

**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, November 29, 2007, beginning at 9:30 o'clock a.m.

**PRESENT:** Frances B. Morgan, President;  
James Surkamp; Dale Manuel;  
Greg Corliss; Commissioners

Commissioner F. Morgan was absent.

**In re: PLEDGE OF ALLEGIANCE**

Commissioner Surkamp conducted the Pledge of Allegiance.

**In re: DISPENSE WITH READING OF MINUTES**

Motion by Corliss, second by Manuel to dispense with the reading of the Minutes for the meeting held on Thursday, November 15, 2007, and to approve the Minutes as prepared. Motion carried.

**In re: APPROVAL OF PURCHASE ORDERS**

Motion by Manuel, second by Corliss to approve the following Purchase Orders for the Week of November 26, 2007, totaling \$47,371.58: 40240, 44880, 44882, 44858, 44866, 44878, 44725, 44967, 44969, 44972, 44824, 44843, 44962, 44964, 44965, 44925, 44928, 44789, 44790, 44791, 44792, 44731, 44732, 44733, 44736, 44737, 44971, 44973, and 44515. Motion carried.

**In re: APPROVAL OF ACCOUNTS PAYABLE**

Motion by Corliss, second by Manuel to approve the list of Accounts Payable totaling \$482,001.43 dated November 29, 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
054216	424	ALLEGHENY POWER		\$0.00	\$1,425.49	\$1,425.49
054216	425	ALLEGHENY POWER		\$0.00	\$5,445.54	\$5,445.54
054217	PAYROLL	AMERICAN FAMILY LIFE ICU		\$0.00	\$5,208.30	\$5,208.30
054218	GRANT	AMERICAN RED CROSS	43674	\$337.98	\$0.00	\$337.98
054219	425	COMCAST		\$0.00	\$55.94	\$55.94
054220	424	AUTOZONE		\$0.00	\$139.97	\$139.97
054220	700	AUTOZONE		\$0.00	\$107.44	\$107.44
054220	716	AUTOZONE		\$0.00	\$171.96	\$171.96
054221	440	A-P WATCHER ACCOUNTING	44173	\$215.00	\$0.00	\$215.00
054222	440	A-P WATCHER ACCOUNTING	44173	\$170.00	\$0.00	\$170.00
054223	440	A-P WATCHER ACCOUNTING	44173	\$170.00	\$0.00	\$170.00
054224	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$72.00	\$72.00
054225	451	B-K OFFICE SUPPLY INC	44920	\$180.60	\$0.00	\$180.60
054226	424	B&B EMBROIDERY/LAIRD BUS	44317	\$210.00	\$0.00	\$210.00
054227	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$62.31	\$62.31

054228	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$90.89	\$90.89
054229	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$70.68	\$70.68
054230	PAYROLL	BUREAU F/CHILD SPRT ENF		\$0.00	\$302.31	\$302.31
054231	404	ELAINE BENNETT,DODDRIDGE	44514	\$35.00	\$0.00	\$35.00
054232	402	CAT TAIL RUN HAND BKBIND	44452	\$447.40	\$0.00	\$447.40
054233	402	CASTO & HARRIS INC	44474	\$330.54	\$0.00	\$330.54
054234	700	*CREAMERS AUTO SERVICE	44722	\$62.15	\$0.00	\$62.15
054234	700	*CREAMERS AUTO SERVICE	44970	\$12.00	\$0.00	\$12.00
054234	716	*CREAMERS AUTO SERVICE	44724	\$433.09	\$0.00	\$433.09
054235	712	VERIZON CABS		\$0.00	\$150.00	\$150.00
054236	425	CHARLES TOWN WALLS/FLOOR	44602	\$13,649.72	\$0.00	\$13,649.72
054237	402	CDW-GOVERNMENT INC	44852	\$1,746.00	\$0.00	\$1,746.00
054238	406	CREAMERS WRECKER SVC	44411	\$45.00	\$0.00	\$45.00
054239	425	CHARLES TOWN COPYING SRV	44963	\$4.00	\$0.00	\$4.00
054240	PAYROLL	CHILD SUPPORT ENFORCE AG		\$0.00	\$23.07	\$23.07
054241	440	CALIFORNIA UNIVERSITY/PA	44172	\$3,420.00	\$0.00	\$3,420.00
054242	986	DELL MARKETING LP	44871	\$1,714.21	\$0.00	\$1,714.21
054243	424	DAYCON	44960	\$50.40	\$0.00	\$50.40
054244	440	DLT SOLUTIONS, INC	44165	\$1,653.06	\$0.00	\$1,653.06
054245	424	DEAN'S LAWNMOWER SHOP	44966	\$91.37	\$0.00	\$91.37
054246	425	DEHAVEN SEVEN-UP CORP		\$0.00	\$21.00	\$21.00
054247	PAYROLL	EQUITABLE THE EQUIVEST		\$0.00	\$15.00	\$15.00
054248	424	FEDEX		\$0.00	\$164.75	\$164.75
054249	440	FRED PRYOR SEMINARS	44923	\$46.90	\$0.00	\$46.90
054250	424	FARM PLAN/SOUTHERN STATE	44659	\$35.11	\$0.00	\$35.11
054251	424	FRONTIER COMMUNICATIONS		\$0.00	\$945.19	\$945.19
054252	412	FRONTIER		\$0.00	\$373.36	\$373.36
054253	415	GENERAL COUNTY FUND-J FE		\$0.00	\$33,854.50	\$33,854.50
054254	439	TOM HALL		\$0.00	\$5.26	\$5.26
054255	PAYROLL	ING		\$0.00	\$260.00	\$260.00
054256	425	JEFF CO PUBLIC SER DEPT		\$0.00	\$55.97	\$55.97
054257	711	JEFFERSON PUBLISH CO INC	43679	\$48.00	\$0.00	\$48.00
054257	716	JEFFERSON PUBLISH CO INC	44961	\$81.60	\$0.00	\$81.60
054258	425	JEFFERSON UTILITIES INC		\$0.00	\$63.00	\$63.00
054259	712	DR ROBERT JONES		\$0.00	\$1,000.00	\$1,000.00
054260	PAYROLL	JEFFERSON SECURITY BANK		\$0.00	\$4,813.00	\$4,813.00
054261	402	MATTHEW BENDER & CO	44853	\$74.15	\$0.00	\$74.15
054261	402	MATTHEW BENDER & CO	44855	\$70.15	\$0.00	\$70.15
054262	402	MR PRINT	44856	\$94.88	\$0.00	\$94.88
054263	712	MOTOROLA INC	44818	\$1,191.00	\$0.00	\$1,191.00
054264	PAYROLL	COMPTRROLLER OF MARYLAND		\$0.00	\$639.74	\$639.74
054265	425	HOME DEPOT CREDIT SERVIC		\$0.00	\$794.81	\$794.81
054266	700	MCKINNEY'S AUTO REPAIR	44723	\$138.89	\$0.00	\$138.89
054267	PAYROLL	MD Child Support Account		\$0.00	\$140.00	\$140.00
054268	401	FRANCES B. MORGAN		\$0.00	\$596.55	\$596.55

054269	PAYROLL	NATIONWIDE RETIREMENT		\$0.00	\$765.21	\$765.21
054270	402	OFFICE SERVICES		\$0.00	\$475.00	\$475.00
054270	403	OFFICE SERVICES		\$0.00	\$190.00	\$190.00
054270	404	OFFICE SERVICES		\$0.00	\$95.00	\$95.00
054270	406	OFFICE SERVICES		\$0.00	\$285.00	\$285.00
054270	430	OFFICE SERVICES		\$0.00	\$95.00	\$95.00
054270	439	OFFICE SERVICES		\$0.00	\$95.00	\$95.00
054270	451	OFFICE SERVICES		\$0.00	\$95.00	\$95.00
054270	700	OFFICE SERVICES		\$0.00	\$190.00	\$190.00
054271	402	PIFER OFFICE SUPPLY, INC	44461	\$290.09	\$0.00	\$290.09
054271	402	PIFER OFFICE SUPPLY, INC	44857	\$67.04	\$0.00	\$67.04
054271	406	PIFER OFFICE SUPPLY, INC	44412	\$67.50	\$0.00	\$67.50
054272	424	ROACH OIL COMPANY		\$0.00	\$896.51	\$896.51
054272	425	ROACH OIL COMPANY		\$0.00	\$1,293.33	\$1,293.33
054273	401	LESLIE D SMITH		\$0.00	\$54.14	\$54.14
054274	405	SPECIALTY BUS SUPPLIES	44786	\$121.57	\$0.00	\$121.57
054275	405	STAPLES CREDIT PLAN	44787	\$229.99	\$0.00	\$229.99
054276	PAYROLL	STATE DPT O/TAX & REVENU		\$0.00	\$27.00	\$27.00
054276	PAYROLL	STATE DPT O/TAX & REVENU		\$0.00	\$33,260.66	\$33,260.66
054277	704	ST/WV REGIONAL JAIL &	44810	\$121,541.00	\$0.00	\$121,541.00
054278	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$8,624.94	\$8,624.94
054278	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$37.20	\$37.20
054278	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$8.70	\$8.70
054278	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$36,879.28	\$36,879.28
054279	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$34,385.90	\$34,385.90
054279	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$19.81	\$19.81
054280	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$0.00	\$12,621.13	\$12,621.13
054281	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$0.00	\$15,590.77	\$15,590.77
054282	424	SPRINT PCS		\$0.00	\$95.04	\$95.04
054282	GRANT	SPRINT PCS		\$0.00	\$158.88	\$158.88
054282	712	SPRINT PCS		\$0.00	\$1,875.25	\$1,875.25
054283	401	SANDRA SLUSHER MCDONALD		\$0.00	\$8.48	\$8.48
054284	700	THOMASSEN FORD MERCURY	44968	\$9.45	\$0.00	\$9.45
054285	PAYROLL	TREASURER OF VIRGINIA		\$0.00	\$161.51	\$161.51
054286	700	SHANNON R. TRAVIS	44734	\$68.00	\$0.00	\$68.00
054287	425	VALLEY HARDWARE COMPANY	44592	\$82.92	\$0.00	\$82.92
054288	712	VALLEY TWO-WAY, INC	41541	\$10,767.00	\$0.00	\$10,767.00
054289	PAYROLL	VALIC, %CHASE BANK TEXAS		\$0.00	\$100.00	\$100.00
054290	424	WVPEIA 896046625		\$0.00	\$8,057.00	\$8,057.00
054291	PAYROLL	WV PUB EMP RETIRE SYS		\$0.00	\$31,340.98	\$31,340.98
054292	PAYROLL	WV PUB EMP RETIRE SYS		\$0.00	\$73,128.81	\$73,128.81
054293	700	WEST VIRGINIA UNIFORM-52	44735	\$94.50	\$0.00	\$94.50
054294	440	WV CODE OFFICIALS ASSOC	44922	\$200.00	\$0.00	\$200.00
054295	GRANT	WALMART BUSINESS	44115	\$249.57	\$0.00	\$249.57
054295	424	WALMART BUSINESS		\$0.00	\$50.75	\$50.75

054295	439	WALMART BUSINESS		\$0.00	\$26.09	\$26.09
054295	440	WALMART BUSINESS		\$0.00	\$95.63	\$95.63
054295	451	WALMART BUSINESS		\$0.00	\$7.71	\$7.71
054295	716	WALMART BUSINESS		\$0.00	\$545.06	\$545.06
054296	PAYROLL	WV CPRB/LOAN DIVISION		\$0.00	\$249.75	\$249.75
054297	GRANT	PAMELA HOLSTEIN-WALLACE		\$0.00	\$2,153.65	\$2,153.65
054298	402	XEROX CORPORATION	44466	\$347.40	\$0.00	\$347.40
<b>Total</b>				<b>\$160,894.23</b>	<b>\$321,107.20</b>	<b>\$482,001.43</b>

DEPT	NAME	DEPT AMTS
401/COM	CO. COMMISSION	\$659.17
402/CCLK	CO. CLERK	\$3,942.65
403/CIR CLK	CIRCUIT CLERK	\$190.00
404/TAX	TAX OFFICE	\$130.00
405/PA	PROS ATTY	\$351.56
406/ASSR	ASSESSORS	\$397.50
408/GOV	ST.COMPNET CHG BO GOV UNIT	
412/AG	AG AGT	\$373.36
413/ELE	ELECTION	
415/MAG CT	MAGISTRATE COURT	
415/	GENERAL SCHOOL/CO TRANSFER	\$33,854.50
422/IMPACT	IMPACT FEE OPERATIONAL DEPT	
424/CTHS	COURT HOUSE	\$4,104.58
425/OB	OTHER BUILDING	\$21,466.23
428/DATAP	DATA PROCESSING	
430/HLS	HOMELAND SEC	\$95.00
431/ECON DEV	ECON DEV	
433/GIS	GIS/ADDRESSING	
439/PZ	PLANNING ZONING	\$126.35
440/ENG.	DEPT OF ENGINEERING	\$5,970.59
451/ZONING	ZONING DEPT	\$283.31
700/SHRF	SHERIFF DEPT	\$682.43
701/SHRF	SHERIFF DEPT	
704/WV JAIL	ST/WV REGIONAL JAIL	\$121,541.00
711/OES	EMERG SVC	\$48.00
712/911	911 COMMUNICATION	\$14,983.25
716/A/C	ANIMAL CONTROL	\$1,231.71
801/MTL HLTH	MENTAL HEALTH TRANS TO ENTITIE	
808GOV UNIT	SWA CONTRIB OTHER GOV UNIT	
980/CAP/SRF	SHERIFF DEPT/CAPITAL OUTLAY	
983/CLK ELEC	CO CLERK ELECTION/CAP OUTLAY	
986/CAP/COMM	CO. COMMISSION/CAPITAL OUTLAY	\$1,714.21
988/CAP/OB	OTHER BUILDING/CAPITAL OUTLAY	
989/CAP/AGT	AG AGT/CAPITAL OUTLAY	

992/CAP/911	911 COMMUNICATION/CAP OUTLAY	
998/PRK/REC	PARKS & REC COMMUNITY CENTER	
ALL DEPTS	ALL DEPTS	
ALLOC	ALLOCATIONS	
GRANTS	GRANTS	\$2,900.08
INVEST	INVESTMENTS	
PAYROLL	PAYROLL	\$266,955.95
<b>TOTALS</b>		<b>\$482,001.43</b>

**In re: LEGISLATIVE ISSUES**

Commissioner Manuel discussed the Fire and EMS fee.

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

Commissioner F. Morgan discussed the Public Hearing held Wednesday, November 28, 2007. The Commission discussed ending services with Kendig Keast. Commissioner Manuel reported that there is an outstanding Appendix and possible charts that have not yet been received from Kendig Keast and that we should not discontinue services at this time.

After formal requests have been made, the Commission agreed to hold workshops with staff, County Commission, Affordable Housing Committee, Farm Bureau and Agricultural Task Force.

**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 \$12,599.64 for Shirley Estates Subdivision, Lots 1-14 & 15-Residue with the County to retain \$73,620.00. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Corliss, second by Manuel to approve the partial release of an Irrevocable Letter of Credit in the amount of \$63,961.60 for Shepherd's Retreat Subdivision, Lots 1-8 with the County to retain \$107,677.00. Motion carried.

The Commission requested a status report from Mr. Goodwin regarding Burch Manor Subdivision.

**In re: PUBLIC COMMENT**

No public comment was given.

**In re: UPDATE ON BUDGET PLANS**

Commissioner Corliss requested that this agenda item be removed and reminded the Commission that there is a meeting on January 15, 2008 on this matter. Commissioner Surkamp commented and requested another meeting prior to the January 15, 2008 meeting. The Commission agreed to discuss this when Commissioner R. Morgan is present.

**In re: APPOINTMENTS TO THE WATER ADVISORY COMMITTEE**

The Commission agreed to leave this item on the agenda.

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

Commissioner F. Morgan discussed her request that the Commission consider approving re-allocation of space in the Hunter House to include moving the County Commission administrative staff to the lower level and to allocate 2 offices upstairs for the Commission. Commissioners Manuel and Corliss discussed the space needs of the Commission administrative staff and the possibility of moving the Commission to basement offices and that the Commission could put a receptionist on the first floor. Commissioner Surkamp commented on the basement offices. The Commission agreed to discuss this later when Commissioner R. Morgan was present.

**In re: PROPOSAL TO ESTABLISH A COUNTY COMMISSION PERFORMANCE REVIEW SYSTEM FOR COUNTY ADMINISTRATOR AND DEPARTMENT HEADS/ SEMI-ANNUAL DEPARTMENT HEAD, COUNTY ADMINISTRATOR PERFORMANCE REVIEWS**

The Commission discussed the proposal to establish a County Commission performance review system for County Administrator and Department Heads. Motion by Corliss, second by Surkamp that an evaluation of the County Administrator and Department Heads be held in January 2008. Motion carried.

The Commission agreed to discuss this later when Commissioner R. Morgan was present.

**Commissioner R. Morgan arrived at 10:00 a.m.**

**In re: ANDY BLAKE - ANNEXATION PETITION FOR STEELER DEVELOPMENT, LLC**

Andrew P. Blake, Attorney for the City of Ranson appeared before the Commission to present a Certificate of Annexation for Steeler Development, LLC consisting of 4.30 acres. Motion by Manuel, second by Surkamp to approve the Certificate of Annexation for Steeler Development, LLC. Motion carried. For the record, Stephanie Grove, Assistant Prosecuting Attorney was present and commented that the Certificate of Annexation and Petition is in order.

**The Commission discussed prior agenda items that had been discussed with Commissioner R. Morgan.**

**In re: APPOINTMENT PSD, TERM EXPIRES DECEMBER 1, 2007**

The Commission interviewed Jim Cummins for the appointment to the Jefferson County Public Service District.

**In re: JEFFERSON COUNTY AMBULANCE AUTHORITY APPOINTMENT INTERVIEWS**

The Commission interviewed Brenda Engle for the appointment to the Jefferson County Ambulance Authority.

**In re: APPOINTMENT TO THE JEFFERSON COUNTY AMBULANCE AUTHORITY**

Motion by R. Morgan, second by Manuel to appoint Brenda Engle to the Jefferson County Ambulance Authority for a 3 year term ending November 2, 2010 and to appoint Brian Eddy to the Jefferson County Ambulance Authority for an unexpired term ending November 2, 2009. Motion carried.

**In re: APPOINTMENTS TO THE WATER ADVISORY COMMITTEE - CONTINUED**

Commissioner R. Morgan discussed the Water Advisory Committee appointment and that a change in the by-laws is needed to increase the members of the committee and qualifications.

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

Commissioner R. Morgan discussed the re-allocation of space in the Hunter House. Commissioner R. Morgan requested that a sign be placed at the bottom of the steps to direct public upstairs to the County Commission administrative staff offices. After further discussion, the Commission agreed to discuss this matter during budget deliberations.

**In re: JIMMY PIERSON - REQUEST FOR FUNDS TO ASSIST WITH INSTALLATION OF HEATING SYSTEM IN RANSON CIVIC CENTER**

Jimmy Pierson appeared before the Commission to request funds to assist with the installation of the heating system in the Ranson Civic Center. After discussion, motion by Manuel, second by R. Morgan to approve the allocation of \$5,000 for the installation of the heating system in the Ranson Civic Center. Motion carried.

**In re: GORDIE THORPE - CHARLES TOWN KIWANIS - REQUEST FOR FUNDS FOR CHILDREN'S CHRISTMAS DISTRIBUTION**

Gordie Thorpe, Charles Town Kiwanis appeared before the Commission to request funds for the Children's Christmas distribution. Motion by Manuel, second by Corliss to approve the allocation of \$5,000 for the Charles Town Kiwanis Children's Christmas distribution. Motion failed by a 2-3 vote. Commissioners R. Morgan, F. Morgan and Surkamp voted no.

Motion by Manuel, second by Corliss to approve the allocation of \$3,500 for the Charles Town Kiwanis Children's Christmas distribution. Motion failed by a 2-3 vote. Commissioners R. Morgan, F. Morgan and Surkamp voted no.

Motion by Surkamp, second by R. Morgan to approve the allocation of \$2,000 for the Charles Town Kiwanis Children's Christmas distribution. Motion carried.

**The Commission took a 10 minute break at 10:50 a.m.**

**In re: PROBATE DEPARTMENT - REQUEST FOR APPROVAL OF TWO ACCOUNTINGS AND PRESIDENT'S SIGNATURE ON A TRIPLE SEAL**

The President of the Commission affixed her signature to the documents as presented by the County Clerk.

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

- **IMAGING FUND ACCOUNTS REPORT**
- **DRAFT PRECINCT MAP ON-LINE**
- **MONTHLY REPORT**

Jennifer S. Maghan, County Clerk appeared before the Commission for the weekly County Clerk's report.

Ms. Maghan reported on the draft version of the 2008 Election/Precinct maps which include all municipal boundary changes and that the maps can be viewed on-line at the County Clerk's website.

Ms. Maghan reported on the imaging report for this fiscal year and also gave the County Clerk's monthly report.

**In re: PROPOSAL TO ESTABLISH A COUNTY COMMISSION PERFORMANCE REVIEW SYSTEM FOR COUNTY ADMINISTRATOR AND DEPARTMENT HEADS/ SEMI-ANNUAL DEPARTMENT HEAD, COUNTY ADMINISTRATOR PERFORMANCE REVIEWS - CONTINUED**

The Commission discussed the proposal to establish a County Commission performance review system for the County Administrator and Department Heads. Commissioner R. Morgan was absent during the discussion and motion. The Commission directed that Leslie Smith, County Administrator prepare a performance review process and forward to Stephanie Grove, Legal Counsel for review and opinion.

**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**

Kirk Davis, Capital Projects Manager appeared before the Commission for a Capital Project Management status report. As requested from the Commission, Mr. Davis provided a written report detailing all expenditures and projections for all current and future Capital Improvement Projects.

**In re: JEFFERSON COUNTY AMBULANCE AUTHORITY - REQUEST FOR FUNDING FOR BUILDING LOAN**

Pete Kelley, Jefferson County Ambulance Authority President appeared before the Commission to request funding for a building loan for the construction of a Jefferson County Ambulance Authority Operations Center. Mr. Kelley requested that the County Commission fund up to \$100,000 a year for the building payment. After discussion, motion by Manuel to approve the request for \$100,000 and to add this request to the budget deliberation process. Motion failed due to the lack of a second.

Motion by R. Morgan, second by Manuel to provide a letter of support and budget the line item for the payback of the loan.

Motion by F. Morgan, second by Surkamp to table this matter until a letter from each municipality is received declining funding towards the Operations Center. Motion passed by a 3-2 vote. Commissioners R. Morgan and Manuel voted no.

**In re: PETER CHAKMAKIAN - PROCEDURES FOR PUBLIC COMMENT UPON THE PROPOSED ZONING ORDINANCE AMENDMENT**

Peter Chakmakian appeared before the Commission to discuss the matter of the schedule of public meetings on the zoning amendments and that he felt that the public will be expected to read and digest an extremely complicated document and a proposed new Zoning Map, and then offer meaningful comments in a very short time frame. Discussion followed and the Commission discussed the timeline for the receipt of comments.

**In re: STEPHANIE GROVE AND BRANDON SIMS - LEGAL UPDATE AND REPORT**

Brandon Sims, Assistant Prosecuting Attorney appeared before the Commission and discussed the following:

- Order for the PSD E-911 case
- Supreme Court decision will be discussed in Executive Session
- Legislative Committee Interim - Annexation discussion cancelled
- EMS Mutual Aid Agreement

Stephanie Grove, Assistant Prosecuting Attorney appeared before the Commission and discussed the following:

- Wage Study Contract
- Nepotism policy

The Commission directed that James Casimiro be available next week to discuss the Blasting Ordinance.

**In re: LEGAL OPINION ON PROPOSAL TO MOVE ANNEXATION LITIGATION TO A FEDERAL COURT (GC)**

Commissioner Corliss discussed the correspondence received from Joe Coakley regarding pipestem annexations and county voters are disenfranchised by annexations. This agenda item will be discussed during Executive Session.

**In re: EXECUTIVE SESSION**

Motion by Surkamp, second by Manuel to enter into Executive Session to discuss legal matters pursuant to Peters vs. Wood County Commission. Motion passed by a 4-1 vote. Commissioner Corliss voted no.

**The Commission recessed for lunch and agreed to reconvene at 1:30 p.m.**

**In re: UPDATE ON BUDGET PLANS - CONTINUED**

The Commission discussed the budget process and budget priorities.

The Commission discussed Commission attributions under old business on the agenda. The Commission agreed to drop the attributions on the old business items on the agenda and anything received from a County Commissioner requesting old business items to be placed on the agenda will be placed under new business and attributions will be included under new business items.

**In re: RESOLUTION TO CREATE SHEPHERDSTOWN BATTLEFIELD PARK AND RIVERFRONT ACQUISITION FUND**

Motion by Corliss, second by Surkamp to approve the following Resolution to create the Shepherdstown Battlefield Park and Riverfront Acquisition Fund: Motion passed by a 4-1 vote. Commissioner Manuel voted no.

**RESOLUTION**

**WHEREAS**, the County Commission of Jefferson County, is desirous of committing County funds toward the preservation of the Shepherdstown Battlefield Park and Riverfront.

**NOW THEREFORE, BE IT RESOLVED**, that the County Commission of Jefferson County creates special projects fund number 248 the Shepherdstown Battlefield Park and Riverfront Acquisition Fund for the purpose of contributing to the purchase of the Shepherdstown Battlefield Park and Riverfront.

/S/

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Frances B. Morgan, Commission President

November 29, 2007

**In re: PAULETTE SPRINKLE - JEFFERSON COUNTY CVB - REQUEST FOR MONTHLY ALLOCATION OF THE HOTEL/MOTEL TAX**

The Commission discussed the request received from Paulette Sprinkle, Jefferson County CVB requesting monthly allocation of the hotel/motel tax. After discussion, motion by Surkamp, second by Manuel to allocate hotel/motel tax revenue monthly to the Parks and Recreation, Jefferson County CVB and AHA. Motion failed by a 2-3 vote. Commissioners F. Morgan, R. Morgan and Corliss voted no.

**In re: APPROVAL OF GRANT CONTRACT AND RESOLUTION - GOVERNOR'S HIGHWAY SAFETY GRANT PROGRAM FOR IN-CAR VIDEO CAMERAS FOR THE SHERIFF'S OFFICE**

Motion by Manuel, second by R. Morgan to authorize the President of the Commission to affix her signature to the appropriate documents for the Governor's Highway Safety Grant Program for in-car video cameras for the Sheriff's Office. Motion carried.

**In re: REVIEW OF COMMISSION POSITION ON ANNEXATION VIS-A-VIS CCAWV POSITION (GC)**

Commissioner Corliss discussed the proposed revisions to West Virginia Code § 8-6-4, Annexations and the County Commissioner's Association of West Virginia. After discussion, Commissioner F. Morgan agreed to contact Vivian Parsons, CCAWV regarding the plan for the revisions and Commissioner F. Morgan will inform the Commission of her findings.

**In re: EMPLOYEE CHRISTMAS BONUS INCLUDING THE NECESSARY BUDGET REVISION (DM)**

Motion by Manuel that all Jefferson County employees with the exception of elected officials receive a Christmas bonus as follows:

\$250 dollars for those employees who received an annual pay raise in excess of 6 percent

\$500 dollars for those employees who received an annual pay raise of 6 percent or less

Motion failed due to the lack of a second.

After discussion, motion by Manuel, second by F. Morgan to provide County employees, excluding elected officials, with a Christmas bonus in the amount of \$250 each. Motion carried.

**In re: LETTER TO CCAWV SUGGESTED AMENDMENT TO WV CODE REGARDING AFFORDABLE HOUSING (JS)**

The Commission discussed the suggested amendment to the WV Code regarding Affordable Housing. After discussion the Commission agreed to direct the County Administrator ask for legal review and comment on the suggested amendment to the WV Code regarding Affordable Housing and Commissioner R. Morgan will present the amendment proposal to the Affordable Housing Committee.

**In re: JEFFERSON COUNTY AMBULANCE AUTHORITY - REQUEST FOR FUNDING FOR BUILDING LOAN - MOTION RECONSIDERED**

Motion by Corliss, second by Manuel to reconsider the previous motion for the request for funding for the building loan for the Jefferson County Ambulance Authority Operations Center and to support and place in the 2009 budget \$65,000 or up to \$100,000. Motion passed by a 3-2 vote. Commissioners F. Morgan and Surkamp voted no.

**In re: COUNTY ADMINISTRATOR REPORTS**

Leslie D. Smith, County Administrator was present and reported on the following:

- Bonding Revenue steps
- Evaluation forms
- Wage/Compensation Study
- Shepherdstown Battlefield time-line
- BRIM invoice

Motion by Manuel, second by F. Morgan to stay with BRIM for another quarter. Motion carried.

**In re: COUNTY COMMISSION REPORTS**

Commissioner Manuel reported on the Gypsy Moth letter.

Commissioner Manuel reported on the Home Consortium Public Hearings to be held sometime in December. Leslie Smith, County Administrator will set the dates for December and the Commission agreed that the hearings will be held at a regular Commission meeting at 1:30 p.m.

Commissioner Corliss reported on the Gateway Economic Development Meeting.

Commissioner Surkamp commented on on-line public radio.

Commissioner F. Morgan directed that Leslie Smith, County Administrator prepare a letter to Dr. Shipley and to ask to meet with her at her convenience and that Commission F. Morgan will sign the letter.

**In re: PUBLIC COMMENT**

Ed Burns was present and commented on the \$250 Christmas bonus.

**The Commission received the following information:**

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

Acceptance of Bond for Bakerton Fire Department, Inc. In the amount of \$85,778.22.

Correspondence received from Assistant Prosecuting Attorney James Casimiro concerning blasting ordinance research.

Correspondence received from Senator John D. Rockefeller, IV concerning the gypsy moth program.

Correspondence received from Todd Baldau concerning the Citizen Volunteer Legal Defense Fund.

Coakley article received from Commissioner Corliss concerning municipal annexations.

Correspondence received from Andrew Arnold, President of Shepherdstown Fire Department, Inc. supporting the proposed Ambulance Authority building.

Writ of Prohibition granted by the Supreme Court of Appeals of West Virginia for the Jefferson County Board of Zoning Appeals v. Highland Farms, LLC; and Thorn Hill, LLC.

Copy of a Resolution of Support concerning Old Standard Quarry received from the Town Council of Shepherdstown.

Financial summary received from the Jefferson County Development Authority for the quarter ending September 30, 2007.

West Virginia Court Security Fund Grant Application received.

Copy of a news article received from the County Commissioners Association concerning jail bills.

Copy of news article received from the Association of Counties concerning jail bills.

Various meeting dates and information received from the County Commissioners Association.

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

Meeting minutes received from the Harpers Ferry/Bolivar PSD.

Stage Whispers newsletter received from the Old Opera House.

E-911 fees received from Comtel Telcom Assets LP, IDT Corporation, AT&T Communications of West Virginia, and Level 3 Communications LLC.

Oath of Office received from Paul Rosa as a member of the Jefferson County Ambulance Authority.

Oath of Office received from Jon S. Brusco as an Alternate Member of the Board of Zoning Appeals.

NACo news articles received from the Association of Counties.

Harpers Ferry National Historical Park Community Bulletin received.

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

## **CORRESPONDENCE**

Comments received from the Mayors of Harpers Ferry and Bolivar concerning Article 4 of the Draft Jefferson County Zoning Ordinance.

Correspondence received from A.R. (Rob) Hoxton IV concerning commercial use for 8530/8516 Shepherdstown Pike.

Correspondence received from Ronda Lehman concerning the draft zoning ordinance.

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