussed the Management Study and putting it online. The County Administrator informed the Commission that the Management Study is currently online. Ms. Birnbach informed the Commission that she would email the County Administrator any charts or documents that are not currently online so they could be posted.

**In re: SET MEETING WITH SARAH BIRNBACH TO DISCUSS CHANGES TO MANAGEMENT PLANS MADE BY LEGAL STAFF**

The Commission agreed to schedule a meeting with Sheila Birnbach on March 29<sup>th</sup>, 2007 to discuss the changes to the Management Study.

**In re: HOW TO REVIEW/TAKE ACTION ON OTHER RECOMMENDATION FROM MANAGEMENT STUDY, FOR INSTANCE BELOW**

**a. ESTABLISHING JEFFERSON IT COMPUTER AND SOFTWARE MAINTENANCE PROGRAM**

**b. CREATING A JEFFERSON COUNTY HUMAN RESOURCES OFFICE**

The Commission discussed the possibility of establishing a Human Resources Office. The Commission directed that the County Administrator contact all elected officials and ask them if they would use the Human Resources Office if implemented.

The Commission agreed to place the agenda item of creating a Jefferson County IT computer and software maintenance program under review.

**In re: AMENITIES FOR COUNTY COMMISSION MEETING ROOM**

Commissioner Corliss requested that a coat rack be placed in the County Commission meeting room. The County Administrator informed the Commission that this matter is being looked at and that there have been catalogs requested with historic coat racks in it. Commissioner F. Morgan agreed to bring in wall hanging brass coat hooks in at no charge to be placed in the County Commission meeting room.

**In re: UPGRADE COUNTY MEETING ROOM SOUND SYSTEM**

The County Administrator informed the Commission that the sound system had been approved a few weeks ago and that they are awaiting the microphones for the sound system.

**In re: COUNTY COURT HOUSE INSURANCE COST**

Commissioner Corliss discussed the Court House Insurance and requested that the Court House insurance be increased. Currently the Court House is insured at 2.5 million and contents at 1.2 million. The County Administrator said that she would contact BRIM and request an increase in the amount of insurance to the Court House.

**In re: MOTION TO INCLUDE MARK SCHIAVONE AS A PARTICIPANT IN OUR BUDGET DELIBERATIONS**

The Commission agreed to have Mark Schiavone participate in the budget deliberations and to include Kirk Davis when Capital Improvements and construction is discussed.

**In re: MONTHLY MEETING: COUNTY COMMISSION DEPARTMENT HEADS**

The Commission discusses holding a meeting with the County Commission Department Heads quarterly and to start the first meeting after the budget deliberations. For the record, Sheila Birnbach was present and commented on the meetings with the County Commission Department Heads and she supports that concept.

**In re: CHARLES TOWN MASS ANNEXATION PLAN: LEGAL QUESTIONS**

This agenda item was discussed under the appointment with James B. Crawford - Charles Town Annexation continued.

**In re: REQUEST FOR PAUL RACO, IN NEW CAPACITY AS FACILITIES PLANNER, TO CONDUCT STUDY OF ALL OPTIONS FOR PROVISION OF AMBULANCE SERVICES IN THE COUNTY**

The Commission agreed to place this agenda item on next week's agenda.

**In re: REQUEST PAUL RACO, AS FACILITIES PLANNER, TO REPORT ON THE AFFECT TO COUNTY SERVICES OF PROPOSED ANNEXATIONS AND THE SPLIT OF RESPONSIBILITIES BETWEEN THE COUNTY AND CITY**

The Commission agreed to place this agenda item on next week's agenda.

**The Commission took a 10 minute break at 3:00 p.m.**

**In re: DEPARTMENT OF PLANNING, ZONING AND ENGINEERING STAFF - REQUEST TO ADDRESS THE COMMISSION FOR CLARIFICATION ON THE REORGANIZATION**

The Commission discussed the request from the Department of Planning, Zoning and Engineering Staff to address the Commission for clarification on the reorganization. Motion by Manuel to allow the staff to address the Commission right now. The motion failed due to the lack of a second.

Motion by Surkamp, second by R. Morgan to notify the staff and to have them place their concerns in writing and that they would be included in the Commission agenda packet. Commissioner Surkamp withdrew his motion.

Motion by Surkamp, second by F. Morgan to notify the staff that their concerns be directed to the Transition Team. The County Administrator informed the Commission that the staff have already called and requested appointments on next week's agenda. Commissioner Surkamp withdrew his motion.

Motion by R. Morgan, second by Surkamp to allow 1 spokesperson from the staff of the Department of the Planning, Zoning and Engineering appear before the Commission next week. Motion carried.

**In re: EXTENSION OF GREEN INFRASTRUCTURE WORK WITH FRESHWATER INSTITUTE**

The Commission discussed the extension of the Green Infrastructure work with the Freshwater Institute and agreed to discuss this agenda item during budget deliberations.

**In re: DISCUSS APPROPRIATENESS OF IMMEDIATE REPEAL OF JEFFERSON COUNTY ZONING AND LAND DEVELOPMENT ORDINANCE CHAPTERS 6, 7, AND 8 AMENDING TITLE OF ORDINANCE TO CONFORM TO CHANGE**

Commissioner F. Morgan discussed the appropriateness of immediate repeal of the Jefferson County Zoning and Land Development Ordinance Chapters 6, 7, and 8 amending Title of Ordinance to confirm to change. The Commission agreed to have Stephanie Grove, Assistant Prosecuting Attorney and James Casimiro, Assistant Prosecuting Attorney review this agenda item and give a report to the Commission on their findings.

**In re: DISCUSS FORMATION OF MPA WITH JEFFERSON COUNTY AND MUNICIPALITIES OF BOLIVAR, HARPERS AND SHEPHERDSTOWN**

This agenda item was taken care of previously.

**In re: COMMISSION REPORTS**

Commissioner Corliss reported on the Region 9 meeting he attended.

**In re: COUNTY ADMINISTRATOR REPORTS AND INFORMATION**

Leslie Smith, County Administrator informed the Commission that John Sidor called asking for the schedule of the Commissioners that are on the Long Range Planner Committee so he can set up times for interviews. Commissioners Manuel, Corliss and Surkamp agreed to be available on March 26<sup>th</sup>, 2007 for interviews.

**In re: PUBLIC COMMENT**

Fred Blackmer commented on actions taken by the Commission today.

**The Commission received the following information:**

Meeting scheduled with Tammy DeFazio on March 21, 2007, at 1:00 p.m.

Certificate of Valuation and Assessed Values for Calculating Reduced (Rolled Back) Levy Rates received.

Meeting minutes received for the Special Meeting of the Planning Commission held on January 30, 2007.

Memorandums received from the Department of Impact Fees concerning transfers of funds.

Impact Fee Status Report received for February 2007.

Correspondence received from JCCEP concerning Paul Burke.

Correspondence received from the Division of Highways concerning highway projects.

Status report of County capital construction projects received.

Correspondence received from Tim Barr concerning budget hearings.

2007 state training schedule received from the West Virginia Division of Homeland Security and Emergency Management.

Correspondence received from Action Audits, LLC concerning WI-FI networks.

Correspondence received from Comcast concerning rate adjustments.

Copy of Senate Concurrent Resolution No. 10 received.

Information on air quality received from Tom Christoffel.

Legislative information received from the County Commissioners' Association.

Legislative information received from the Association of Counties.

Copy of a newspaper article received from the County Commissioners' Association concerning the ATV bill.

Information received from the Association of Counties concerning Synfuel Tax distribution.

Information received concerning the Spring 2007 Local Government Leadership academy scheduled for April 14<sup>th</sup> - 15<sup>th</sup>, 2007

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

**The Commission received the following correspondences:**

Correspondence received from Christy Huddle concerning the draft zoning and draft subdivision ordinances.

Correspondence received from Citizens of the Blue Ridge Act concerning a proposed Blue Ridge Mountain Overlay District.

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

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PRESIDENT