

**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, January 3, 2008, beginning at 9:30 o'clock a.m.

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

**In re: PLEDGE OF ALLEGIANCE**  
Commissioner Surkamp conducted the Pledge of Allegiance.

**In re: SELECTION OF PRESIDENT**  
Nomination by Manuel to elect Rusty Morgan President of the County Commission of Jefferson County for the year 2008.

Nomination by Surkamp to elect Frances Morgan President of the County Commission of Jefferson County for the year 2008.

Frances Morgan was elected President of the County Commission of Jefferson County for the year 2008. Ms. Morgan received 3 votes. Mr. Morgan received 2 votes.

**In re: SELECTION OF VICE-PRESIDENT**  
Nomination by Corliss to elect Rusty Morgan Vice President of the County Commission of Jefferson County for the year 2008. There being no other nominations, Rusty Morgan was elected Vice President of the County Commission of Jefferson County for the year 2008.

**In re: COMMITTEE ASSIGNMENTS**  
**ASSIGNMENT TO BOARDS, COMMISSIONS & ORGANIZATIONS**  
**FOR CALENDAR YEAR 2008**

<b>ORGANIZATION:</b>	<b>2008:</b>
Approval of Bills	Manuel
Board of Health	Surkamp
Building Repair	R. Morgan/Manuel
Community Corrections Committee	Manuel

Development Authority	Manuel
Fire/Ambulance/Rescue	Corliss/Manuel
Local Emergency Planning Committee	Surkamp/Manuel
Emergency Services Council	F. Morgan
E-911 Council	Surkamp
Extension Service	Manuel
Farmland Preservation Board	F. Morgan
Historic Landmarks	R. Morgan
Keep Jefferson Beautiful	R. Morgan
Legislative Liaison	Manuel
Mental Health Center	Prosecuting Attorney
MPO Interstate Council	Corliss
Parks & Recreation	Manuel/F. Morgan
Planning Commission	Surkamp
Public Service District Liaison	F. Morgan/Corliss
Region 9	Corliss
Solid Waste Authority	R. Morgan
Workforce Investment Act Liaison	R. Morgan
Commerce Corridor Council	Manuel
Homeland Security	Manuel
Water Advisory Committee	Corliss/R. Morgan
Affordable Housing	Manuel/R. Morgan
Air Quality Control Board	Corliss

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

Motion by Manuel, second by Corliss to dispense with the reading of the Minutes for the meeting held on Thursday, December 20, 2007, and to approve the Minutes as amended. Motion carried.

**In re: EXONERATION**

Motion by R. Morgan, second by Manuel to approve the following exoneration for

2007. Motion carried.

Name	District	Type	Tax Ticket #	Tax
Jeffery D. & Valerie D. Gallahan	Kabletown	Personal	309604	\$40.32

In re: APPROVAL OF PURCHASE ORDERS

Motion by Manuel, second by Corliss to approve the following Purchase Orders for the Week of January 3, 2008, totaling \$7,013.06: 44863, 44868, 45101, 43680, 43681, 43682, 45103, 44798, 44799, 44755, 45106, and 45107. Motion carried.

In re: APPROVAL OF ACCOUNTS PAYABLE

Motion by Corliss, second by Manuel to approve the list of the Accounts Payable dated January 3, 2008, as presented by the County Clerk and reviewed by the County Commission. Motion carried.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
054482	424	ALLEGHENY POWER		\$ 0.00	\$ 1,077.44	\$ 1,077.44
054482	425	ALLEGHENY POWER		\$ 0.00	\$ 5,291.00	\$ 5,291.00
054483	424	AUTOZONE		\$ 0.00	\$ 71.37	\$ 71.37
054483	700	AUTOZONE		\$ 0.00	\$ 146.75	\$ 146.75
054484	425	ABH SERVICES, INC.		\$ 0.00	\$ 7,898.17	\$ 7,898.17
054485	412	BARDANE PUBLIC HEALTH CT		\$ 0.00	\$ 383.00	\$ 383.00
054485	431	BARDANE PUBLIC HEALTH CT		\$ 0.00	\$ 308.33	\$ 308.33
054486	ALLOC	BOLIVAR/HARPERS FERRY		\$ 0.00	\$ 15,000.00	\$ 15,000.00
054487	424	B&B EMBROIDERY/LAIRD BUS	44993	\$ 242.00	\$ 0.00	\$ 242.00
054488	412	PATRICIA M. BETHANY		\$ 0.00	\$ 90.89	\$ 90.89
054489	402	CAT TAIL RUN HAND BKBIND	44452	\$ 170.00	\$ 0.00	\$ 170.00
054490	425	CHARLES TOWN LOCK AND KE	44994	\$ 5.50	\$ 0.00	\$ 5.50
054491	406	*CREAMERS AUTO SERVICE	44998	\$ 35.82	\$ 0.00	\$ 35.82
054491	424	*CREAMERS AUTO SERVICE	45105	\$ 76.92	\$ 0.00	\$ 76.92
054491	440	*CREAMERS AUTO SERVICE	44998	\$ 36.76	\$ 0.00	\$ 36.76
054491	440	*CREAMERS AUTO SERVICE	45105	\$ 33.92	\$ 0.00	\$ 33.92
054491	711	*CREAMERS AUTO SERVICE	45105	\$ 37.30	\$ 0.00	\$ 37.30
054492	439	CIRCUIT CLERK	44934	\$ 145.00	\$ 0.00	\$ 145.00
054493	405	MARY K COOK	44797	\$ 53.90	\$ 0.00	\$ 53.90
054494	425	OLD CHARLES TOWN LIBRARY		\$ 0.00	\$ 1,500.00	\$ 1,500.00
054494	ALLOC	OLD CHARLES TOWN LIBRARY		\$ 0.00	\$ 15,000.00	\$ 15,000.00
054495	422	KIRK DAVIS		\$ 0.00	\$ 76.15	\$ 76.15
054496	451	EMBASSY SUITES	44930	\$ 342.00	\$ 0.00	\$ 342.00
054497	716	EDDIE'S TIRE OUTLET	44997	\$ 371.80	\$ 0.00	\$ 371.80
054498	424	FRONTIER COMMUNICATIONS		\$ 0.00	\$ 710.58	\$ 710.58
054499	700	GALLS INCORPORATED	44749	\$ 224.97	\$ 0.00	\$ 224.97
054499	700	GALLS INCORPORATED	44752	\$ 602.00	\$ 0.00	\$ 602.00
054499	700	GALLS INCORPORATED	44752	\$ 537.84	\$ 0.00	\$ 537.84
054499	980	GALLS INCORPORATED	44752	\$ 840.00	\$ 0.00	\$ 840.00

054500	PAYROLL	GUARDIAN		\$ 0.00	\$ 6,502.24	\$ 6,502.24
054500	PAYROLL	GUARDIAN		\$ 0.00	\$ 2,239.60	\$ 2,239.60
054500	PAYROLL	GUARDIAN		\$ 0.00	\$ 121,879.50	\$ 121,879.50
054500	PAYROLL	GUARDIAN		\$ 0.00	\$ (0.26)	\$ (0.26)
054500	PAYROLL	GUARDIAN		\$ 0.00	\$ (1,966.00)	\$ (1,966.00)
054501	405	STEPHANIE GROVE		\$ 0.00	\$ 371.60	\$ 371.60
054502	ALLOC	JEFFERSON CO BD OF HEALT		\$ 0.00	\$ 4,997.00	\$ 4,997.00
054502	ALLOC	JEFFERSON CO BD OF HEALT		\$ 0.00	\$ 57,503.00	\$ 57,503.00
054502	ALLOC	JEFFERSON CO BD OF HEALT		\$ 0.00	\$ 2,961.00	\$ 2,961.00
054503	439	JEFFERSON PUBLISH CO INC	44931	\$ 229.17	\$ 0.00	\$ 229.17
054503	440	JEFFERSON PUBLISH CO INC	44932	\$ 105.60	\$ 0.00	\$ 105.60
054503	451	JEFFERSON PUBLISH CO INC	44933	\$ 222.26	\$ 0.00	\$ 222.26
054504	405	RALPH A LORENZETTI JR		\$ 0.00	\$ 100.00	\$ 100.00
054505	712	LANGUAGE LINE SERVICES		\$ 0.00	\$ 95.91	\$ 95.91
054506	403	MATTHEW BENDER & CO	44885	\$ 70.15	\$ 0.00	\$ 70.15
054507	712	PRIORITY DISPATCH	44089	\$ 295.00	\$ 0.00	\$ 295.00
CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
054508	700	MCKINNEY'S AUTO REPAIR	44999	\$ 1,893.86	\$ 0.00	\$ 1,893.86
054509	425	NORVAC LOCK TECHNOLOGY	45102	\$ 18.00	\$ 0.00	\$ 18.00
054510	ALLOC	JEFF CO PARKS &		\$ 0.00	\$ 61,250.00	\$ 61,250.00
054510	ALLOC	JEFF CO PARKS &		\$ 0.00	\$ 1,347.00	\$ 1,347.00
054511	402	PIFER OFFICE SUPPLY, INC	44865	\$ 225.75	\$ 0.00	\$ 225.75
054511	403	PIFER OFFICE SUPPLY, INC	44499	\$ 64.98	\$ 0.00	\$ 64.98
054511	406	PIFER OFFICE SUPPLY, INC	44414	\$ 311.10	\$ 0.00	\$ 311.10
054511	406	PIFER OFFICE SUPPLY, INC	44416	\$ 39.95	\$ 0.00	\$ 39.95
054511	451	PIFER OFFICE SUPPLY, INC	45104	\$ 24.75	\$ 0.00	\$ 24.75
054512	405	QUILL CORPORATION	44795	\$ 74.97	\$ 0.00	\$ 74.97
054513	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ 0.00	\$ 15,000.00	\$ 15,000.00
054514	405	SPECIALTY BUS SUPPLIES	44796	\$ 65.39	\$ 0.00	\$ 65.39
054515	704	ST/WV REGIONAL JAIL &	44813	\$ 120,959.00	\$ 0.00	\$ 120,959.00
054516	ALLOC	SOUTH JEFFERSON PUBLIC		\$ 0.00	\$ 15,000.00	\$ 15,000.00
054517	424	SPRINT PCS		\$ 0.00	\$ 99.84	\$ 99.84
054517	GRANT	SPRINT PCS		\$ 0.00	\$ 153.51	\$ 153.51
054517	712	SPRINT PCS		\$ 0.00	\$ 1,493.24	\$ 1,493.24
054518	980	DANA SAFETY SUPPLY	44751	\$ 108.00	\$ 0.00	\$ 108.00
054519	401	BRANDON C.H. SIMS		\$ 0.00	\$ 321.12	\$ 321.12
054520	700	THOMASSEN FORD MERCURY	44996	\$ 106.40	\$ 0.00	\$ 106.40
054521	GRANT	THE ANVIL	43687	\$ 300.00	\$ 0.00	\$ 300.00
054522	712	VALLEY TWO-WAY, INC	45050	\$ 64.00	\$ 0.00	\$ 64.00
054523	716	WV BOARD VETERINARY MED	45029	\$ 35.00	\$ 0.00	\$ 35.00
054524	GRANT	PAMELA HOLSTEIN-WALLACE		\$ 0.00	\$ 4,262.80	\$ 4,262.80
TOTALS						\$ 470,133.84
TOTALS				\$128,969.06	\$ 341,164.78	\$ 470,133.84
DEPT	NAME					DEPT AMTS
401/COM	CO. COMMISSION					\$ 321.12
402/CCLK	CO. CLERK					\$ 395.75
403/CIR CLK	CIRCUIT CLERK					\$ 135.13

404/TAX	TAX OFFICE		
405/PA	PROS ATTY	\$	665.86
406/ASSR	ASSESSORS	\$	386.87
408/GOV	ST.COMPNET CHG BO GOV UNIT		
412/AG	AG AGT	\$	473.89
413/ELE	ELECTION		
415/MAG CT	MAGISTRATE COURT		
415/	GENERAL SCHOOL/CO TRANSFER		
422/IMPACT	IMPACT FEE OPERATIONAL DEPT	\$	76.15
424/CTHS	COURT HOUSE	\$	2,278.15
425/OB	OTHER BUILDING	\$	14,712.67
428/DATAP	DATA PROCESSING		
430/HLS	HOMELAND SEC		
431/ECON DEV	ECON DEV	\$	308.33
433/GIS	GIS/ADDRESSING		
439/PZ	PLANNING ZONING	\$	374.17
440/ENG.	DEPT OF ENGINEERING	\$	176.28
451/ZONING	ZONING DEPT	\$	589.01
700/SHRF	SHERIFF DEPT	\$	3,511.82
701/SHRF	SHERIFF DEPT		
704/WV JAIL	ST/WV REGIONAL JAIL	\$	120,959.00
711/OES	EMERG SVC	\$	37.30
712/911	911 COMMUNICATION	\$	1,948.15
716/A/C	ANIMAL CONTROL	\$	406.80
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	\$	948.00
983/CLK ELEC	CO CLERK ELECTION/CAP OUTLAY		
986/CAP/COMM	CO. COMMISSION/CAPITAL OUTLAY		
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		
ALLOC	ALLOCATIONS	\$	188,058.00
GRANTS	GRANTS	\$	4,716.31
PAYROLL	PAYROLL	\$	128,655.08
TOTALS		\$	470,133.84

**In re: BONDING**

Rebecca Burns appeared before the Commission on behalf of the Chief County Engineer to present the bonding for approval. Motion by R. Morgan, second by Manuel to approve the partial release of a letter of credit in the amount of \$282,742 for RAI Group 44, LLC, with the County to retain \$245,416. Motion carried.

**In re: APPROVAL OF ACCOUNTS PAYABLE**

Motion by Corliss, second by R. Morgan to approve the list of the Accounts Payable dated December 21, 2007, as presented by the County Clerk and reviewed by the County Commission. Motion carried.

ACCOUNT PAYABLE						
December 27, 2007						
CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
054471	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ 0.00	\$ 3,499.19	\$ 3,499.19
054472	PAYROLL	VA DEPT OF TAXATION		\$ 0.00	\$ 364.31	\$ 364.31
054473	PAYROLL	COMPTROLLER OF MARYLAND		\$ 0.00	\$ 635.03	\$ 635.03
054474	PAYROLL	STATE DPT O/TAX & REVENU		\$ 0.00	\$ 24,037.97	\$ 24,037.97
054474	PAYROLL	STATE DPT O/TAX & REVENU		\$ 0.00	\$ 27.15	\$ 27.15
054475	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 0.00	\$ 33,842.76	\$ 33,842.76
054475	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 0.00	\$ 8.70	\$ 8.70
054475	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 0.00	\$ 37.20	\$ 37.20
054475	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 0.00	\$ 7,914.94	\$ 7,914.94
054476	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 0.00	\$ 19.81	\$ 19.81
054476	PAYROLL	SHERIFF OF JEFFERSON CO		\$ 0.00	\$ 30,017.84	\$ 30,017.84
054477	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ 0.00	\$ 7,613.85	\$ 7,613.85
054478	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ 0.00	\$ 9,405.38	\$ 9,405.38
054479	PAYROLL	WV PUB EMP RETIRE SYS		\$ 0.00	\$ 21,291.49	\$ 21,291.49
054480	PAYROLL	WV PUB EMP RETIRE SYS		\$ 0.00	\$ 49,679.93	\$ 49,679.93
TOTALS					\$ 188,395.55	\$ 188,395.55
DEPT TOTALS						
December 27, 2007						
DEPT		NAME				DEPT AMTS
PAYROLL		PAYROLL			\$	188,395.55
TOTALS					\$	188,395.55

In re: KENDIG KEAST/ORDINANCE REWRITE DISCUSSION

Tony Redman, Director of Planning & Zoning, appeared before the Commission to update the Commission on the ordinance rewrite. Upon recommendation from Mr. Redman, motion by R. Morgan, second by Manuel to accept the written comments received as of the close of business on January 2, 2008. Motion carried. The Commission agreed that any comments received after the deadline would be retained in a separate folder. Mr. Redman also discussed the process for unwritten public comments.

Motion by Manuel, second by R. Morgan to reopen the comment period for the draft zoning map until the Commission motions to close the comment period. Motion failed by a 2-3 vote. Commissioners F. Morgan, Corliss and Surkamp voted no.

Mr. Redman discussed meeting with the affordable housing committee. The Commission agreed to have Mr. Redman meet with the affordable housing committee.

The Commission agreed to conduct a work session next Thursday at 2:00 p.m. with Mr. Redman to discuss the ordinance and the process for the ordinance rewrite.

In re: PUBLIC COMMENT

No public comment was received.

**In re: BARBARA MILLER - NIMS COMPLIANT EMERGENCY OPERATIONS PLAN FROM R.D. ZANDE**

Barbara Miller, Director of Homeland Security and Emergency Management, appeared before the Commission to request approval of amendments to the Emergency Operations Plan to make it NIMS compliant. After discussion, motion by R. Morgan, second by Manuel to approve the NIMS Compliant Emergency Operations Plan from R.D. Zande, as presented by Mrs. Miller. Motion carried.

**In re: ED DUNLEAVY - SHEPHERDSTOWN BATTLEFIELD PRESERVATION ASSOCIATION, INC. - APPLICATION FOR A \$250,000 TRANSPORTATION GRANT**

Ed Dunleavy appeared before the Commission to request the Commission's approval of an application for a \$250,000 transportation grant for the Shepherdstown Battlefield Preservation Association, Inc. After discussion, motion by R. Morgan, second by Corliss to approve the application for a \$250,000 transportation grant for the Shepherdstown Battlefield Preservation Association, Inc. Motion carried.

**In re: KIT MCGINNIS - WASHINGTON PROPERTY PROPOSALS**

Kit McGinnis appeared before the Commission to request the approval of a resolution in support of a National Park Service Study on a proposed "Washington Family Legacy" project. After discussion, motion by Manuel, second by Surkamp to approve the following resolution. Motion carried.

## RESOLUTION OF THE JEFFERSON COUNTY COMMISSION

### A RESOLUTION IN SUPPORT OF A NATIONAL PARK SERVICE STUDY ON A PROPOSED "WASHINGTON FAMILY LEGACY" PROJECT

WHEREAS, historic preservation and heritage tourism are of critical importance to Jefferson County and its economic vitality; and

WHEREAS, Founding Father George Washington and his family played a central role in the establishment and development of the Jefferson County area during our nation's founding era; and

WHEREAS, Jefferson County is home to unparalleled historic resources related to the Washington legacy, including many Washington Family homes; and

WHEREAS, the owners of the Washington family estates Happy Retreat, Claymont, Blakeley, and Rock Hall are interested in exploring the utilization of these properties in ways that preserve and enhance the historic nature of these sites; and

WHEREAS, there is a present opportunity to consider the establishment of a National Park

Service role in the preservation and restoration of these four Washington Family properties; and

WHEREAS, the owners of the four aforementioned Washington properties have provided written support for the concept of a suitability and feasibility study to be conducted by the National Park Service for the purpose of determining whether and how the National Park Service could have a role in the preservation and restoration of these four Washington properties;

THEREFORE BE IT RESOLVED, that the Jefferson County Commission conveys its support to the West Virginia congressional delegation, for a suitability and feasibility study to be conducted by the National Park Service to determine whether and how the National Park Service could play a supportive role in the preservation and restoration of these four Washington Family properties.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
President, County Commission of Jefferson County

ATTEST:

CLERK OF JEFFERSON COUNTY \_\_\_\_\_

The Commission took a 10 minute break at 10:35 a.m.

**In re: RONDA LEHMAN - PROPOSED ZONING FOR THE NEIGHBORHOOD CONSERVATION MOUNTAIN DISTRICT**

Jim Campbell, counsel for the Mountain Heritage Task Force, appeared before the Commission to discuss the formation of the Mountain Heritage Task Force due to concerns from residents of the mountain with the proposed zoning amendments. Comments were made on the matter by Ronda Lehman, Cathy Waite, and Scott Smiley.

After discussion, motion by Manuel, second by R. Morgan that Section 4.304 Neighborhood Conservation Mountain District be deleted from the Zoning Ordinance amendment in order to work on new amendments for the Mountain District. Motion failed by a 1-4 vote. Commissioners R. Morgan, F. Morgan, Corliss and Surkamp voted no.

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

- **CSSI - RESOLUTION OF GOVERNING BODY, FORM OF LESSEE'S COUNSEL OPINION AND PAYMENT REQUEST FORM REQUIRING MADAME PRESIDENT'S AND ONE OTHER COMMISSIONER'S SIGNATURE FOR PURCHASE OF RECORD MANAGEMENT SOFTWARE**

The Commission agreed to defer this matter for one week.

**In re: LEGISLATIVE ISSUES**

Commissioner Manuel informed the Commission that he had spoken with the Chief Counsel to the Governor and that the combined fees for Fire and EMS were a part of the

Governor's package. Commissioner Manuel informed the Commission that Assistant Prosecuting Attorney Brandy Sims would be working with the Governor's office on the matter.

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

Motion by R. Morgan, second by Surkamp to appoint Roger Ethier to the Water Advisory Committee. Motion carried.

**In re: CONSIDERATION OF RESOLUTION IN SUPPORT OF PANHANDLE TEACHER'S SALARIES**

Motion by Manuel, second by R. Morgan to approve the following resolution in support of panhandle teacher's salaries. Motion carried.

**WHEREAS**, the Jefferson County Commission seeks to continuously improve the quality of life for the residents of the Jefferson County community, and

**WHEREAS**, a quality system of public schools is crucial to the economic vitality and general welfare of Jefferson County's citizens, and

**WHEREAS**, it is extremely important for Jefferson County to attract a large number of highly qualified new teachers and retain our current experience exemplary education workforce, and

**WHEREAS**, the Jefferson County Commission acknowledges the outstanding service of all State and County public employees including teachers, law enforcement officers, and others, and

**WHEREAS**, the continued population growth in the Eastern Panhandle and its proximity to neighboring Metropolitan area has created competition for a limited quality workforce, and

**WHEREAS**, the cost of living is greater in the Eastern Panhandle than in other parts of our State, and

**WHEREAS**, state and public employees in the Eastern Panhandle should have equal opportunity to enjoy the same standard of living as other communities throughout the State, including the ability to live in the community in which they work.

**THEREFORE, BE IT RESOLVED** that the Jefferson County Commission supports local share initiative for state and public employees in the Eastern Panhandle.

/s/ \_\_\_\_\_

Frances B. Morgan, President  
Jefferson County Commission  
January 3, 2008

**In re: SET DATES AND TIMES FOR BOARD OF REVIEW AND EQUALIZATION**

The Commission agreed to the dates and time for Board of Review and Equalization as presented by the County Administrator.

**In re: SET TIME FOR QUARTERLY FIDUCIARY REVIEW**

The Commission agreed to set the quarterly fiduciary review for next week.

**In re: APPOINTMENTS TO THE PARKS AND RECREATION COMMISSION**

No action was taken on the agenda item.

**In re: APPOINTMENTS TO THE BOARD OF ZONING APPEALS**

Motion by Manuel, second by R. Morgan to reappoint Tom Trumble and Jeff Bresee to the Board of Zoning Appeals. Motion carried.

**In re: APPROVAL OF GRANT CONTRACT, RESOLUTION AND AGREEMENT - GOVERNOR'S COMMUNITY PARTICIPATION PROGRAM - GOOD SHEPHERD INTERFAITH VOLUNTEER CAREGIVERS**

Motion by Manuel, second by R. Morgan to approve the grant contract, resolution and agreement for the Governor's Community Participation Program for Good Shepherd Interfaith Volunteer Caregivers. Motion carried.

**In re: INDEPENDENT FIRE COMPANY & FRIENDSHIP FIRE COMPANY - ANNUAL BANQUETS**

The Commission agreed that they would have at least one Commissioner attend each banquet.

**In re: APPROVAL OF EMPLOYMENT - ANIMAL CONTROL OFFICER**

Motion by Manuel, second by R. Morgan to approve the employment of Veronica Hilliard as an Animal Control Officer. Motion carried.

**In re: CONSIDERATION OF ADVANCED ANALYSIS FOR MID-YEAR BUDGET REVIEW**

The Commission discussed having an advanced analysis ready for the mid-year budget review on January 15, 2008.

**In re: SCHEDULE WORKSHOP TO REVIEW EMERGENCY SERVICES COORDINATION**

Commissioner F. Morgan informed the Commission of a call she received from Chief Subelsky concerning the new radios. After discussion, the Commission agreed to ask Jeff Polczynski to come in and update the Commission on the status of the radios.

**In re: COUNTY ADMINISTRATOR REPORTS**

The County Administrator informed the Commission that the draft cable franchise agreement was with Comcast.

The County Administrator informed the Commission of information received concerning an increase in the mileage reimbursement rate.

The County Administrator provided the Commission with requests for approval of employment that were received after the agenda closed. The Commission agreed to put the approvals on next week's agenda and authorized that the applicants be offered the positions.

**In re: COUNTY COMMISSION REPORTS**

Commissioner Corliss discussed placing on next week's agenda consideration of adjusting the Commission's meeting time in order to allow for a morning work session for communication and coordination of the meeting.

Commissioner F. Morgan reported on a legislative meeting in Berkeley County.

**The Commission received the following information:**

Copy of correspondence sent to the West Virginia Infrastructure and Jobs Development Council from Dunn Engineering received concerning the mountain community water system.

Copy of correspondence sent to Comcast from Robert Rodecker received concerning the draft franchise agreement.

Correspondence received from Senator Byrd concerning Old Standard Quarry.

Correspondence received from the West Virginia Department of Environmental Protection concerning the Chesapeake Bay Small Watershed Grants Program.

Correspondence received from the Jefferson County Agricultural Task Force concerning comments made at the meeting between the County Commission and the Agricultural Task Force.

Jefferson County 4-H Report received.

Jefferson County Public Service District audit for fiscal year 2007 received.

2008 Legislative Priorities received from the Association of Counties.

Notice received from the Association of Counties of the Internal Revenue Service's increase of the recommended mileage reimbursement rate to 50.5 cents.

Copy of newspaper article and information received from the Association of Counties concerning regional jail fees.

Notice received from the County Commissioners Association of the Legislative Association Meeting and Educational Training Series.

Notice received from the Departments of Planning and Zoning of a Subdivision Work

Session on Friday, January 4, 2008.

Harpers Ferry National Historical Park Community Bulletin received.

E-911 fees received from the Public Service Commission, IDT Corporation, Comtel Telcom Assets, AT&T Communications, and Level 3 Communications.

Grant check received from the Department of Military Affairs and Public Safety.

Correspondence received from the State Tax Department concerning the Property Valuation Training and Procedures Commission.

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

#### **CORRESPONDENCE**

Correspondence received from the following concerning the draft zoning ordinance:

John E DeMary  
Lee Snyder  
Henry B. Davenport, III  
Jefferson County Farm Bureau  
Katherine Austin  
David & Judith Stephens  
Christa M. Bound

Correspondence received from Al Cameron concerning Comcast.

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

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**PRESIDENT**