

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, October 18, 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 R. Morgan conducted the Pledge of Allegiance.

In re: DISPENSE WITH READING OF MINUTES
Motion by R. Morgan, second by Corliss to dispense with the reading of the Minutes for the meeting held on Thursday, October 11, 2007, and to approve the Minutes as amended. Motion carried.

In re: APPROVAL OF PURCHASE ORDERS
Motion by Corliss, second by Manuel to approve the following Purchase Orders for the Week of October 15, 2007, totaling \$161,783.80: 44870, 44483, 44493, 43375, 44473, 44809, 44811, 44350, 44375, 44165, 44166, 44662, 44678, 44156, 44164, 44169, 44775, 44776, 44778, 44779, 44214, 44215, 44216, 44219, 44220, 44222, 44223, 44224, 44225, 44681 and 44217. Motion carried.

In re: APPROVAL OF ACCOUNTS PAYABLE
Motion by Corliss, second by R. Morgan to approve the list of Accounts Payable totaling \$261,131.62 dated October 18, 2007 as presented by the County Clerk and reviewed by the County Commission. Motion carried.

| Ck# | DEPT | VENDOR | PO # | PO Amt | Amt w/o PO | Ck Amt |
|------------|-------------|--------------------------|-------------|---------------|-------------------|---------------|
| 053860 | 711 | AUTOZONE | | \$- | \$76.99 | \$76.99 |
| 053861 | 712 | USA MOBILITY WIRELESS | | \$- | \$414.54 | \$414.54 |
| 053862 | ALLOC | AHA/ART&HUMANITIES ALLNC | | \$- | \$6,841.93 | \$6,841.93 |
| 053863 | PAYROLL | BUREAU FOR CHILD SUPPORT | | \$- | \$72.00 | \$72.00 |
| 053864 | PAYROLL | BUREAU F/CHILD SUPPORT | | \$- | \$62.31 | \$62.31 |
| 053865 | PAYROLL | BUREAU FOR CHILD SUPPORT | | \$- | \$90.89 | \$90.89 |
| 053866 | PAYROLL | BUREAU FOR CHILD SUPPORT | | \$- | \$70.68 | \$70.68 |
| 053867 | PAYROLL | BUREAU F/CHILD SUPPORT | | \$- | \$302.31 | \$302.31 |
| 053868 | 712 | VERIZON | | \$- | \$150.00 | \$150.00 |

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|--------|---------|--------------------------|-------|------------|-------------|-------------|
| 053869 | PAYROLL | CHILD SUPPORT ENFORCE AG | | \$- | \$23.07 | \$23.07 |
| 053870 | 403 | DAYTON LEGAL BLANK | 44482 | \$1,143.83 | \$- | \$1,143.83 |
| 053871 | 401 | DOI-USGS | | \$- | \$12,733.85 | \$12,733.85 |
| 053872 | PAYROLL | EQUITABLE THE EQUIVEST | | \$- | \$15.00 | \$15.00 |
| 053873 | 424 | J.C.EHRLICH | | \$- | \$29.00 | \$29.00 |
| 053873 | 425 | J.C.EHRLICH | | \$- | \$293.00 | \$293.00 |
| 053874 | 700 | EAGLE MILITARY OUTFITTER | 44213 | \$70.90 | \$- | \$70.90 |
| 053875 | 415 | FRONTIER | | \$- | \$331.07 | \$331.07 |
| 053875 | 424 | FRONTIER | | \$- | \$13,007.35 | \$13,007.35 |
| 053875 | 712 | FRONTIER | | \$- | \$3,833.08 | \$3,833.08 |
| 053876 | 439 | GALLS INCORPORATED | 44143 | \$80.99 | \$- | \$80.99 |
| 053877 | 415 | GENERAL COUNTY FUND-J FE | | \$- | \$26,584.72 | \$26,584.72 |
| 053878 | 716 | HILLSIDE VETERINARY HOSP | 44595 | \$573.39 | \$- | \$573.39 |
| 053879 | 424 | HASLER INC. | 44311 | \$264.00 | \$- | \$264.00 |
| 053880 | PAYROLL | NG | | \$- | \$260.00 | \$260.00 |
| 053881 | 425 | JEFFERSON UTILITIES INC | | \$- | \$63.00 | \$63.00 |
| 053882 | PAYROLL | JEFFERSON SECURITY BANK | | \$- | \$4,733.00 | \$4,733.00 |
| 053883 | 712 | LANGUAGE LINE SERVICES | | \$- | \$212.25 | \$212.25 |
| 053884 | 403 | MONROE SYS FOR BUSINESS | 44490 | \$187.31 | \$- | \$187.31 |
| 053885 | 433 | MSAG DATA CONSULTANTS IN | | \$- | \$1,066.67 | \$1,066.67 |
| 053886 | PAYROLL | COMPTROLLER OF MARYLAND | | \$- | \$639.74 | \$639.74 |
| 053887 | 425 | HOME DEPOT CREDIT | | \$- | \$747.14 | \$747.14 |
| 053888 | 424 | MCI | | \$- | \$1,125.00 | \$1,125.00 |
| 053889 | PAYROLL | MD Child Support Account | | \$- | \$140.00 | \$140.00 |
| 053890 | 700 | MAACO | 44673 | \$150.00 | \$- | \$150.00 |
| 053891 | 440 | ROCKHURST UNIV CONT. ED | 44160 | \$208.00 | \$- | \$208.00 |
| 053892 | PAYROLL | NATIONWIDE RETIREMENT | | \$- | \$765.21 | \$765.21 |
| 053893 | ALLOC | JEFF CO PARKS & | | \$- | \$34,127.71 | \$34,127.71 |
| 053894 | 403 | PIFER OFFICE SUPPLY, INC | 44486 | \$208.95 | \$- | \$208.95 |
| 053894 | 403 | PIFER OFFICE SUPPLY, INC | 44489 | \$136.05 | \$- | \$136.05 |
| 053895 | 425 | SHENANDOAH SALES & SERV | 44670 | \$372.37 | \$- | \$372.37 |
| 053896 | 404 | SHERIFF OF JEFFERSON CO | 44509 | \$58.50 | \$- | \$58.50 |
| 053897 | PAYROLL | STATE DPT O/TAX & REVENU | | \$- | \$18.00 | \$18.00 |
| 053897 | PAYROLL | STATE DPT O/TAX & REVENU | | \$- | \$21,587.49 | \$21,587.49 |
| 053898 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$- | \$8,163.30 | \$8,163.30 |
| 053898 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$- | \$37.20 | \$37.20 |
| 053898 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$- | \$8.70 | \$8.70 |
| 053898 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$- | \$34,904.96 | \$34,904.96 |
| 053899 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$- | \$31,586.66 | \$31,586.66 |
| 053899 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$- | \$19.81 | \$19.81 |
| 053900 | 425 | SHENANDOAH AIR COND/HTNG | 44672 | \$240.65 | \$- | \$240.65 |
| 053901 | PAYROLL | TREASURER OF VIRGINIA | | \$- | \$161.51 | \$161.51 |
| 053902 | 425 | HAGEMEYER NORTH AMERICA | 44594 | \$510.06 | \$- | \$510.06 |
| 053903 | ALLOC | JEFFERSON CO CONVENTION | | \$- | \$40,969.64 | \$40,969.64 |

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|--------|---------|--------------------------|-------|------------|--------------|--------------|
| 053904 | PAYROLL | VALIC, %CHASE BANK TEXAS | | \$- | \$100.00 | \$100.00 |
| 053905 | 405 | WEST PAYMENT CENTER | 44650 | \$812.25 | \$- | \$812.25 |
| 053906 | PAYROLL | WVPEIA 896046625 | | \$- | \$8,057.00 | \$8,057.00 |
| 053907 | PAYROLL | WV CPRB/LOAN DIVISION | | \$- | \$166.50 | \$166.50 |
| 053908 | PAYROLL | WORKTECH | | \$- | \$100.00 | \$100.00 |
| 053909 | PAYROLL | WV BUREAU OF EMPLOYMENT | | \$- | \$26.51 | \$26.51 |
| 053910 | 401 | WATERFRONT PLACE HOTEL | | \$- | \$111.50 | \$111.50 |
| 053911 | 402 | XEROX COPORATION | 44270 | \$622.32 | \$- | \$622.32 |
| 053911 | 402 | XEROX COPORATION | 44466 | \$356.42 | \$- | \$356.42 |
| 053911 | 402 | XEROX COPORATION | 44467 | \$305.34 | \$- | \$305.34 |
| Totals | | | | \$6,301.33 | \$254,830.29 | \$261,131.62 |

| DEPT | NAME | DEPT AMTS |
|--------------|--------------------------------|-------------|
| 401/COM | CO. COMMISSION | \$12,945.35 |
| 402/CCLK | CO. CLERK | \$1,284.08 |
| 403/CIR CLK | CIRCUIT CLERK | \$1,676.14 |
| 404/TAX | TAX OFFICE | \$58.50 |
| 405/PA | PROS ATTY | \$812.25 |
| 406/ASSR | ASSESSORS | |
| 408/GOV | ST.COMPNET CHG BO GOV UNIT | |
| 412/AG | AG AGT | |
| 413/ELE | ELECTION | |
| 415/MAG CT | MAGISTRATE COURT | \$331.07 |
| 415/ | GENERAL SCHOOL/CO TRANSFER | \$26,584.72 |
| 422/IMPACT | IMPACT FEE OPERATIONAL DEPT | |
| 424/CTHS | COURT HOUSE | \$14,425.35 |
| 425/OB | OTHER BUILDING | \$2,226.22 |
| 428/DATAP | DATA PROCESSING | |
| 430/HLS | HOMELAND SEC | |
| 431/ECON DEV | ECON DEV | |
| 433/GIS | GIS/ADDRESSING | \$1,066.67 |
| 439/PZ | PLANNING ZONING | \$80.99 |
| 440/ENG. | DEPT OF ENGINEERING | \$208.00 |
| 451/ZONING | ZONING DEPT | |
| 700/SHRF | SHERIFF DEPT | \$220.90 |
| 701/SHRF | SHERIFF DEPT | |
| 704/WV JAIL | ST/WV REGIONAL JAIL | |
| 711/OES | EMERG SVC | \$76.99 |
| 712/911 | 911 COMMUNICATION | \$4,609.87 |
| 716/A/C | ANIMAL CONTROL | \$573.39 |
| 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 | |
| 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 | |

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|--------------|------------------------------|--------------|
| 980/CAP/SRF | SHERIFF DEPT/CAPITAL OUTLAY | |
| 983/CLK ELEC | CO CLERK ELECTION/CAP OUTLAY | |
| 992/CAP/911 | 911 COMMUNICATION/CAP OUTLAY | |
| 998/PRK/REC | PARKS & REC COMMUNITY CENTER | |
| ALLOC | ALLOCATIONS | \$81,939.28 |
| PAYROLL | PAYROLL | \$112,011.85 |
| TOTALS | | \$261,131.62 |

Commissioner Manuel introduced the students that were present from the Jefferson County Opportunity Learning Center.

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

The Commission directed the County Administrator to schedule an interview with Jon S. Brusco for his request to be appointed as an Alternate Member to the Board of Zoning Appeals.

In re: LEGISLATIVE ISSUES

The Commission discussed annexation issues and the upcoming joint regional legislative meeting on November 9, 2007.

In re: KENDIG KEAST/ORDINANCE REWRITE DISCUSSION

The Commission discussed the timetable for Kendig Keast. The Commission discussed the public hearings with Tony Redman. The Commission agreed to hold public hearings at 5 different locations on the following dates and directed the County Administrator to work with Tony Redman to choose the locations:

November 26th

November 28th

December 4th

December 6th and December 10th

The Commission encouraged that written comments be accepted.

In re: BONDING AND ACTIVITY REPORT

Upon recommendation from Chief Engineer Roger Goodwin, motion by R. Morgan, second by Manuel to approve a complete bond release of a Cash in Escrow Account for Schwan's Home Service, Inc. in the amount of \$13,752.85. Motion carried.

In re: PUBLIC COMMENT

Ed Burns appeared before the Commission and suggested that a public hearing for Kendig Keast should be held on a Saturday. By consensus, the Commission agreed to schedule a meeting on a Saturday.

In re: UPDATE ON BUDGET PLANS (RM)

The Commission agreed to hold a budget Workshop on Monday, October 29, 2007 at 10:00 a.m. at the Old Charles Town Library meeting room.

In re: MICK STATON - CAPITOL LINK, INC. - GRANT WRITING

Mike Staton, President Capitol Link, Inc. appeared before the Commission to give a presentation regarding all the services of Capitol Link, Inc. offers for grant writing services for earmarked appropriations from the United States Congress.

In re: KELLIE BOLES - APPROVAL OF MCCORMICK CONSERVATION EASEMENT

Kellie Boles appeared before the Commission to request approval of a Conservation Easement for the McCormick property. Motion by R. Morgan, second by Manuel to approve the Conservation Easement for the McCormick property in the amount of \$300,000 pending legal review and Planning Commission review. Motion carried.

In re: TRANSPORTATION IMPACT FEE DISCUSSION/UPDATE

The Commission agreed to discuss this matter later when legal staff and Mr. Schiavone can be present for the discussion.

In re: BLASTING ORDINANCE DISCUSSION

The Commission discussed the Blasting Ordinance with Tony Redman. The Commission agreed to remove this item from the agenda since Mr. Redman is working on this matter.

In re: ANNEXATION SUMMIT DISCUSSION

The Commission agreed to keep this item on the agenda for further discussion and review.

In re: PROPOSED CABLE FRANCHISE AGREEMENT - ATTORNEY CLIENT PRIVILEGED DOCUMENT

The Commission directed the County Administrator to set up a conference call with Mr. Rodecker the week of November 5th, 2007 to discuss the proposed cable franchise agreement.

In re: MIKE THOMPSON - STAFF REASSIGNMENTS

Mike Thompson, Prosecuting Attorney appeared before the Commission to discuss staff reassignments. Mr. Thompson informed the Commission that Brandy Sims, Assistant Prosecuting Attorney will be handling cases in the Criminal Division and that Stephanie Grove, Assistant Prosecuting Attorney will replace Ms. Sims and represent the Commission. Mr. Thompson also informed the Commission that James Casimiro, Assistant Prosecuting Attorney will be representing the Zoning Board of Appeals and Planning Commission.

Mr. Thompson commented that his change in assignments are due to the comments that Commissioner Surkamp made last week during Executive Session. The Commission took a 10 minute break and agreed to discuss this matter further.

In re: MIKE MOOD - REQUEST FOR A LETTER OF SUPPORT FOR THE CREATION OF THE MIDDLEWAY VOLUNTEER FIRE COMPANY

Mike Mood appeared before the Commission to request a support letter for the creation of the Middleway Volunteer Fire Company. The Commission discussed the request that was received from the Ruritan Club early this year requesting that a substation be placed in Middleway. Mr. Mood informed the Commission that they have contacted the Fire Marshal and that they are working on Phase I. Motion by Surkamp to donate Tanker 19 to Mike Mood for the Middleway Volunteer Fire Company. Motion died due to the lack of a second. The Commission asked for Roger Dailey, Ruritan Club Secretary to make comment regarding the Middleway Fire Company. Mr. Dailey reminded the Commission that a letter of support was sent to the Ruritan Club in January 2007, supporting the concept of a substation in the Middleway area. Mr. Mood and Mr. Dailey informed the Commission that they would be meeting in the near future to discuss this matter.

In re: APPROVAL TO HIRE APPLICANT KATRINA BLOOMER - RECORDING DEPARTMENT
Motion by Manuel, second by Corliss to approve the employment of Katrina Bloomer as Recorder in the County Clerk's office. Motion carried.

In re: MIKE THOMPSON - STAFF REASSIGNMENTS - CONTINUED

The Commission expressed their feelings regarding the inappropriate comments that Commissioner Surkamp made during last week's Executive Session. Commissioner Corliss requested that hiring outside counsel be placed on next week's agenda.

JENNIFER S. MAGHAN - COUNTY CLERK'S REPORT

- REMINDER OF VENDOR SHOWCASE AT THE COURTHOUSE ON TUESDAY OCTOBER 23-24, 2007

- COUNTY CLERK MONTHLY REPORT

Jennifer S. Maghan, County Clerk informed the Commission that the meeting scheduled with Paul Shoyer to review the financial statement on October 19, 2007 at 10:00 a.m. has been postponed.

Ms. Maghan reminded the Commission of the Vendors Showcase at the Courthouse on Tuesday, October 23, 2007

Ms. Maghan gave her September 2007 monthly report.

In re: TRANSPORTATION IMPACT FEE DISCUSSION/UPDATE - CONTINUED

After hearing information from Stephanie Grove, Assistant Prosecuting Attorney, the Commission agreed to place this item on the agenda in 2 weeks.

In re: BRANDON SIMS - LEGAL UPDATE AND REPORT

Brandon Sims, Assistant Prosecuting Attorney, appeared before the Commission to give the legal update and report. Ms. Sims reported on the following:

- Acknowledgment that the Commerce Department received the County Commission letter requesting the use of the Flexibility Act for the Fire and EMS 3rd Option.
- Distributed an article regarding Jail Fees
- PSC motion to intervene draft letter
- Annexation interims discussed
- Interactions letter received from David Hammer
- Letter to David Hammer regarding legal fees
- Legal resources "to do list" Civil Litigation includes open litigation

In re: BLASTING ORDINANCE/CONSIDERATION WITH PA'S OFFICE OF JEFFERSON COUNTY AUTHORITY DURING DROUGHT WATER CONDITIONS TO ESTABLISH WATER CONSERVATION MEASURES AS WELL AS IMPOSE EMERGENCY WATER USE RESTRICTIONS (GC)

Brandon Sims, Assistant Prosecuting Attorney informed the Commission that James Casimiro, Assistant Prosecuting Attorney will be handling the above referenced agenda items.

For the record, Commissioner R. Morgan was absent.

In re: COUNTY COMMISSION WORKSHOP - SILLING ARCHITECTURAL GROUP - KICK OFF MEETING FOR PROPOSED JUDICIAL CENTER

The Commission held a workshop with Silling Architectural Group. The purpose of the workshop was a kick off meeting for the proposed Judicial Center. For the record, the following were present: Patsy Noland, Circuit Clerk, Thomas M. Potts, AIA, President Silling Architectural Group, Mike Moore, Director of Marketing, Kirk Davis, Mark Schaivone, Mike Thompson, Prosecuting Attorney, Ginger Bordier, Assessor, and Jennifer Maghan, County Clerk.

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

Motion by Manuel, second by Corliss to enter into Executive Session to discuss pending litigation and personnel issues. Motion carried. The Commission discussed the following agenda items during Executive Session:

**-BALDAU MATTERS (JS)
-LEGAL RESOURCES PENDING LIST - WORKLOAD AND AVAILABILITY (FM)
-PSC RATE CASES 07-1883-W-CN AND 07-1887-W-42T (JS)
-SHEPHERDSTOWN BATTLEFIELD TRANSPORTATION ENHANCEMENT GRANT
REPORT (FM)**

Motion by Manuel, second by Corliss to return to Regular Session. Motion carried.

**In re: ASSIGNMENT OF TWO NEW MEMBERS, WITH APPROPRIATE BACKGROUNDS, TO
THE WATER ADVISORY COMMITTEE (WAC) ALONG WITH CHANGING THE WAC BY
LAWS TO INCREASE THE MEMBERSHIP FROM NINE TO ELEVEN (GC)**

**Motion by Corliss, second by Surkamp to assign two new members with appropriate
backgrounds to the Water Advisory Committee along with changing the Water Advisory
committee By-Laws to increase the membership from nine to eleven. Motion carried.**

For the record, Commissioner Surkamp was absent.

In re: RESCHEDULE BUDGET WORKSHOP

**By consensus, the Commission agreed to reschedule the Budget Workshop for
Monday, October 29, 2007 at 10:00 a.m. at the Old Charles Town Library Meeting room.**

In re: GIS INFORMATION ON THE USE OF SHARED RESOURCES (FM)

The Commission agreed to move this matter to next week's agenda.

In re: SHEPHERD UNIVERSITY - DISCUSS AREAS OF COLLABORATION WITH COUNTY (FM)

The Commission agreed to move this matter to next week's agenda.

In re: HISTORICAL MILESTONE, SHANNONDALE SPRINGS (FM)

The Commission agreed to move this matter to next week's agenda.

In re: COUNTY WORKFORCE PERFORMANCE REVIEWS; STATUS OF PLAN (FM)

The Commission agreed to move this matter to next week's agenda.

**In re: JOINT CLARIFICATION COUNTY CLERK'S OFFICE AND COUNTY ADMINISTRATOR RE:
"DATA PROCESSING/IMAGING" ACCOUNT (JS)**

The Commission agreed to move this matter to next week's agenda.

**In re: LETTER TO AMERICAN PUBLIC UNIVERSITY SYSTEM AND SCHONSTEDT
INSTRUMENT COMPANY**

The Commission agreed to move this matter to next week's agenda.

**In re: SHORT-TERM, TECHNICAL, MULTI-JURISDICTIONAL COMMITTEE TO DEFINE/REFINE
“GREEN BUSINESS OFFICE PARK” (JS)**

The Commission agreed to move this matter to next week’s agenda.

In re: PSD PLANS (JS)

The Commission agreed to move this matter to next week’s agenda.

In re: BUDGET REVISION FOR COMPUTER SERVICES

The Commission agreed to discuss this matter at the workshop on October 29, 2007.

**In re: WILLIAM H. SCOTT - REQUEST FOR RESTORATION OF PHOTOGRAPHS OF ROBERT
E. LEE AND STONEWALL JACKSON**

The Commission discussed the request received from William H. Scott for restoration of the photographs of Robert E. Lee and Stonewall Jackson. The Commission agreed to send a letter to Mr. Scott acknowledging receipt of his request and that the request will be forwarded to legal counsel for review and the Historical Society for review and comment.

**In re: HOMELAND SECURITY SUB-GRANT AWARD - APPROVAL OF PRESIDENT’S
SIGNATURE ON AWARD DOCUMENT**

Motion by Manuel, second by Corliss to approve the Homeland Security Sub-Grant and to authorize the President of the Commission to affix her signature to the award document. Motion carried.

In re: BUDGET REVISION - REQUEST TO ATTEND TRAINING

Motion by Corliss, second by Manuel to approve the budget revision in the amount of \$649.00 for the Department of Capital Planning and Management to attend training in Morgantown. Motion carried.

In re: COUNTY COMMISSION REPORTS

Commissioner Manuel reported on the Parks and Recreation Commission meeting he attended.

Commissioner Corliss reported on the Shenandoah Valley Natural Systems Symposium he attended.

In re: COUNTY ADMINISTRATOR REPORTS

The County Administrator reported on the grants for the old jail.

The Commission received the following information:

Appointment to be made to the North Eastern Regional EMS, Inc. on November 1, 2007.

Notice of a public hearing on the Resolution to Commit County Funds to the Shepherdstown Battlefield on Tuesday, October 30, 2007, at 7:00 p.m.

Acceptance of bond for SPARC, LLC in the amount of \$862,114.51.

Acceptance of bond for Meadows Farm, Inc. in the amount of \$197,280.74.

Memorandum received from the Chief County Engineer concerning Spruce Hill Subdivision Bonding.

Correspondence received from Brandon Sims, Assistant Prosecuting Attorney, concerning County Commission et al. v. Ranson et al.

Correspondence received from Senator John Yoder concerning the grant award for Birthright.

Correspondence received from Lee Snyder, President of Jefferson Utilities, Inc., concerning issues discussed that the October 4, 2007 County Commission meeting regarding water case filings.

Letter of resignation received from Candy Davidson as a member of the Jefferson County Ambulance Authority.

Thank you letter received from First Books for Babies.

Jefferson County Jail Progress meeting minutes received from Grove & Dall'Olio.

Correspondence received from Comcast concerning rate increases.

Invitation received from Brickstreet concerning the annual meeting of members on October 29, 2007.

Copy of correspondence sent to Burr and Bardane Companies from the Jefferson County Development Authority concerning proposed water rate increase.

Correspondence received from FEMA concerning Flood Insurance Study report and Flood Insurance Rate Map revisions.

Information received from the County Commissioner's Association concerning annexation legislation.

Copy of a newspaper article received from the County Commissioners' Association concerning regional jail fees.

Copy of a newspaper article received from the Association of Counties concerning community corrections programs.

Invitation received to attend the Regional Transportation Education Session on Tuesday, October 23, 2007.

Meeting minutes received from the Harpers Ferry/Bolivar Public Service District.

E-911 fees received from Citizens Communications.

Notice received from the Charles Town/Ranson Business and Professional Association of the 64rd Annual Christmas Parade on December 1, 2007

Oaths of office received from Barbara J. Miller and Terri Mehling.

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

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

PRESIDENT