

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 15, 2007 beginning at 9:30 o'clock a.m.

PRESENT: A.M.S. (Rusty) Morgan, President Per-Diem;
James Surkamp; Gregory A. Corliss; Dale Manuel; Commissioners

Commissioner F. Morgan was absent

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

IN RE: APPROVAL OF MINUTES
Motion by Corliss, second by Manuel to dispense with the reading of the Minutes for the meeting held on Thursday, November 8, 2007 and to approve the Minutes as presented. Motion carried.

IN RE: APPROVAL OF PURCHASE ORDERS
Motion by Manuel, second by Corliss to approve the following Purchase Orders for the week of November 15, 2007 totaling \$140,631.67: 44872, 44724, 44461, 44474, 44854, 44810, 44822, 44821, 44823, 44173, 44922, 44924, 43676, 43677, 44787, 44786, 44723 and 44290. Motion carried.

IN RE: APPROVAL OF ACCOUNTS PAYABLE
Motion by Corliss, second by Manuel to approve the list of Accounts Payable totaling \$145,347.43 dated November 15, 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
054159	712	APCO INTERNATIONAL INC	44091	\$1,562.00	\$0.00	\$1,562.00
054160	716	ALL CREATURES VETERINARY		\$0.00	\$89.00	\$89.00
054161	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$72.00	\$72.00
054162	424	B-K OFFICE SUPPLY INC	44712	\$1,372.55	\$0.00	\$1,372.55
054163	424	BOLAND SERVICES	43758	\$385.00	\$0.00	\$385.00
054163	425	BOLAND SERVICES	43473	\$593.00	\$0.00	\$593.00
054164	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$62.31	\$62.31
054165	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$90.89	\$90.89
054166	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$70.68	\$70.68
054167	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$0.00	\$302.31	\$302.31
054168	440	MASON CARTER		\$0.00	\$18.99	\$18.99
054169	PAYROLL	CHILD SUPPORT ENFORCE AG		\$0.00	\$23.07	\$23.07
054170	405	DANKA OFFICE IMAGING	44783	\$300.80	\$0.00	\$300.80
054171	424	DAYCON	44715	\$1,018.42	\$0.00	\$1,018.42
054172	PAYROLL	EQUITABLE THE EQUIVEST		\$0.00	\$15.00	\$15.00
054173	440	ARTHUR & STACEY EBLING		\$0.00	\$350.00	\$350.00
054174	415	FRONTIER		\$0.00	\$331.07	\$331.07
054174	424	FRONTIER		\$0.00	\$12,743.29	\$12,743.29
054174	712	FRONTIER		\$0.00	\$3,923.01	\$3,923.01
054175	440	ROGER GOODWIN		\$0.00	\$18.00	\$18.00
054176	451	STEPHANIE GROVE		\$0.00	\$390.77	\$390.77
054177	424	MYRON GREGORY		\$0.00	\$61.79	\$61.79

054178	425	IDVILLE, INC	44875	\$177.50	\$0.00	\$177.50
054179	716	INWOOD ANIMAL CENTER	44874	\$24.51	\$0.00	\$24.51
054180	PAYROLL	ING		\$0.00	\$260.00	\$260.00
054181	716	THE JOURNAL	44719	\$458.92	\$0.00	\$458.92
054182	PAYROLL	JEFFERSON SECURITY BANK		\$0.00	\$4,813.00	\$4,813.00
054183	716	JONES TRAILER COMPANY	44873	\$80.80	\$0.00	\$80.80
054184	439	KENDIG KEAST		\$0.00	\$7,746.90	\$7,746.90
054185	712	LANGUAGE LINE SERVICES		\$0.00	\$198.51	\$198.51
054186	401	MATTHEW BENDER & CO		\$0.00	\$66.30	\$66.30
054187	412	JUDITH A MATLICK		\$0.00	\$537.18	\$537.18
054188	PAYROLL	COMPTROLLER OF MARYLAND		\$0.00	\$639.74	\$639.74
054189	700	MCKINNEY'S AUTO REPAIR	44720	\$705.92	\$0.00	\$705.92
054190	424	MCI		\$0.00	\$1,125.00	\$1,125.00
054191	PAYROLL	MD Child Support Account		\$0.00	\$140.00	\$140.00
054192	425	NORVAC LOCK TECHNOLOGY	44714	\$647.35	\$0.00	\$647.35
054193	PAYROLL	NATIONWIDE RETIREMENT		\$0.00	\$765.21	\$765.21
054194	404	PIFER OFFICE SUPPLY, INC	44513	\$81.38	\$0.00	\$81.38
054195	700	FORENSIC PSYCHOLOGY CENT	44230	\$525.00	\$0.00	\$525.00
054196	424	ROACH OIL COMPANY		\$0.00	\$675.38	\$675.38
054196	425	ROACH OIL COMPANY		\$0.00	\$814.13	\$814.13
054197	451	TONY REDMAN		\$0.00	\$26.49	\$26.49
054198	424	SHADE EQUIPMENT CO, INC	44711	\$128.65	\$0.00	\$128.65
054199	405	SPECIALTY BUS SUPPLIES	44784	\$431.09	\$0.00	\$431.09
054200	408	STATE TAX DEPARTMENT		\$0.00	\$9,245.65	\$9,245.65
054201	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$8,156.14	\$8,156.14
054201	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$8.70	\$8.70
054201	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$37.20	\$37.20
054201	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$34,874.10	\$34,874.10
054202	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$19.81	\$19.81
054202	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$31,176.97	\$31,176.97
054203	406	SHEETZ FLEET FUELING		\$0.00	\$344.79	\$344.79
054203	422	SHEETZ FLEET FUELING		\$0.00	\$33.16	\$33.16
054203	424	SHEETZ FLEET FUELING		\$0.00	\$1,411.66	\$1,411.66
054203	430	SHEETZ FLEET FUELING		\$0.00	\$184.05	\$184.05
054203	440	SHEETZ FLEET FUELING		\$0.00	\$579.30	\$579.30
054203	700	SHEETZ FLEET FUELING		\$0.00	\$9,901.08	\$9,901.08
054203	711	SHEETZ FLEET FUELING		\$0.00	\$97.67	\$97.67
054203	712	SHEETZ FLEET FUELING		\$0.00	\$675.30	\$675.30
054203	716	SHEETZ FLEET FUELING		\$0.00	\$640.56	\$640.56
054204	451	BRANDON C.H. SIMS		\$0.00	\$363.43	\$363.43
054205	425	SHENANDOAH VALLEY WATER		\$0.00	\$541.90	\$541.90
054206	700	THOMASSEN FORD MERCURY	44721	\$172.72	\$0.00	\$172.72
054207	405	MICHAEL D THOMPSON		\$0.00	\$254.40	\$254.40
054208	PAYROLL	TREASURER OF VIRGINIA		\$0.00	\$161.51	\$161.51
054209	PAYROLL	VALIC CHASE BANK TEXAS		\$0.00	\$100.00	\$100.00
054210	405	WEST PAYMENT CENTER	44785	\$1,487.75	\$0.00	\$1,487.75
054211	401	WVNET		\$0.00	\$16.67	\$16.67
TOTALS				\$10,153.36	\$135,194.07	\$145,347.43

*PAYROLL

DEDUCTIONS

*P.O.'S

APPROVED BY THE COMMISSION

*INV'S W/O P.O.'S UTILITIES,ALLOC'S,REIMB, & INVOICES PREAPPROVED BY L. SMITH

DEPT	NAME	DEPT AMTS
401/COM	CO. COMMISSION	\$82.97
402/CCLK	CO. CLERK	
403/CIR CLK	CIRCUIT CLERK	
404/TAX	TAX OFFICE	\$81.38
405/PA	PROS ATTY	\$2,474.04
406/ASSR	ASSESSORS	\$344.79
408/GOV	ST.COMPNET CHG BO GOV UNIT	\$9,245.65
412/AG	AG AGT	\$537.18
413/ELE	ELECTION	
415/MAG CT	MAGISTRATE COURT	\$331.07
415/	GENERAL SCHOOL/CO TRANSFER	
422/IMPACT	IMPACT FEE OPERATIONAL DEPT	\$33.16
424/CTHS	COURT HOUSE	\$18,921.74
425/OB	OTHER BUILDING	\$2,773.88
428/DATAP	DATA PROCESSING	
430/HLS	HOMELAND SEC	\$184.05
431/ECON DEV	ECON DEV	
433/GIS	GIS/ADDRESSING	
439/PZ	PLANNING ZONING	\$7,746.90
440/ENG.	DEPT OF ENGINEERING	\$966.29
451/ZONING	ZONING DEPT	\$780.69
700/SHRF	SHERIFF DEPT	\$11,304.72
701/SHRF	SHERIFF DEPT	
704/WV JAIL	ST/WV REGIONAL JAIL	
711/OES	EMERG SVC	\$97.67
712/911	911 COMMUNICATION	\$6,358.82
716/A/C	ANIMAL CONTROL	\$1,293.79
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	
980/CAP/SRF	SHERIFF DEPT/CAPITAL OUTLAY	
983/CLK ELEC	CO CLERK ELECTION/CAP OUTLAY	
986/CAP/COMM	CO. COMMISSION/CAPITAL OUTLAY	
988/CAP/OB	OTHER BUILDING/CAPITAL OUTLAY	
ALL DEPTS	ALL DEPTS	
ALLOC	ALLOCATIONS	
GRANTS	GRANTS	
INVEST	INVESTMENTS	
PAYROLL	PAYROLL	\$81,788.64
TOTALS		\$145,347.43

IN RE: LEGISLATIVE ISSUES

Commissioner Manuel reported on his telephone call with Mr. John Amores with regard to the implementation and approval of fire & EMS fees.

Commissioner R. Morgan reported on the letter received from Jay Watson regarding the construction of a new Ambulance Authority facility.

Commissioner R. Morgan reported on his discussions with Mr. Bob Amtower regarding adequate signage for parking in Shepherdstown. Commissioner Manuel reported he would follow up with Mr. Amtower.

IN RE: BONDING AND ACTIVITY REPORT

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Manuel, second by Corliss to approve the partial release of an Irrevocable Letter of Credit in the amount of \$36,549.75 for Haynes-Foltz, L.C. – Cedar Meadows Airpark Subdivision lots 1-16 with the County to retain 53,613.00. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Corliss, second by Manuel to approve the complete release of an Irrevocable Letter of Credit in the amount of \$6,272,912.00 for PNGI Gaming Charles Town Gaming, LLC – Waste Water Treatment Plant. Motion carried.

Mr. Goodwin reported on the status of the Cedar Meadows Airpark Subdivision bond.

Tony Redman, Planning and Zoning Director appeared before the Commission to report on the resignation of Sherry Cole, Planning Department Administrative Assistant. Mr. Redman requested authorization to proceed with advertising for the position.

Motion by Manuel, second by Corliss to locally advertise for the position of Administrative Assistant for the Department of Planning with Mr. Redman to provide official notice of Ms. Cole’s resignation to Leslie D. Smith, County Administrator. Motion carried.

Mr. Redman further requested that the Commission contact him to be present should they wish to discuss information item #3 from today’s agenda.

Mr. Redman reported on current amendments to the draft Zoning and Subdivision Ordinance rewrite and further discussed his strategies in organizing any recommended amendments to the ordinance that his office receives. The Commission discussed various recommendations on how to handle proposed amendments.

IN RE: EXONERATION

Upon recommendation from the Assessor, Ginger Bordier, motion by Manuel, second by Corliss to approve the following Exoneration because of erroneous assessment for the year 2007. Motion carried.

Name	District	Type	Amount	Ticket #
Roy Michael Magaha	Charles Town	Personal Property	\$100.66	302995

IN RE: KENDIG KEAST/ORDINANCE REWRITE DISCUSSION

This matter was discussed under agenda item: “Bonding & Activity report”.

IN RE: PUBLIC COMMENT

No public comment was given.

Commissioner F. Morgan arrived at 10:05 a.m.

IN RE: ED DUNLEAVY - SHEPHERDSTOWN BATTLEFIELD PROTECTION ASSOCIATION

Ed Dunleavy appeared before the Commission to address the Commission concerning the Shepherdstown Battlefield Protection Association. Mr. Dunleavy reported on the Association’s goals and objectives with regard to funding acquisition.

Mr. Dunleavy reported on the history of Battlefield Preservation Grant applications.

Motion by Surkamp, second by Corliss to create a capital fund account named, "Shepherdstown Battlefield Park and Riverfront Acquisition Fund" in the amount of \$100,000.00.

Motion by Manuel to amend the allocated amount to \$10,000.00 from \$100,000.00. Motion died due to lack of second.

Commissioner R. Morgan requested an additional week in order to review County finances.

Motion by Manuel that allocated monies for the Shepherdstown Battlefield Park and Riverfront Acquisition Fund come directly from county savings. Motion died due to lack of a second.

Motion by Manuel, second by R. Morgan to table this matter for 2 weeks. Motion failed by a 2 to 3 vote; Commissioners F. Morgan, Corliss and Surkamp voted no.

After discussion the original motion by Surkamp, second by Corliss to create a capital fund account named, "Shepherdstown Battlefield Park and Riverfront Acquisition Fund" in the amount of \$100,000.00 was voted upon. Motion carried by a 4-1 vote, Commissioner Manuel voted no.

IN RE: SHEPHERDSTOWN BATTLEFIELD PARK AND RIVERFRONT (JS)

This matter was discussed under agenda item: "Ed Dunleavy – Shepherdstown Battlefield Protection Association".

IN RE: UPDATE ON BUDGET PLANS (RM)

The Commission agreed to take up this matter in the afternoon budget workshop.

IN RE: APPROVAL OF LETTER OF RECOMMENDATION - PROPOSED MIDDLEWAY VOLUNTEER FIRE COMPANY

Leslie D. Smith, County Administrator presented the Commission with a draft letter of recommendation from Mr. Michael Mood in support of a Middleway Volunteer Fire Company.

After review and consideration, the Commission agreed by consensus that Ms. Smith would make necessary amendments to the letter to be presented to the Commission later in session for approval.

IN RE: ANNEXATION LEGISLATION DISCUSSION

The Commission further reviewed and discussed the three annexation proposals previously received from Assistant Prosecuting Attorney Brandon Sims. After discussion the Commission agreed to take up this matter with legal counsel under agenda item, "Stephanie Grove – Legal Update and Report".

IN RE: BUDGET REVISION FROM IMAGING FUND TO GENERAL FUND DATA PROCESSING

Leslie D. Smith, County Administrator reported on procedures necessary for a budget revision. Jennifer S. Maghan, County Clerk was present and discussed previous reports given to the Commission detailing current expenditures and discussed the importance of a data processing fund in order to cover necessary expenditures for data processing and imaging.

Motion by Manuel, second by R. Morgan to dissolve the current Capital Imaging Fund and move approximately \$72,000.00 into the Data Processing account to satisfy departmental expenditures for data processing and imaging with remaining funds to be utilized with Commission approval. Motion carried by a 4-1 vote; Commissioner Corliss voted no.

IN RE: APPOINTMENTS TO THE JEFFERSON COUNTY AMBULANCE AUTHORITY

Commissioner F. Morgan expressed concerns with family members and/or spouses serving on county boards and requested the Commission consider adopting a policy prohibiting such. The Commission agreed by consensus that legal counsel be tasked to research a nepotism policy for Commission review and consideration.

The Commission agreed to hold over appointments to the Jefferson County Ambulance Authority in order to conduct interviews for the two interested applicants; Bryan Eddy and Brenda Engle. The Commission authorized Leslie D. Smith, County Administrator to contact the applicants to schedule interviews for the week of November 29, 2007.

IN RE: JENNIFER S. MAGHAN - COUNTY CLERK'S REPORT

Jennifer S. Maghan, County Clerk appeared before the Commission with Todd Fagan, GIS Addressing Specialist with presentation of the new draft precinct maps.

Ms. Maghan reported she would be placing the maps on the November 29, 2007 agenda for Commission approval.

The Commission took a 10-minute break at 11:20 a.m.

IN RE: STEPHANIE GROVE - LEGAL UPDATE AND REPORT

Stephanie Grove, Assistant Prosecuting Attorney appeared before the Commission for the legal update and report. Ms. Grove reported on the concurring opinion received from Justice Albright regarding Annexation.

The Commission discussed the annexation proposal options with Ms. Grove as previously received from Brandon Sims, Assistant Prosecuting Attorney.

Mr. Ed Burns appeared before the Commission to suggest various amendments to the annexation proposals as presented.

Motion by Surkamp, second by R. Morgan to adopt option C for legislative presentation.

Amended motion by Manuel, second by R. Morgan to amend language in WV Code § 8-6-4, Option C from a continuation of the same land use for ten (10) years to continuation of the same land use for five (5) years. Motion carried by a 3-2 vote; Commissioners F. Morgan and Surkamp voted no.

Motion by R. Morgan, second by F. Morgan to amend option C as recommended by Mr. Ed Burns. Motion carried.

Motion by R. Morgan to adopt option A as a second choice to be presented to the legislative committee. Motion died due to lack of a second.

Motion by Corliss, second by R. Morgan to adopt option B as a second choice to be presented to the legislative committee. Motion carried.

Motion by R. Morgan, second by Corliss to enter into Executive Session to discuss current litigation. Motion carried.

Motion by R. Morgan, second by Corliss to return to Regular Session. Motion carried. No action was taken during executive session.

The Commission recessed for lunch at 12:15 p.m. The Commission reconvened at 1:30 p.m.

IN RE: APPROVAL OF LETTER OF RECOMMENDATION - PROPOSED MIDDLEWAY VOLUNTEER FIRE COMPANY – CONTINUED

Leslie D. Smith, County Administrator presented the Commission with the amended letter of recommendation for a proposed Middleway Volunteer Fire Company.

The Commission agreed by unanimous consent to authorize the Commission President to affix her signature upon the letter of recommendation for the proposed Middleway Fire Company.

IN RE: COUNTY COMMISSION BUDGET WORKSHOP

The Commission held a workshop in order to discuss various strategies for future budget workshops and procedures. Mark Schiavone, Capital Planning and Management Coordinator, Jennifer S. Maghan, County Clerk and Ginger Bordier, Assessor were present and participated in the workshop.

Leslie D. Smith, County Administrator was present for presentation and report detailing a history of County budgetary procedures, expenditures and revenue. Mr. Schiavone presented the Commission with a proposed workflow report outlining county budget histories and future objectives and recommendations. Ms. Bordier reported on county tax revenue as a result of assessments.

The Commission discussed implementing various procedural changes for budget submissions by department heads.

Commissioner R. Morgan left the meeting at 2:25 p.m.

IN RE: PROCEDURAL MATTER – ADDITIONAL ACCOUNTS PAYABLE EXPENDITURE APPROVAL

Jennifer S. Maghan, County Clerk appeared before the Commission for approval of an additional accounts payable expenditure in the amount of \$2,025.00 for storage expenses for election equipment.

The Commission agreed by unanimous consent to approve the additional \$2,025.00 expenditure for RAI Properties for storage of election equipment.

IN RE: DISCUSS RE-ALLOCATION OF SPACE IN HUNTER HOUSE (FM)

The Commission agreed to table this matter for two weeks in order to have all Commissioners present.

IN RE: CABLE FRANCHISE AGREEMENT TIME FRAME (JS)

Commissioner Surkamp reported on the conference call on November 8, 2007 with cable franchise legal counsel Robert Rodecker.

The Commission agreed by consensus to approve and authorize the Commission president to affix her signature upon the Cable Franchise Agreement Extension for an additional six (6) months with Leslie D. Smith, County Administrator to contact Mr. Rodecker and instruct him to move ahead with the agreement after the strategies discussed on November 8, 2007 are complete.

IN RE: EXTENSION OF CABLE FRANCHISE AGREEMENT FOR 6 MONTHS

This matter was discussed under agenda item: “**CABLE FRANCHISE AGREEMENT TIME FRAME (JS)**”.

IN RE: SET AGENDA TOPICS FOR COUNCIL OF GOVERNMENTS MEETING ON WEDNESDAY, NOVEMBER 28, 2007

The Commission agreed on the following agenda topics for the Council of Governments meeting on Wednesday, November 28, 2007: Annexations and legislative issues/priorities.

The Commission requested that Leslie D. Smith, County Administrator send invitations to municipalities concerning the public hearings on the draft Zoning and Subdivision Ordinance.

IN RE: APPOINTMENTS TO THE WATER ADVISORY COMMITTEE

No action was taken on this agenda item.

IN RE: APPROVAL OF AGREEMENT BETWEEN THE WEST VIRGINIA DEPARTMENT OF AGRICULTURE AND THE JEFFERSON COUNTY COMMISSION - STATE FUNDING OF 4-H FACILITIES AND PROGRAMS

Motion by Manuel, second by Corliss to approve and to authorize the Commission President to affix her signature upon the agreement between the West Virginia Department of Agriculture and the Jefferson County Commission for state funding of 4-H facilities and programs. Motion carried.

IN RE: APPROVAL OF CHANGE ORDER REQUEST #002 FOR \$46,470.90 - COMMUNICATIONS CENTER

Upon the recommendation of Kirk Davis, Capital Projects Manager, motion by Manuel, second by Corliss to approve and authorize the Commission President to affix her signature upon Change Order #002 for \$46,470.90 for the Communications Center. Motion carried.

IN RE: CAPITAL PROJECT MANAGEMENT REPORT, ASSUMING NO ADDITIONAL CAPITAL SAVINGS FOR BUDGET YEARS 2009 AND 2010, ON MONIES NEEDED TO COMPLETE/PURCHASE JUDICIAL CENTER FALL 2009, NEW PARKING LOT, AND SAMUEL/LIBERTY BUILDINGS TO INCLUDE COUNTY SWIMMING POOL ESTIMATE (GC)

Kirk Davis, Capital Projects Manager appeared before the Commission for a Capital Project Management report. Mr. Davis provided the Commission with a detailed status report on ongoing capital improvement projects with projected completion dates and expenditures.

The Commission requested Mr. Davis provide a written report detailing all expenditures and projections for all current and future Capital Improvement Projects for review on November 29, 2007.

IN RE: PROPOSAL TO ESTABLISH A COUNTY COMMISSION PERFORMANCE REVIEW SYSTEM FOR COUNTY ADMINISTRATOR AND DEPARTMENT HEADS (GC)

Motion by Corliss, second by Surkamp to establish a County Commission performance review system for County Administrator and Department Heads to commence January 2008 to include semi-annual review in either public or executive session upon advice of legal counsel.

Motion deadlocked by a 2-2 vote; Commissioners Manuel and F. Morgan voted no. The Commission agreed to table this matter until November 29, 2007.

IN RE: DISCUSS RE-ALLOCATION OF SPACE IN HUNTER HOUSE (FM) – CONTINUED

At the request of Commissioner Manuel, the Commission agreed to discuss this matter.

Commissioner F. Morgan requested the Commission consider approving re-allocation of space in the Hunter House to include moving County Commission administrative staff to the lower level and legal counsel and the County Commission meeting room moving to the second level in order to accommodate the general public.

After considering Commissioner F. Morgan's proposal for re-allocation of space in the Hunter House, the Commission agreed by unanimous consent to table this matter until November 29, 2007.

IN RE: COUNTY ADMINISTRATOR REPORTS

Leslie D. Smith, County Administrator reported on the process of receiving County workforce position descriptions from department heads. The Commission requested Ms. Smith compile a report detailing County position descriptions as received from Department Heads to include her recommendation for Commission review.

IN RE: COUNTY COMMISSION REPORTS

Commissioner Surkamp reported on the Planning Commission meeting he attended.

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

Commissioner F. Morgan reported on the "Create West Virginia" Conference she attended.

The Commission received the following information:

Reminder - County offices are closed on Thursday and Friday, November 22nd and 23rd, 2007 for Thanksgiving.

Reminder - The County Commission meeting for November 22nd, 2007 has been cancelled.

Copy of Draft Digital File Submission Standards received from the Departments of Planning and Zoning.

Notice received from the Departments of Planning and Zoning of a Subdivision Work Session on Friday, November 16, 2007.

Correspondence received from Scott and Dee Edmonds concerning Spruce Hill Estates.

Correspondence received from Cinda Anderson Justice concerning her 4th Great Grandfather, Mahlon Anderson, who built the Hunter House.

Notice received of Independent Fire Company's 2nd Annual Breakfast with Santa on December 1, 2007.

Correspondence received from James E. Watson, III concerning the Ambulance Authority plans to construct a new facility.

Notice received from the Association of Counties of PEIA public hearings.

Copy of newspaper article received from the Association of Counties concerning PEIA.

Correspondence received from the Martin Luther King, Jr. West Virginia Holiday Commission concerning nominees for the "Living the Dream" awards.

Correspondence received from Governor Manchin concerning WORKFORCE West Virginia.

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

Correspondence received from the State Tax Department concerning the Assessor's completion of the "assessor's additional duties."

Correspondence received from the Sounds of the Shenandoah concerning Christmas programs.

Meeting minutes received from the Jefferson County Public Service District.

E-911 fees received from CTC of West Virginia.

Miscellaneous

The Commission received the following correspondence:

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

FRANCES B. MORGAN, COMMISSION PRESIDENT