

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, November 8, 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 Manuel conducted the Pledge of Allegiance**

**In re: MEMORIAL RESOLUTION IN CONJUNCTION WITH THE SHERIFF'S OFFICE FOR
STATE TROOPER BRIAN LINN
President F. Morgan requested everyone stand for a reading of a Resolution,
prepared by Sheriff Boober, in honor of West Virginia State Trooper Brian Linn, who died in
the line of duty. Motion by Manuel, second by Corliss to pass the following resolution in
honor of State Trooper Brian Linn. Motion carried.**

**The County Commission
of
Jefferson County, West Virginia
hereby remembers
Brian W. Linn**

Whereas, Brian W. Linn was born on Thursday, April 22, 1982 in Elkins, West Virginia. He was the son of Thomas Linn and Mary Lunch Snelson of Elkins, West Virginia. A former resident of Huntington, West Virginia, on July 18, 2006 married the love of his life, Melissa Ann Linn. Together they had two (2) children: daughter Emily "Paige" – age 9 and Madeline Ann – age 3; and

Whereas, Brian was a graduate of Elkins High School and a member of the football team. He attended West Virginia University and received an associate's degree in police science from Marshall University.

Whereas, he was a veteran of the United States National Guard and a member of the 229th Engineering Unit at Camp Dawson and was deployed to Camp Doha, Kuwait as part of Operation Enduring Freedom and later served to Scania, Iraq, as part of Operation Iraqi Freedom. He was honorably discharged on March 24, 2007.

Whereas, Brian W. Linn enlisted with the West Virginia State Police on September 26, 2005 and has been stationed at the Charles Town Detachment since graduation from the 55th Cadet Class, West Virginia State Police Academy.

Whereas, Brian W. Linn was deeply committed to the State of West Virginia, his community, and God.

Whereas, Brian was known as a nice, kind man and a good friend to everyone. He was a man who loved to work, who always willing to help, a good investigator and a person who enjoyed a practical joke; and

Whereas, Brian W. Linn's dedicated police service and presence in the community will be missed by all; therefore

The Jefferson County Commission
Hereby honors the life and memory of Brian W. Linn.
He has served as an inspiration to all West Virginians
And has given the ultimate sacrifice
In service to his Country, State and Community.

/s/ _____
Commission President
Francis B Morgan

/s/ _____
Commissioner
A.M.S. Morgan III

/s/ _____
Commissioner
Dale Manuel

/s/ _____
Commissioner
Gregory A. Corliss

/s/ _____
Commissioner
James Surkamp

In re: APPROVAL OF MINUTES

Motion by Corliss, second by Manuel to dispense with the reading of the Minutes for the special meeting held on Tuesday, October 30, 2007 and to approve the Minutes as presented. Motion carried.

Motion by Manuel, second by Corliss to dispense with the reading of the Minutes for the meeting held on Thursday, November 1, 2007 and to approve the Minutes as amended. Motion carried.

Commissioner R. Morgan arrived at 9:42 a.m.

In re: APPROVAL OF PURCHASE ORDERS

Motion by Manuel, second by R. Morgan to approve the following Purchase Orders for the week of November 8, 2007 totaling \$45,703.81: 44718, 44719, 44389, 44851, 44871, 44711, 44712, 44715, 44091, 44820, 44172, 44174, 42423, 44714, 44921, 44783, 44784, 44785, 44720, 44721 and 44175. Motion carried.

In re: APPROVAL OF ACCOUNTS PAYABLE

Motion by Corliss, second by R. Morgan to approve the list of Accounts Payable totaling \$59,819.08 dated November 8, 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
054110	712	AMERICAN RED CROSS	44842	\$25.00	\$0.00	\$25.00
054111	425	USA MOBILITY WIRELESS,IN		\$0.00	\$194.53	\$194.53
054111	700	USA MOBILITY WIRELESS,IN		\$0.00	\$362.25	\$362.25
054111	712	USA MOBILITY WIRELESS,IN		\$0.00	\$414.54	\$414.54
054112	425	ABH SERVICES, INC.		\$0.00	\$7,898.17	\$7,898.17
054113	712	KIMBERLY D BURKE		\$0.00	\$126.10	\$126.10
054114	424	ICC	44695	\$465.00	\$0.00	\$465.00
054115	424	B-K OFFICE SUPPLY INC	44697	\$613.00	\$0.00	\$613.00
054115	425	B-K OFFICE SUPPLY INC	44684	\$1,029.00	\$0.00	\$1,029.00
054115	425	B-K OFFICE SUPPLY INC	44705	\$30.00	\$0.00	\$30.00
054116	712	BLUE RIDGE AUTO GLASS	44704	\$345.78	\$0.00	\$345.78
054117	700	COUNTRY ROADS TIRE & AUT	44699	\$1,232.07	\$0.00	\$1,232.07
054118	430	*CREAMERS AUTO SERVICE	44703	\$12.00	\$0.00	\$12.00
054119	424	CHARLES TOWN WATER DEPT		\$0.00	\$233.65	\$233.65
054119	425	CHARLES TOWN WATER DEPT		\$0.00	\$678.72	\$678.72
054120	403	DANKA OFFICE IMAGING	44497	\$1,030.40	\$0.00	\$1,030.40
054121	424	DEAN'S LAWNMOWER SHOP	44717	\$22.03	\$0.00	\$22.03
054122	712	EARTHLINK INC		\$0.00	\$21.95	\$21.95
054123	424	J.C.EHRLICH		\$0.00	\$29.00	\$29.00
054123	425	J.C.EHRLICH		\$0.00	\$330.00	\$330.00
054124	402	FIFTH THIRD BANK	44846	\$165.00	\$0.00	\$165.00
054124	401	FIFTH THIRD BANK		\$0.00	\$179.40	\$179.40
054124	402	FIFTH THIRD BANK		\$0.00	\$44.95	\$44.95
054124	402	FIFTH THIRD BANK		\$0.00	\$137.02	\$137.02
054124	403	FIFTH THIRD BANK		\$0.00	\$145.35	\$145.35
054124	430	FIFTH THIRD BANK		\$0.00	\$30.69	\$30.69
054124	430	FIFTH THIRD BANK		\$0.00	\$489.06	\$489.06
054124	439	FIFTH THIRD BANK		\$0.00	\$387.84	\$387.84
054124	711	FIFTH THIRD BANK		\$0.00	\$5.66	\$5.66
054124	711	FIFTH THIRD BANK		\$0.00	\$30.85	\$30.85
054124	712	FIFTH THIRD BANK		\$0.00	\$7.00	\$7.00
054124	712	FIFTH THIRD BANK		\$0.00	\$14.64	\$14.64
054124	712	FIFTH THIRD BANK		\$0.00	\$77.41	\$77.41
054124	712	FIFTH THIRD BANK		\$0.00	\$615.87	\$615.87

054124	716	FIFTH THIRD BANK		\$0.00	\$530.00	\$530.00
054124	716	FIFTH THIRD BANK		\$0.00	\$235.19	\$235.19
054125	700	GALLS INCORPORATED	44729	\$147.00	\$0.00	\$147.00
054125	980	GALLS INCORPORATED	44729	\$3,216.65	\$0.00	\$3,216.65
054126	716	GOWER'S FEED, INC	43965	\$88.34	\$0.00	\$88.34
054127	424	GRAINGER, INC	44698	\$971.38	\$0.00	\$971.38
054127	424	GRAINGER, INC	44713	\$65.04	\$0.00	\$65.04
054128	700	HILL'S AUTO REPAIR	44702	\$410.90	\$0.00	\$410.90
054129	424	HASLER INC.	44311	\$102.00	\$0.00	\$102.00
054130	439	JENNILEE HARTMAN		\$0.00	\$58.30	\$58.30
054130	440	JENNILEE HARTMAN		\$0.00	\$58.30	\$58.30
054131	402	JEFFERSON PUBLISH CO INC	44850	\$313.92	\$0.00	\$313.92
054131	404	JEFFERSON PUBLISH CO INC	44512	\$3,804.00	\$0.00	\$3,804.00
054131	439	JEFFERSON PUBLISH CO INC	44171	\$243.29	\$0.00	\$243.29
054131	451	JEFFERSON PUBLISH CO INC	44170	\$148.40	\$0.00	\$148.40
054131	700	JEFFERSON PUBLISH CO INC	44229	\$67.20	\$0.00	\$67.20
054131	712	JEFFERSON PUBLISH CO INC	44838	\$20.93	\$0.00	\$20.93
054132	425	JEFFERSON COUNTY SOLID	44696	\$12.11	\$0.00	\$12.11
054132	425	JEFFERSON COUNTY SOLID	44716	\$77.42	\$0.00	\$77.42
054133	424	JEFFERSON RENTAL	44693	\$46.50	\$0.00	\$46.50
054134	700	LAW ENFORCEMENT SYS INC	44730	\$78.00	\$0.00	\$78.00
054135	988	LONG FENCE	44807	\$4,400.00	\$0.00	\$4,400.00
054136	700	MCKINNEY'S AUTO REPAIR	44700	\$29.08	\$0.00	\$29.08
054137	700	MARKL SUPPLY CO.	44726	\$352.50	\$0.00	\$352.50
054138	700	NATIONAL RIFLE ASSOC	44227	\$525.00	\$0.00	\$525.00
054139	430	NFPA	43675	\$177.15	\$0.00	\$177.15
054140	424	NOLAND CO.	44694	\$456.72	\$0.00	\$456.72
054141	404	PIFER OFFICE SUPPLY, INC	44511	\$101.18	\$0.00	\$101.18
054141	406	PIFER OFFICE SUPPLY, INC	44410	\$13.56	\$0.00	\$13.56
054142	401	ROBERT R. RODECKER		\$0.00	\$1,968.75	\$1,968.75
054143	402	RECORD MANAGEMENT	44469	\$35.00	\$0.00	\$35.00
054144	712	SOFTWARE SYSTEMS, INC	44837	\$2,577.00	\$0.00	\$2,577.00
054144	401	SOFTWARE SYSTEMS, INC		\$0.00	\$1,169.50	\$1,169.50
054144	402	SOFTWARE SYSTEMS, INC		\$0.00	\$2,148.72	\$2,148.72
054144	403	SOFTWARE SYSTEMS, INC		\$0.00	\$366.00	\$366.00
054144	404	SOFTWARE SYSTEMS, INC		\$0.00	\$843.00	\$843.00
054144	439	SOFTWARE SYSTEMS, INC		\$0.00	\$30.50	\$30.50
054144	712	SOFTWARE SYSTEMS, INC		\$0.00	\$1,472.56	\$1,472.56
054145	PAYROL	SHERIFF OF JEFFERSON CO		\$0.00	\$14.60	\$14.60
054145	PAYROL	SHERIFF OF JEFFERSON CO		\$0.00	\$62.44	\$62.44
054146	422	STAPLES CREDIT PLAN	44388	\$171.48	\$0.00	\$171.48
054146	430	STAPLES CREDIT PLAN	43672	\$369.86	\$0.00	\$369.86
054146	401	STAPLES CREDIT PLAN		\$0.00	\$224.66	\$224.66
054146	402	STAPLES CREDIT PLAN		\$0.00	\$105.96	\$105.96
054146	412	STAPLES CREDIT PLAN		\$0.00	\$395.57	\$395.57
054146	424	STAPLES CREDIT PLAN		\$0.00	\$493.15	\$493.15
054146	700	STAPLES CREDIT PLAN		\$0.00	\$813.01	\$813.01

054146	712	STAPLES CREDIT PLAN		\$0.00	\$736.82	\$736.82
054146	716	STAPLES CREDIT PLAN		\$0.00	\$386.81	\$386.81
054147	700	SCOTTS AUTO BODY	44692	\$1,633.22	\$0.00	\$1,633.22
054148	422	F. MARK SCHIAVONE		\$0.00	\$346.52	\$346.52
054149	424	HAGEMEYER NORTH AMERICA	44660	\$3,115.74	\$0.00	\$3,115.74
054150	700	SHANNON R. TRAVIS	44226	\$32.00	\$0.00	\$32.00
054151	402	TALK RADIO WRNR-AM740 C/	44847	\$195.00	\$0.00	\$195.00
054152	402	UNITED SYSTEMS & SOFTWARE		\$0.00	\$184.00	\$184.00
054152	403	UNITED SYSTEMS & SOFTWARE		\$0.00	\$157.00	\$157.00
054153	700	VALLEY TWO-WAY, INC	44701	\$256.45	\$0.00	\$256.45
054153	712	VALLEY TWO-WAY, INC	44839	\$294.00	\$0.00	\$294.00
054154	716	VALLEY PET CEMETERY		\$0.00	\$438.00	\$438.00
054155	700	WAHL BUSINESS SOLUTIONS	44727	\$154.24	\$0.00	\$154.24
054156	404	WV SHERIFFS ASSOCIATION	44728	\$140.00	\$0.00	\$140.00
054157	GRANT	PAMELA HOLSTEIN-WALLACE		\$0.00	\$4,313.53	\$4,313.53
TOTALS				\$29,811.54	\$30,007.54	\$59,819.08

DEPT	NAME	DEPT AMTS
401/COM	CO. COMMISSION	\$3,542.31
402/CCLK	CO. CLERK	\$3,329.57
403/CIR CLK	CIRCUIT CLERK	\$1,698.75
404/TAX	TAX OFFICE	\$4,888.18
405/PA	PROS ATTY	
406/ASSR	ASSESSORS	\$13.56
408/GOV	ST.COMPNET CHG BO GOV UNIT	
412/AG	AG AGT	\$395.57
413/ELE	ELECTION	
415/MAG CT	MAGISTRATE COURT	
415/	GENERAL SCHOOL/CO TRANSFER	
422/IMPACT	IMPACT FEE OPERATIONAL DEPT	\$518.00
424/CTHS	COURT HOUSE	\$6,613.21
425/OB	OTHER BUILDING	\$10,249.95
428/DATAP	DATA PROCESSING	
430/HLS	HOMELAND SEC	\$1,078.76
431/ECON DEV	ECON DEV	
433/GIS	GIS/ADDRESSING	
439/PZ	PLANNING ZONING	\$719.93
440/ENG.	DEPT OF ENGINEERING	\$58.30
451/ZONING	ZONING DEPT	\$148.40
700/SHRF	SHERIFF DEPT	\$6,092.92
701/SHRF	SHERIFF DEPT	
704/WV JAIL	ST/WV REGIONAL JAIL	
711/OES	EMERG SVC	\$36.51
712/911	911 COMMUNICATION	\$6,749.60

716/A/C	ANIMAL CONTROL	\$1,678.34
801/MTL HLTH	MENTAL HEALTH TRANS	
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	
980/CAP/SRF	SHERIFF DEPT/CAPITAL OUTLAY	\$3,216.65
983/CLK ELEC	CO CLERK ELECTION/CAP OUTLAY	
988/CAP/OB	OTHER BUILDING/CAPITAL OUTLAY	\$4,400.00
ALL DEPTS	ALL DEPTS	
ALLOC	ALLOCATIONS	
GRANTS	GRANTS	\$4,313.53
INVEST	INVESTMENTS	
PAYROLL	PAYROLL	\$77.04
TOTALS		\$59,819.08

In re: BONDING AND ACTIVITY REPORT

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Manuel, second by R. Morgan to approve the complete release of a Letter of Credit in the amount of \$76,423 for Deerfield Village Subdivision. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by R. Morgan, second by Manuel to approve the complete release of a Letter of Credit in the amount of \$417,375 for Falcon Ridge Subdivision. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by R. Morgan, second by Manuel to approve the complete release of a Letter of Credit in the amount of \$138,277 for R&L Lawn Care and Landscapes, Inc. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Manuel, second by R. Morgan to approve the complete release of an Escrow Account in the amount of \$34,340 for Charles Town Gaming Limited Liability Company. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by R. Morgan, second by Manuel to approve the partial release of a Letter of Credit in the amount of \$589,508.42 for The Crofts at Shepherdstown with the County to retain \$236,348. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Manuel, second by R. Morgan to approve the partial release of a Letter of Credit in the amount of \$420,542.96 for The Preserve at Barleywood, LLC with the County to retain \$251,697. Motion carried.

In re: KENDIG KEAST/ORDINANCE REWRITE DISCUSSION

Tony Redman, Director of the Planning and Zoning Departments, presented the draft zoning map to the Commission and updated the Commission on the draft subdivision and zoning ordinances. John Sidor, President of the Planning Commission, was present and commented on the matter.

In re: PUBLIC COMMENT

Daniel Lutz commented and presented information to the Commission on kitchen incubators.

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

Mike Mood appeared before the Commission to request that the Commission send a letter of recommendation for the creation of Middleway Volunteer Fire Company. Jay Watson was present and commented on the matter. After discussion, motion by R. Morgan, second by Surkamp to draft a letter of support recognizing the need for the proposed Middleway Volunteer Fire Company with the understanding that no money would be available from the Commission until July, 2008. Motion carried.

In re: E.L. BURNS - SURKAMP RESOLUTION

Edward L. Burns appeared before the Commission to present a resolution that he drafted concerning Commissioner Surkamp. The Commission took no action on this matter.

In re: BILL THERIAULT - 300 YEAR HISTORIC COMMEMORATION

Bill Theriault appeared before the Commission to discuss a possible 300 year historic commemoration. Mr. Theriault explained to the Commission the possibility that 300 years ago, German settlers had settled in the Duffields area of Jefferson County. It is thought possible that Katana Bierlin was the first settler killed by an Indian in Jefferson County. Mr. Theriault informed the Commission that the date on Ms. Bierlin's headstone, which is now located in Charleston, is unclear as to whether the year of death was 1707 or 1757. The Commission discussed the possibility of having the headstone returned to Jefferson County. The Commission agreed to have the Historic Landmarks Commission look into the matter.

The Commission took a 10 minute break at 10:55 a.m.

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

Jennifer S. Maghan, County Clerk, appeared before the Commission for the County Clerk's report. Ms. Maghan discussed the following:

Approval of Order Agreement for the Purchase of CSSI Records Management Software for the Clerk's Office

Ms. Maghan requested approval of the contract for the purchase of CSSI Records Management Software for her office. James Casimiro, Assistant Prosecuting Attorney, was present and informed the Commission that he had reviewed the contract and that it appeared to meet legal requirements. The Commission requested a written legal opinion from Mr. Casimiro before approval of the contract. Mr. Casimiro agreed to provide his legal opinion in writing later in the meeting.

Request that the County Commission Maintain the Imaging Fund so that all Financial Documents can be Stored

Ms. Maghan requested Commission approval to maintain the imaging fund in order that the financial documents can be stored digitally. No decision was made on this matter.

In re: LEGAL UPDATE AND REPORT

Stephanie Grove, Assistant Prosecuting Attorney, appeared before the Commission to give a legal update and report. Ms. Grove informed the Commission of a PSC order concerning Jefferson Utility's request for consolidation of cases. Ms. Grove informed the Commission of a request for attorney's fees in the annexation cases. Motion by Manuel, second by Corliss to enter into Executive Session to discuss pending litigation as provided for by Peters vs. Wood County. Motion carried.

Motion by R. Morgan, second by Manuel to return to regular session. Motion carried. No action was taken during Executive Session.

In re: COMPENSATION AND CLASSIFICATION PROPOSALS RECEIVED

The Commission discussed the Compensation and Classification proposals received. After discussion, the Commission agreed to accept the proposal from D. I. Jacobs Consulting. Motion passed by a 4-1 vote. Commissioner Corliss voted no.

In re: DISCUSS POSSIBILITY OF PLACING THE COMPLETE FINANCING OF THE PURCHASE OF THE SHEPHERDSTOWN BATTLEFIELD ON A REFERENDUM ON THE MAY PRIMARY BALLOT TO ALLOW A VOTE OF THE PEOPLE

Motion by Manuel to begin the process to place the complete financing of the purchase of the Sheperdstown Battlefield on a referendum on the May Primary Ballot to allow a vote of the people. Motion failed due to a lack of a second.

In re: COMMITMENT OF FUNDS TO POSSIBLE SHEPHERDSTOWN BATTLEFIELD ACQUISITION

After discussion, motion by Surkamp, second by Corliss to create a capital fund account named "Shepherdstown Battlefield Park and Riverfront Fund" in the amount of \$100,000. After discussion, motion by F. Morgan, second by Manuel to defer the motion for one week and to request Mr. Dunleavy to be on the agenda next week to discuss the matter. Motion carried.

The Commission recessed for lunch until 1:30 p.m.

In re: COUNTY COMMISSION WORKSHOP - CONFERENCE CALL WITH CABLE FRANCHISE LEGAL COUNSEL - ROBERT RODECKER

The Commission held a workshop in order to conduct a conference call with cable franchise legal counsel, Robert Rodecker, to discuss the draft cable franchise agreement prepared by Mr. Rodecker. Jane Peters, Executive Director of the Development Authority, was present and participated in the workshop.

Commissioner Corliss left the meeting at 2:00 p.m. due to a prior commitment.

In re: LEGISLATIVE ISSUES

Commissioner Manuel informed the Commission that he had spoken with John Amores, from the Commerce Department, and that a letter should be arriving within 7-10 days concerning the combined Fire/EMS fees.

In re: UPDATE ON BUDGET PLANS

The Commission agreed to schedule another budget workshop on Thursday, November 15, 2007, at 1:30 p.m.

In re: ANNEXATION LEGISLATION DISCUSSION

The Commission agreed to leave this matter on the agenda for discussion next week.

In re: BUDGET REVISION FROM IMAGING FUND TO GENERAL FUND DATA PROCESSING

The Commission agreed to place this matter back on the agenda next week.

In re: CONSIDERATION AND ADOPTION OF PLANNING COMMISSION BYLAWS

James Casimiro, Assistant Prosecuting Attorney, appeared before the Commission to review the draft Planning Commission Bylaws. After discussion, motion by Surkamp, second by R. Morgan to approve the Planning Commission Bylaws with one modification. Motion carried.

In re: APPROVAL OF ORDER AGREEMENT FOR THE PURCHASE OF CSSI RECORDS MANAGEMENT SOFTWARE FOR THE CLERK'S OFFICE - CONTINUED

After receiving a written recommendation from legal counsel, James Casimiro, motion by Surkamp, second by R. Morgan to approve the contract with CSSI for Records Management Software for the County Clerk's office providing that an opt out clause is provided in the contract. Motion carried.

In re: APPOINTMENT TO THE JEFFERSON COUNTY AMBULANCE AUTHORITY

Motion by Surkamp, second by Manuel to reappoint Michael Alvarez to the Jefferson County Ambulance Authority for a three year term ending November 2, 2010. Motion carried.

Motion by Surkamp, second by Manuel to reappoint Paul Rosa to the Jefferson County Ambulance Authority for a three year term ending November 2, 2010. Motion carried.

The Commission agreed to take up the two additional appointments to the Ambulance Authority next week.

In re: GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM - BIRTHRIGHT BABY OUTREACH - APPROVAL OF CONTRACT, RESOLUTION AND LETTER OF AGREEMENT

Motion by R. Morgan, second by Surkamp to approve the contract, resolution and letter of agreement for the Governor's Community Participation Grant Program for Birthright Baby Outreach. Motion carried.

In re: PROPOSED IT MEETING

Mark Schiavone, Director of the Department of Capital Planning and Management, appeared before the Commission to request the Commission approve an IT meeting to be held with Mike Manley, from Software Systems. The County Administrator suggested that the Elected Officials should be involved in the IT meeting. After discussion, motion by Surkamp, second by R. Morgan to approve an IT meeting to be held to include Mike Manley, Mark Schiavone, Kevin Sowder and Leslie Smith. Motion carried.

In re: RESOLUTION CONGRATULATING THE JEFFERSON HIGH GIRLS' SOCCER TEAM ON THEIR STATE CHAMPIONSHIP

Motion by Manuel, second by R. Morgan to approve the following resolution congratulating the Jefferson High Girl's Soccer Team on their state championship. Motion carried.

RESOLUTION

Whereas, the Jefferson High School Girls' Varsity Soccer team ended this 2007 season with 19 wins and 3 ties and only 1 loss and;

Whereas, the Jefferson High School Girls' Varsity Soccer team won the sectional and regional championships and;

Whereas, the Jefferson High School Girls' Varsity Soccer team traveled to Beckley where they defeated Parkersburg High to win the State Championship and;

Whereas, the Jefferson High School Girls' Junior Varsity Soccer team completed their third season undefeated with a record of 12 wins and 0 losses;

Therefore, Be it Resolved, that the County Commission of Jefferson County wishes to commend these young female athletes on the hard work, dedication, and determination they have shone in compiling this impressive record on the soccer field;

Be it Further Resolved, that the County Commission of Jefferson County wishes to compliment the coaches and athletic department of Jefferson High on the fine job they have performed in teaching these students the skills and team work necessary to achieve such and exemplary record.

<u>/s/</u>	<u>November 8, 2007</u>
Frances B. Morgan, President	Date
County Commission of Jefferson County	

In re: NIMS TEST AND PREPARATION FOR EMERGENCIES

Commissioner F. Morgan informed the Commission that she would be taking the NIMS tests starting tomorrow.

**In re: APPROVAL OF ORDER AGREEMENT FOR THE PURCHASE OF CSSI RECORDS
MANAGEMENT SOFTWARE FOR THE CLERK'S OFFICE - CONTINUED**

The County Clerk and James Casimiro informed the Commission that the contract had a non-appropriation opt out clause. The Commission agreed the contract could now be signed.

In re: EXECUTIVE SESSION - PERSONNEL ISSUE

Commissioner F. Morgan put this matter on the agenda in order to discuss a personnel issue regarding legal counsel. James Casimiro, Assistant Prosecuting Attorney, was present and informed the Commission that the matter could be discussed in open session. The Commission discussed the timelines for the Shepherdstown Battlefield grant application. After discussion, motion by Surkamp, second by F. Morgan to have the County Administrator prepare a written timeline synopsis of the process for the grant application for the Shepherdstown Battlefield and to provide the report to the Commission in one month. Motion carried.

In re: DISCUSS RE-ALLOCATION OF SPACE IN HUNTER HOUSE

The Commission discussed the re-allocation of space in the Hunter House. The Commission agreed to continue the discussion next week.

In re: COUNTY ADMINISTRATOR REPORTS

The County Administrator had nothing to report this week.

In re: COUNTY COMMISSION REPORTS

Commissioner F. Morgan informed the Commission that she would be attending a Create WV training seminar.

Commissioner Surkamp commented on the pandemic flu and the possible infection of swine.

In re: PUBLIC COMMENT

No public comment was given at this time.

The Commission received the following information:

County offices will be closed on Monday, November 12, 2007 - Veteran's Day.

Notice of meeting cancellation for Thursday, November 22nd, 2007.

Appointments to be made to the Water Advisory Committee on November 15, 2007.

Appointment to be made to the Public Service District on December 6, 2007.

Memorandums concerning transfer of funds received from the Department of Capital Planning and Management.

Impact Fee Status Report received for October 2007.

Correspondence received concerning the Local Government Leadership Academy.

Notice of a Ribbon Cutting at The Beauty Center on Friday, November 9, 2007, at 4:00 p.m.

Public Service Commission order received concerning VoIP E-911 fees.

Correspondence received from the West Virginia Division of Homeland Security and Emergency Management concerning the 2008 HMEP Planning Grant.

Financial Report received from the Harpers Ferry/Bolivar Public Service District.

Copies of newspaper articles received from the Association of Counties concerning annexation.

Copy of newspaper article received from the Association of Counties concerning the new head of regional jails.

Notice received from Loudoun County of a public hearing on a comprehensive plan amendment on November 19, 2007.

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

The Commission received the following correspondence:

Correspondence received from Charles Mountz Jr. concerning Commissioner Surkamp.

Correspondence received from Katherine Austin concerning Commissioner Surkamp.

Correspondence received from Jami M. Hadden concerning Commissioner Surkamp.

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

FRANCES B. MORGAN, COMMISSION PRESIDENT