

**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 Jefferson County Courthouse thereof on Thursday, March 15, 2007 beginning at 9:30 o'clock a.m.

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

**IN RE: PLEDGE OF ALLEGIANCE**  
Commissioner R. Morgan conducted the Pledge of Allegiance

**IN RE: APPROVAL OF MINUTES**  
Motion by R. Morgan, second by Manuel to dispense with the reading of the minutes for the regular meeting held on Thursday, March 8, 2007 and to approve the minutes as amended. Motion carried.

**IN RE: APPROVAL OF PURCHASE ORDERS**  
Motion by Manuel, second by R. Morgan to approve the following Purchase Orders for the week of March 15, 2007 totaling \$120,270.89; 42771, 43615, 43707, 43744, 43772, 43793, 43794, 43703, 43743, 43745, 43746, 43531, 43532, 43533, 43748 and 43750. Motion carried.

**IN RE: APPROVAL OF ACCOUNTS PAYABLE**  
Motion by R. Morgan, second by Manuel to approve the Accounts Payable for the week of March 15, 2007 totaling: \$214,309.68 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
51916	425	ALLEGHENY POWER			\$862.60	\$862.60
51917	412	AT& T			\$2.31	\$2.31
51917	424	AT& T			\$0.25	\$0.25
51918	425	ARCH WIRELESS	42917	\$175.90		\$175.90
51919	712	KIMBERLY BURKE			\$180.00	\$180.00
51920	430	B-K	40895	\$171.00		\$171.00
51921	711	AMERIGAS			\$208.26	\$208.26
51922	425	BOLAND	42528	\$385.00		\$385.00
51922	425	BOLAND	43473	\$593.00		\$593.00
51923	425	BK SECURITY & HOME AUTOMATION	43735	\$174.59		\$174.59
51924	401	CASTO & HARRIS	43708	\$73.60		\$73.60
51925	439	COUNTRY ROAD TIRE & AUTO	43729	\$420.43		\$420.43
51926	439	CREAMERS	43730	\$37.74		\$37.74
51926	700	CREAMERS	43731	\$638.15		\$638.15
51926	712	CREAMERS	43720	\$108.22		\$108.22
51927	712	JAMES CADY			\$120.00	\$120.00
51928	425	DAYCON	43733	\$381.09		\$381.09
51929	712	ESRI	42430	\$1,214.72		\$1,214.72

51930	712	EARTHLINK			\$21.95	\$21.95
51931	424	EHRlich			\$28.00	\$28.00
51931	425	EHRlich			\$362.00	\$362.00
51932	712	FRONTIER			\$3,831.58	\$3,831.58
51932	412	FRONTIER			\$360.72	\$360.72
51932	415	FRONTIER			\$330.43	\$330.43
51932	424	FRONTIER			\$12,764.35	\$12,764.35
51933	VOID	VOIDED CHECK				
51934	700	FIFTH THIRD BANK			\$650.15	\$650.15
51934	439	FIFTH THIRD BANK			\$1,485.00	\$1,485.00
51934	401	FIFTH THIRD BANK			\$2,922.00	\$2,922.00
51934	402	FIFTH THIRD BANK			\$29.95	\$29.95
51934	403	FIFTH THIRD BANK			\$12.45	\$12.45
51934	711	FIFTH THIRD BANK			\$1,258.84	\$1,258.84
51934	712	FIFTH THIRD BANK			\$1,724.02	\$1,724.02
51934	712	FIFTH THIRD BANK			\$442.09	\$442.09
51934	424	FIFTH THIRD BANK			\$514.11	\$514.11
51934	430	FIFTH THIRD BANK	43689	\$1,390.00		\$1,390.00
51935	700	GALLS	43573	\$3,266.96		\$3,266.96
51936	GSF	GENERAL SCHOOL FUND			\$29,265.33	\$29,265.33
51937	All Depts	GUARDIAN INSURANCE			\$5,999.92	\$5,999.92
51937	All Depts	GUARDIAN INSURANCE			\$101,414.94	\$101,414.94
51938	403	GREENLINE DATA	43040	\$248.10		\$248.10
51939	439	THE HERALD-MAIL	43229	\$841.80		\$841.80
51940	401	JEFFERSON PUBLISHING CO			\$99.34	\$99.34
51940	402	JEFFERSON PUBLISHING CO	43623	\$625.93		\$625.93
51941	GRANT	JEFF CO SOLID WASTE AUTHORITY			\$2,701.35	\$2,701.35
51942	GRANT	JEFF CO BLACK HISTORY PRESERVATN			\$4,000.00	\$4,000.00
51943	439	KENDING KEAST			\$2,891.95	\$2,891.95
51944	712	LANGUAGE LINE SERVICE			\$216.19	\$216.19
51945	401	MATTHEW BENDER			\$78.00	\$78.00
51946	402	MR. PRINT	43622	\$94.63		\$94.63
51947	712	PRIORITY DISPATCH	42925	\$195.00		\$195.00
51948	700	MCKINNEY'S AUTO REPAIR	43732	\$714.41		\$714.41
51949	424	MCI			\$1,102.62	\$1,102.62
51950	712	TERRI MEHLING			\$5.40	\$5.40
51951	402	PIFER	43614	\$494.48		\$494.48
51952	425	PROPST PLUMBING	43734	\$94.72		\$94.72
51953	712	LAURA POPE			\$180.00	\$180.00
51954	712	JEFF POLCZYNSKI			\$90.00	\$90.00
51955	425	REIDS	42713	\$198.50		\$198.50
51955	424	REIDS	39182	\$61.50		\$61.50
51956	424	ROACH			\$383.03	\$383.03
51956	425	ROACH			\$1,187.54	\$1,187.54

51957	976	SOFTWARE SYSTEMS	43034	\$13,513.00		\$13,513.00
51958	700	STEWARTS MEN'S WEAR	43570	\$180.00		\$180.00
51959	425	SHENANDOAH VALLEY WATER			\$485.75	\$485.75
51960	439	ARCOM	43640	\$530.60		\$530.60
51961	711	U.S. CELLULAR			\$130.62	\$130.62
51962	700	WAHL	43571	\$203.83		\$203.83
51963	425	WM OF WEST VA			\$191.31	\$191.31
51963	716	WM OF WEST VA			\$89.73	\$89.73
51963	425	WM OF WEST VA			\$253.40	\$253.40
51964	712	WV ENHANCED 911 COUNCIL	43324	\$300.00		\$300.00
51965	All Depts	WVPEIA			\$6,803.00	\$6,803.00
51966	701	WV UNIFORMS	43569	\$589.55		\$589.55
51967	412	CRAIG YOHN			\$712.75	\$712.75
<b>TOTAL</b>				<b>\$27,916.45</b>	<b>\$186,393.23</b>	<b>\$214,309.68</b>

DEPT	NAME	DEPT AMTS
401/COM	CO. COMMISSION	\$3,172.94
402/CCLK	CO. CLERK	\$1,244.99
403/CIR CLK	CIRCUIT CLERK	\$260.55
404/TAX	TAX OFFICE	
405/PA	PROS ATTY	
406/ASSR	ASSESSORS	
408/GOV	ST.COMPNET CHG BO GOV UNIT	
412/AG	AG AGT	\$1,075.78
413/ELE	ELECTION	
415/MAG CT	MAGISTRATE COURT	\$330.43
415/	GENERAL SCHOOL/CO TRANSFER	\$29,265.33
418/STK	STOCK ROOM	
424/CTHS	COURT HOUSE	\$14,853.86
425/OB	OTHER BUILDING	\$5,345.40
428/DATAP	DATA PROCESSING	
430/HLS	HOMELAND SEC	\$1,561.00
431/ECON DEV	ECON DEV	
439/PZ	PLANNING ZONING	\$6,207.52
700/SHRF	SHERIFF DEPT	\$5,653.50
701/SHRF	SHERIFF DEPT	\$589.55
704/WV JAIL	ST/WV REGIONAL JAIL	
711/OES	EMERG SVC	\$1,597.72
712/911	911 COMMUNICATION	\$8,629.17
716/A/C	ANIMAL CONTROL	\$89.73
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	\$13,513.00
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	\$114,217.86
010/GRANT	GRANTS	\$6,701.35
INVEST	INVESTMENTS	
PAYROLL	PAYROLL	
<b>TOTALS</b>		<b>\$214,309.68</b>

**IN RE: BONDING AND ACTIVITY REPORT**

Paul Raco appeared before the Commission to report there was no bonding for the week of March 15, 2007.

Sherry Kelly appeared before the Commission for the weekly Planning, Zoning and Engineering activity report. Ms. Kelly reported on the upcoming staff review meeting and the agenda items for the March 20, 2007 Planning Commission meeting.

**IN RE: PUBLIC COMMENT**

Daniel Lutz appeared before the Commission to express his concerns with the Ag Task Force participation in the Zoning and Subdivision Ordinance rewrite process.

Sheila Testerman appeared before the Commission to express her concerns with the County Health Insurance plan.

James Crawford, Esquire appeared before the Commission to express support for the purchase of new software for the County Clerk's office.

Diane Penrod appeared before the Commission to express support for the purchase of new software for the County Clerk's office.

**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 status of House Bill 541.

Commissioner Manuel reported on the proposed hotel/motel 6% tax increase and discussed the need for additional research before supporting a tax increase.

Commissioner Manuel reported on the meeting he is coordinating with Delegates that will include round table discussions with the County Commission.

Commissioner Surkamp expressed his concerns to the proposed hotel/motel 6% tax increase.

**IN RE: KENDIG KEAST UPDATE/ORDINANCE REWRITE DISCUSSION**

The Commission agreed to place this matter on the March 22, 2007 agenda.

**IN RE: SHEPHERDSTOWN BATTLEFIELD TRANSPORTATION ENHANCEMENT GRANT**

James Casimiro, Assistant Prosecuting Attorney appeared before the Commission to report on the status of the Shepherdstown Battlefield Transportation Enhancement grant. Mr. Casimiro reported on his discussions with Department of Highway officials and Ed Dunleavy.

**IN RE: BILL FLENNER – PUBLIC SERVICE COMMISSION**

Bill Flenner from the Public Service Commission appeared before the Commission to discuss concerns with the current status of the transfer station and the need for funds. Mr. James McGowen and Roger Gambill of the Solid Waste Authority were also present.

Mr. Flenner reported on the capacity and operations of the Jefferson County Transfer Station and presented the Commission with an operations and expenditure report.

Motion by Surkamp to grant payment of \$105,000.00 to the Solid Waste Authority for debt payment to Waste Management for the Jefferson County Transfer Station. Motion died due to the lack of a second.

Mr. Jerry Byrd from the Public Service Commission appeared before the Commission to report on Commission responsibility to the Solid Waste Authority for operations and maintenance expenses of the transfer station.

*The Commission took a 5-minute break at 10:25 a.m.*

**IN RE: NICK BLANTON – THE RUMSEIAN SOCIETY, INC – BUDGET REQUEST**

Mr. Jay Hurley of the Rumseian Society Incorporated appeared before the Commission for a budget proposal and request.

Mr. Hurley reported on the history, current projects and objectives of the Rumseian Society, Inc.

The Commission agreed by consensus to review and consider this matter further during budget deliberations.

**IN RE: KIT MCGINNIS – CLAYMONT SOCIETY – REQUEST FOR LETTER OF SUPPORT FOR AN HISTORIC PRESERVATION GRANT**

Ms. Kit McGinnis from the Claymont Society appeared before the Commission to request a letter of support to the West Virginia State Historic Preservation Office for the Historic Preservation Grant application for the Claymont Court Mansion project.

Motion by Manuel, second by Corliss authorizing the Commission President to affix her signature upon a letter of support to be submitted to the West Virginia State Historic Preservation Office on behalf of the Claymont Society. Motion carried.

**IN RE: JEFFERSON COUNTY CHAMBER OF COMMERCE – REQUEST FOR PERMISSION TO INCLUDE WINE AT THE MOUNTAIN HERITAGE ARTS AND CRAFTS FESTIVAL**

James Casimiro, Assistant Prosecuting Attorney appeared before the Commission to report on the permissibility of authorizing the Jefferson County Chamber of Commerce to include wine at the Mountain Heritage Arts and Craft festival.

Motion by Manuel, second by Surkamp to permit the Jefferson County Chamber of Commerce the authority to include wine at the Mountain Heritage Arts and Craft festival for 5-years contingent upon legal review and approval. Motion carried.

**IN RE: JEFFERSON COUNTY COMMUNITY CENTER – PALMER CONSTRUCTION COMPANY CHANGE ORDER**

Leslie D. Smith, County Administrator reported on Change Order #8 for the Jefferson County Community Center.

Motion by Manuel, second by R. Morgan to approve Change Order #8 contingent on recommendations by Kirk Davis. Motion carried.

**IN RE: REMOVAL OF MIRRORS FROM NEW BUILDING**

The Commission agreed by consensus to authorize the removal of mirrors from the new building if legal counsel approves the specifications.

**IN RE: APPOINTMENTS TO THE HISTORIC LANDMARKS COMMISSION**

Motion by Surkamp, second by R. Morgan to appoint John C. Allen, Jr. to the Historic Landmarks Commission for one 3-year term ending March 15, 2010. Motion carried.

**IN RE: PROVISION OF LEGAL ADVICE TO TRANSITION TEAM FOR REORGANIZATION OF PLANNING, ZONING AND ENGINEERING**

Motion by R. Morgan, second by Corliss authorizing Assistant Prosecuting Attorney James Casimiro to provide legal support to the Transition Team for Reorganization of Planning, Zoning and Engineering. Motion carried.

**IN RE: REQUEST TO PUT OUT TO BID – ENERGY MANAGEMENT SYSTEM**

Leslie D. Smith, County Administrator reported on the request from William Polk, Maintenance Director to advertise for bids for a proposed Energy Management System.

Motion by R. Morgan, second by Corliss authorizing William Polk, Maintenance Director to advertise for bids for a proposed Energy Management System. Motion carried.

**IN RE: TOWN OF BOLIVAR – APPOINTMENT OF RON MOLTERE TO MULTI-JURISDICTIONAL PLANNING COMMITTEE**

The Commission agreed by consensus to send a letter to the Town of Bolivar acknowledging the appointment of Ron Moltere by the Bolivar Town Council to the Multi-Jurisdictional Planning Committee.

**IN RE: DEWBERRY – REQUEST FOR DIRECTION FOR THE PROCESS OF CONDITIONAL USE PERMIT APPLICATION**

At the request of Annette G. van Hilst from Dewberry to ensure proper process of conditional use permit applications, motion by R. Morgan, second by Corliss authorizing Sherry Kelly to act as Zoning Administrator. Motion carried by a 4-1 vote; Commissioner Manuel voted no.

**IN RE: DEPARTMENT OF PLANNING, ZONING AND ENGINEERING STAFF – REORGANIZATION**

Christine Chalmers, Administrative Assistant for the Department of Planning, Zoning and Engineering appeared before the Commission on behalf of the staff to express concerns regarding the reorganization strategies and direction of the County Commission.

**IN RE: CABLE FRANCHISE AGREEMENT REQUESTS FROM LEGAL COUNSEL ROBERT RODECKER**

Leslie D. Smith, County Administrator reported on the meeting scheduled with Robert Rodecker for April 4, 2007 at 1:00 p.m.

The Commission agreed by consensus that Leslie D. Smith, County Administrator would coordinate a meeting between Robert Rodecker and Paul Comes of Comcast to discuss legalities of the Cable Franchise agreement prior to meeting with the Commission.

**IN RE: GENERAL FUND BUDGET REVISION**

Motion by R. Morgan, second by Surkamp to approve the general fund budget revision as presented. Motion carried.

**RESOLUTION**

*At a regular session of the Jefferson County Commission, held on the 15th day of March 2007, the following Order was made and entered:*

*SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.*

*RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number 2, a copy of which is entered as part of this record.*

*The adoption of the foregoing Resolution having been moved by R. Morgan, and duly seconded by Surkamp the vote was as follows:*

Gregory A. Corliss	<u>Yes</u>
Frances B. Morgan	<u>Yes</u>
Dale Manuel	<u>Yes</u>
A.M.S. (Rusty) Morgan II	<u>Yes</u>
James Surkamp	<u>Yes</u>

*Whereupon, Commissioner R. Morgan declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Frances B. Morgan, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.*

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Frances B. Morgan, President

**IN RE: JENNIFER S. MAGHAN – COUNTY CLERK’S REPORT**

- **FOLLOW UP ON ORDINANCE FROM EMAIL SENT TUESDAY 3-6-2007**
- **LETTERS FROM THE PUBLIC RECEIVED REGARDING NEW SOFTWARE FOR THE COUNTY CLERK’S OFFICE**
- **SET UP TIME FOR COMMISSIONERS TO VISIT COUNTY CLERK’S RECORD ROOM FOR HANDS ON DEMONSTRATION OF CURRENT OPERATION SYSTEM**

Jennifer S. Maghan, County Clerk appeared before the Commission to report on the reorganization of ordinances within the County Clerk’s office. Ms. Maghan reported that reorganization includes numbering the ordinances, making them available in electronic format and insuring originals are maintained with Commission signatures.

Ms. Maghan reported on letters received from the public in support of new software for her office. Ms. Maghan provided the Commission with a cost analysis in support of new software acquisition and reported on the problems with the current software utilized in the County Clerk’s office and stressed the need for software upgrades to support use and command. The Commission agreed by consensus to meeting with County Clerk Jennifer S. Maghan and Sheriff Ed Boober.

At the request of County Clerk Maghan, the Commission agreed to conduct a walk-through of the County Clerk’s office record room at 1:00 p.m. today for a hands on demonstration of current operations.

**IN RE: JAMES B. CRAWFORD, III – CITY OF RANSON – TRIANGLE LLC ANNEXATION**

James B. Crawford, III, Esquire appeared before the Commission on behalf of the City of Ranson with an annexation request of the Triangle, LLC property. Mr. Crawford presented the Commission with a detailed map outlining the Triangle, LLC property.

James Casimiro, Assistant Prosecuting Attorney was present for comments. Mr. Casimiro reported on pipe stem legalities of proposed annexation and his previous meetings with Mr. Crawford.

Jeff *Kayden*, Triangle LLC owner was present for comments.

Motion by R. Morgan, second by Manuel to defer this matter for one week. Motion carried.

**IN RE: CHANGE ORDER FOR PROPERTY SURVEY FOR SITE WORK DESIGN – WILLIAM H. GORDON ASSOCIATES, INC.**

Motion by R. Morgan, second by Manuel to approve the change order for the property survey for site work design by William H. Gordon Associates, Incorporated as presented. Motion carried.

**IN RE: APPROVAL OF EMPLOYMENT AND ACADEMY APPLICATIONS – SCOTT EUGENE DEMORY AND BRANDON MICHAEL CONWAY – SHERIFF’S LAW ENFORCEMENT**

Motion by Manuel, second by R. Morgan to approve the employment of Scott Eugene Demory and Brandon Michael Conway to the Jefferson County Sheriff’s Law Enforcement division and authorize the Commission President to affix her signature upon the Academy applications as presented. Motion carried.

**IN RE: MARK SCHIAVONE – REQUEST FOR BUDGET AMENDMENT – MATERIALS & SUPPLIES**

Mark Schiavone, Impact Fee Coordinator appeared before the Commission to request a budget amendment for the Department of Impact Fees. Mr. Schiavone reported on the specifications of the budget amendment request to accommodate the reorganization and transition of Kirk Davis into the Department of Impact Fees.

Mr. Schiavone presented the Commission with purchase orders 40709 and 40708 for approval for the purchase of necessary office furniture, supplies and materials necessary for the transition.

Motion by R. Morgan, second by Corliss to approve purchase orders 40709 and 40708 as presented by Mark Schiavone, Impact Fee Coordinator. Motion carried by a 4-1 vote; Commissioner Manuel voted no.

**IN RE: MARK SCHIAVONE – PRELIMINARY REPORT ON TRANSPORTATION IMPACT FEES**

Mark Schiavone, Impact Fee Coordinator appeared before the Commission with a preliminary report on research conducted in the interest of implementing a Jefferson County Transportation Impact Fee. Mr. Schiavone reported on the County’s authority to implement a transportation impact fee with regard to state code and Department of Highway regulations.

Mr. Schiavone recommended the Commission meeting with Executives from the Department of Highways and the Department of Transportation to discuss the proposed implementation of transportation impact fees.

**IN RE: IMPACT FEE HARDSHIP HEARING – DRINDA FRANZEN**

Mark Schiavone, Impact Fee Coordinator appeared before the Commission to report on the details of the Impact Fee hardship exemption request by Drinda Franzen.

Dr. Schiavone reported on the letters of support received from Telamon Corporation and the West Virginia Housing Development Fund on behalf of Ms. Franzen’s exemption request.

Motion by R. Morgan, second by Manuel to approve the hardship exemption request *from* residential impact fees for Drinda Franzen. Motion carried.

**The Commission recessed for lunch at 12:00 p.m.**

**The Commission participated in a walk-through of the County Clerk’s office with County Clerk Jennifer S. Maghan at 1:00 p.m.**

**The Commission reconvened at 1:30 p.m.**

**IN RE: BRANDON SIMS – LEGAL UPDATE AND REPORT**

James Casimiro, Assistant Prosecuting Attorney appeared before the Commission for a legal update and report.

Motion by Surkamp, second by Manuel to enter into Executive Session to discuss litigation with the City of Ranson and legalities of the Multi-Jurisdictional Planning Committee. Motion carried.

Motion by Surkamp, second by Manuel to return to Regular Session.

Upon the recommendation of James Casimiro, Assistant Prosecuting Attorney, motion by R. Morgan, second by Manuel to enter into *meditation* with the City of Ranson concerning school impact fees. Motion carried.

Motion by Surkamp, second by R. Morgan authorizing Commission President F. Morgan to enter into mitigation with the City of Ranson. Motion carried.

**IN RE: PROSECUTOR’S OFFICE RESPONSE TO THE QUESTION OF LEGALITY OF THE REORGANIZATION PLAN**

The Commission agreed to defer this matter until March 22, 2007.

**IN RE: TRANSITION TEAM REPORT**

Thomas Trumble, Chairman for the Transition Team appeared before the Commission for a detailed report of Transition Team objectives and strategies. Transition team members, Rebecca Burns, Paul Burke, Sherry Kelly and Roger Goodwin were also present.

Mr. Trumble reported on the first Transition Team meeting where all members were present and all open meeting laws were abided by.

Mr. Trumble reported on the objectives and missions of the transition team as directed by the County Commission. Mr. Trumble provided the Commission with a detailed report outlining a comprehensive structure being coordinated by team members.

Mr. Trumble discussed managerial and administrative responsibilities necessary throughout the transition to insure proper operations of policies and procedures.

Mr. Trumble reported that more transition team meetings are scheduled and a report detailing recommendations from the team will be forthcoming for Commission review and consideration. The report will include strategies to improve and enhance document and file safety, personnel management, space management, organizational requirements, budget requirements and inventory management.

**IN RE: MICHAEL THOMPSON – EMPLOYMENT MATTERS**

At the request of Michael Thompson, Prosecuting Attorney, Motion by Manuel, second by R. Morgan to enter into Executive Session to discuss Employment Matters. Motion carried.

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

**The Commission took a 5-minute break at 2:40 p.m.**

**IN RE: REQUEST FROM SHERRY KELLY – TRAINING**

To insure proper performance as acting Planning Director Sherry Kelly, motion by Surkamp, second by Manuel to approve the training request of Ms. Kelly. Motion carried.

**IN RE: REQUEST FOR PAUL RACO, IN NEW CAPACITY AS FACILITIES PLANNER, TO CONDUCT A STUDY OF ALL OPTIONS FOR PROVISION OF AMBULANCE SERVICES IN JEFFERSON COUNTY**

Motion by R. Morgan, second by Corliss to strike this agenda item. Motion carried.

**IN RE: REQUEST PAUL RACO, AS FACILITIES PLANNER TO REPORT ON THE AFFECT TO COUNTY SERVICES OF PROPOSED ANNEXATIONS AND THE SPLIT OF RESPONSIBILITES BETWEEN THE COUNTY AND CITY**

Motion by R. Morgan, second by Corliss to strike this agenda item. Motion carried.

**IN RE: QUESTION FROM THE PLANNING COMMISSION WHETHER THE COUNTY COMMISSION DESIRES A PROPOSAL TO ADJUST FEES TO MAKE PLANNING COMMISSION REVENUE COSTS MORE CLOSELY**

Leslie D. Smith, County Administrator reported on the email request from Paul Burke inquiring as to whether the County Commission desires a proposal to adjust fees to make Planning Commission revenue cost more closely.

Commissioner Surkamp agreed to address this matter at the next Planning Commission meeting.

**IN RE: COUNTY COMMISSION REPORTS**

No County Commission reports were given for the week of March 15, 2007.

**IN RE: COUNTY COMMISSION WORKSHOP – BUDGET REVIEW & CONSIDERATION**

The Commission agreed by consensus to conduct additional budget workshops on Monday, March 19<sup>th</sup>, Tuesday, March 20<sup>th</sup>, Wednesday, March 21<sup>st</sup> and Friday, March 23, 2007.

**IN RE: DIALOGUE ON THE PROPOSED \$200,000.00 EXPENDITURE IN THE COUNTY CLERK’S BUDGET FOR COMPUTER SYSTEM: REPRESENTATION FROM THE CLERK’S OFFICE AND THE SHERIFF’S TAX OFFICE**

Jennifer S. Maghan, County Clerk appeared before the Commission for a report and to request consideration for acquisition of a new software system for the County Clerk’s office. Ms. Maghan presented the Commission with a cost analysis and overview of \$200,000.00 budget request.

Sheriff Ed Boober was present for comments. Sheriff Boober expressed concerns with interoperability with other departments. Ms. Maghan explained the interoperability of a system upgrade with regard to Tax Office operations.

Teresa Hendricks was present for comments. Ms. Hendricks reported on the current functions of the AS-400 and reiterated its efficiency and productivity when property utilized and requested the Commission reconsider the acquisition of new software. Ms. Hendricks provided the Commission with a detailed overview of the Tax Office’s daily operations and functions as required by the West Virginia State Auditor’s Office.

The Commission requested that Jennifer S. Maghan, County Clerk resubmit a proposal for the Records Department and deeds only.

**The Commission received the following information:**

Reminder of Meeting with Legal Counsel Tammy DeFazio on Wednesday, March 21, 2007, at 1:00 p.m. - Executive Session

Reminder of Budget Public Hearing on Wednesday, March 21, 2007, at 7:00 p.m.

Memorandum received from Sheriff Boober concerning a Certificate of Deposit.

Press release received from DPZE concerning Community Impact Statements.

Notice received from Sherry Kelly of a Subdivision Work Session.

Correspondence received from the Fire and Rescue Association concerning a Meeting on March 20<sup>th</sup> at 7:30 p.m.

Correspondence received from the Division of Criminal Justice Services concerning the receipt of the request for Victims of Crime Act Assistance Program funds.

Invitation received from Morgan County to attend a public lecture on the Open Meeting Law on March 20, 2007 at 6:00 p.m.

Agenda received for Shenandoah Valley Air Quality Initiative.

Report on Applying Agreed-Upon Procedures of the Jefferson County Magistrate Court received from the Office of the State Auditor.

Notice received of a Loudoun County Comprehensive Plan Amendment Public Hearing.

Legislative Information received from the County Commissioners' Association.

Copy of an article received from the County Commissioners' Association concerning bill to fund library levies.

Legislative information received from the Association of Counties.

Copy of an article received concerning energy efficient homes.

Meeting minutes received from the Jefferson County Public Service District.

Community Bulletin received from the Harpers Ferry National Historical Park.

Weekly settlement report received from the West Virginia Lottery.

Miscellaneous

**The Commission received the following correspondences**

Comments on the draft subdivision and zoning ordinances received from Christy Huddle.

Correspondence received from the Citizens of the Blue Ridge Act concerning 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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FRANCES B. MORGAN, COMMISSION PRESIDENT