

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, January 10, 2008 beginning at 9:30 o'clock a.m.

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

IN RE: PLEDGE OF ALLEGIANCE
Commissioner Corliss 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, January 3, 2008 and to approve the Minutes as presented. Motion carried.

IN RE: APPROVAL OF PURCHASE ORDERS
Motion by Corliss, second by R. Morgan to approve the following Purchase Orders for the week of January 10, 2008 totaling \$207,526.53: 42439, 44886, 44887, 44888, 44889, 44890, 44849, 45030, 45031, 44814, 44815, 45201, 45202, 45113, 45115, 45117, 44828, 42421, 43686, 44707, 44974, 45000, 45112, 44800, 44801, 44802, 44803, 44804, 44805, 44756, 44758, 44759, 44760, 44761, 44762, 44764 and 45119. Motion carried.

IN RE: APPROVAL OF ACCOUNTS PAYABLE
The Commission agreed by consensus to approve the list of Accounts Payable totaling \$145,548.45 dated January 10, 2008 as presented by the County Clerk and reviewed by the County Commission.

Commission members expressed their concerns with expenditures listed on the weekly Accounts Payable report as distributed by the County Clerk’s office. Leslie D. Smith, County Administrator provided a projected overview of accounts. The Commission agreed by consensus to authorize Ms. Smith to look into the concerns brought up by the Commission and provide a report next week.

CK#	Dept	Vendor	PO#	PO Amt	Amt w/o PO	CK Amount
054527	425	USA MOBILITY WIRELESS,IN		\$0.00	\$361.90	\$361.90
054527	700	USA MOBILITY WIRELESS,IN		\$0.00	\$181.63	\$181.63
054528	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$72.00	\$72.00
054529	425	B-K OFFICE SUPPLY INC	45103	\$1,003.50	\$0.00	\$1,003.50
054530	711	AMERIGAS - RANSON	43680	\$167.80	\$0.00	\$167.80
054531	424	BOLAND SERVICES	45101	\$995.00	\$0.00	\$995.00
054532	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$62.31	\$62.31
054533	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$90.89	\$90.89
054534	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$70.68	\$70.68
054535	PAYROLL	BUREAU F/CHILD SPVRT ENF		\$0.00	\$302.31	\$302.31
054536	700	COUNTRY ROADS TIRE & AUT	45106	\$335.46	\$0.00	\$335.46
054537	405	LAURENCE R CROFFORD		\$0.00	\$1,966.00	\$1,966.00
054538	401	THE CONSERVATION FUND		\$0.00	\$15,200.00	\$15,200.00
054539	PAYROLL	CHILD SUPPORT ENFORCE AG		\$0.00	\$23.07	\$23.07
054540	402	DAYTON LEGAL BLANK	44862	\$388.57	\$0.00	\$388.57
054541	PAYROLL	EQUITABLE THE EQUIVEST		\$0.00	\$15.00	\$15.00

054542	712	EARTHLINK INC		\$0.00	\$21.95	\$21.95
054543	424	J.C.EHRLICH		\$0.00	\$29.00	\$29.00
054543	425	J.C.EHRLICH		\$0.00	\$330.00	\$330.00
054544	700	EAGLE MILITARY OUTFITTER	44757	\$66.50	\$0.00	\$66.50
054545	443	ELMWOOD CEMETERY		\$0.00	\$4,957.00	\$4,957.00
054546	401	FIFTH THIRD BANK		\$0.00	\$113.43	\$113.43
054546	401	FIFTH THIRD BANK		\$0.00	\$28.32	\$28.32
054546	402	FIFTH THIRD BANK		\$0.00	\$67.25	\$67.25
054546	402	FIFTH THIRD BANK		\$0.00	\$29.95	\$29.95
054546	402	FIFTH THIRD BANK		\$0.00	\$41.00	\$41.00
054546	424	FIFTH THIRD BANK		\$0.00	\$550.74	\$550.74
054546	430	FIFTH THIRD BANK		\$0.00	\$38.21	\$38.21
054546	433	FIFTH THIRD BANK		\$0.00	\$456.31	\$456.31
054546	700	FIFTH THIRD BANK		\$0.00	\$88.48	\$88.48
054546	700	FIFTH THIRD BANK		\$0.00	\$59.00	\$59.00
054546	712	FIFTH THIRD BANK		\$0.00	\$30.82	\$30.82
054546	712	FIFTH THIRD BANK		\$0.00	\$694.15	\$694.15
054546	712	FIFTH THIRD BANK		\$0.00	\$19.21	\$19.21
054546	712	FIFTH THIRD BANK		\$0.00	\$945.00	\$945.00
054546	712	FIFTH THIRD BANK		\$0.00	\$3.17	\$3.17
054547	401	IKON OFFICE SOLUTIONS		\$0.00	\$1,736.28	\$1,736.28
054548	PAYROLL	ING		\$0.00	\$260.00	\$260.00
054549	401	JEFFERSON PUBLISH CO INC		\$0.00	\$241.75	\$241.75
054550	PAYROLL	JEFFERSON SECURITY BANK		\$0.00	\$4,773.00	\$4,773.00
054551	439	KENDIG KEAST		\$0.00	\$6,302.32	\$6,302.32
054552	700	LAB SAFETY SUPPLY	44763	\$66.44	\$0.00	\$66.44
054553	402	MATTHEW BENDER & CO	45032	\$77.85	\$0.00	\$77.85
054553	405	MATTHEW BENDER & CO	44798	\$240.09	\$0.00	\$240.09
054553	401	MATTHEW BENDER & CO		\$0.00	\$77.85	\$77.85
054554	PAYROLL	COMPROLLER OF MARYLAND		\$0.00	\$670.55	\$670.55
054555	700	MCKINNEY'S AUTO REPAIR	45107	\$682.27	\$0.00	\$682.27
054556	PAYROLL	MD Child Support Account		\$0.00	\$140.00	\$140.00
054557	PAYROLL	NATIONWIDE RETIREMENT		\$0.00	\$765.21	\$765.21
054558	402	PIFER OFFICE SUPPLY, INC	44863	\$262.34	\$0.00	\$262.34
054558	402	PIFER OFFICE SUPPLY, INC	44864	\$15.44	\$0.00	\$15.44
054558	402	PIFER OFFICE SUPPLY, INC	44868	\$364.00	\$0.00	\$364.00
054558	402	PIFER OFFICE SUPPLY, INC	44869	\$77.39	\$0.00	\$77.39
054558	403	PIFER OFFICE SUPPLY, INC	44884	\$39.53	\$0.00	\$39.53
054558	404	PIFER OFFICE SUPPLY, INC	44517	\$25.28	\$0.00	\$25.28
054559	424	ROACH OIL COMPANY		\$0.00	\$1,014.30	\$1,014.30
054559	425	ROACH OIL COMPANY		\$0.00	\$2,548.72	\$2,548.72
054560	401	ROBERT R. RODECKER		\$0.00	\$630.81	\$630.81
054561	402	RECORD MANAGEMENT SOLUT	44469	\$35.00	\$0.00	\$35.00
054562	700	SIRCHIE FINGER PRINT LAB	44755	\$525.00	\$0.00	\$525.00
054563	401	SOFTWARE SYSTEMS, INC		\$0.00	\$163.00	\$163.00
054563	402	SOFTWARE SYSTEMS, INC		\$0.00	\$795.00	\$795.00
054563	403	SOFTWARE SYSTEMS, INC		\$0.00	\$366.00	\$366.00
054563	404	SOFTWARE SYSTEMS, INC		\$0.00	\$843.00	\$843.00
054563	428	SOFTWARE SYSTEMS, INC		\$0.00	\$28.00	\$28.00

054563	712	SOFTWARE SYSTEMS, INC		\$0.00	\$91.50	\$91.50
054563	986	SOFTWARE SYSTEMS, INC		\$0.00	\$3,459.00	\$3,459.00
054564	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$37.20	\$37.20
054564	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$8.70	\$8.70
054564	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$36,219.78	\$36,219.78
054564	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$8,470.76	\$8,470.76
054565	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$19.81	\$19.81
054565	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$33,531.22	\$33,531.22
054566	405	BRANDON C.H. SIMS		\$0.00	\$11.50	\$11.50
054567	401	SAFE HAVEN CHILD ADVOCAC		\$0.00	\$5,000.00	\$5,000.00
054568	PAYROLL	TREASURER OF VIRGINIA		\$0.00	\$161.51	\$161.51
054569	PAYROLL	TIME INSURANCE CO		\$0.00	\$540.17	\$540.17
054570	402	UNITED SYSTEMS & SOFTWAR		\$0.00	\$184.00	\$184.00
054570	403	UNITED SYSTEMS & SOFTWAR		\$0.00	\$157.00	\$157.00
054571	PAYROLL	VALIC, %CHASE BANK TEXAS		\$0.00	\$100.00	\$100.00
054572	716	VALLEY PET CEMETERY		\$0.00	\$303.00	\$303.00
054573	405	WEST PAYMENT CENTER	44799	\$1,575.40	\$0.00	\$1,575.40
054574	425	WM OF WEST VIRGINIA, INC		\$0.00	\$195.30	\$195.30
054574	425	WM OF WEST VIRGINIA, INC		\$0.00	\$258.71	\$258.71
054574	716	WM OF WEST VIRGINIA, INC		\$0.00	\$91.61	\$91.61
054575	PAYROLL	WV BUREAU OF EMPLOYMENT		\$0.00	\$4.00	\$4.00
054576	402	XEROX COPORATION	44270	\$831.72	\$0.00	\$831.72
054576	402	XEROX COPORATION	44466	\$440.82	\$0.00	\$440.82
054576	402	XEROX COPORATION	44467	\$283.71	\$0.00	\$283.71
Totals				\$8,499.11	\$137,049.34	\$145,548.45
DEPT		NAME			DEPT AMTS	
401/COM		CO. COMMISSION				\$23,191.44
402/CCLK		CO. CLERK				\$3,894.04
403/CIR CLK		CIRCUIT CLERK				\$562.53
404/TAX		TAX OFFICE				\$868.28
405/PA		PROS ATTY				\$3,792.99
406/ASSR		ASSESSORS				
408/GOV		ST.COMPNET CHG BO GOV UNIT				
412/AG		AG AGT				
413/ELE		ELECTION				
415/MAG CT		MAGISTRATE COURT				
415/		GENERAL SCHOOL/CO TRANSFER				
422/IMPACT		IMPACT FEE OPERATIONAL DEPT				
424/CTHS		COURT HOUSE				\$2,589.04
425/OB		OTHER BUILDING				\$4,698.13
428/DATAP		DATA PROCESSING				\$28.00
430/HLS		HOMELAND SEC				\$38.21
431/ECON DEV		ECON DEV				
433/GIS		GIS/ADDRESSING				\$456.31
439/PZ		PLANNING ZONING				\$6,302.32
440/ENG.		DEPT OF ENGINEERING				

451/ZONING	ZONING DEPT	
700/SHRF	SHERIFF DEPT	\$2,004.78
701/SHRF	SHERIFF DEPT	
704/WV JAIL	ST/WV REGIONAL JAIL	
711/OES	EMERG SVC	\$167.80
712/911	911 COMMUNICATION	\$1,805.80
716/A/C	ANIMAL CONTROL	\$394.61
801/MTL HLTH	MENTAL HEALTH TRANS TO ENTITIE	
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	\$3,459.00
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	
GRANTS	GRANTS	\$4,957.00
PAYROLL	PAYROLL	\$86,338.17
TOTALS		\$145,548.45

IN RE: LEGISLATIVE ISSUES

Commissioner Manuel reported on the status of the Senate Bill in support of Fire & EMS fees.
Commissioner Manuel reported on the status of the teacher salary increases.

IN RE: BONDING AND ACTIVITY REPORT

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 \$18,253.00 for Sol C. Trotter – Charles Town Self Storage, LLC with the County to retain \$19,835.00. Motion carried.

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. Mr. Redman provided the Commission with a timeline for the Jefferson County Zoning Ordinance and Subdivision amendments completion.

With consideration to Kendig Keast the Commission agreed by consensus to remove this item and rename it “Zoning and Subdivision Ordinance Amendments Discussions.”

Mr. Redman requested legal review of the draft Zoning and Subdivision ordinance amendments.

IN RE: PUBLIC COMMENT

No public comment was given.

IN RE: RONDA LEHMAN – UPDATE ON MOUNTAIN HERITAGE TASK FORCE

Ronda Lehman of River Rock Subdivision appeared to update the Commission on the objectives and strategies of the Mountain Heritage Task Force. Ms. Lehman provided a written report to the Commission outlining the Mountain Heritage Task Force goals and objectives.

IN RE: APPOINTMENTS TO THE WATER ADVISORY COMMITTEE

No action was taken on this agenda item.

IN RE: APPOINTMENTS TO THE PARKS AND RECREATION COMMISSION

Leslie D. Smith, County Administrator reported on the correspondence received from Parks and Recreation Commission applicants.

The Commission agreed by unanimous consent to authorize Leslie D. Smith, County Administrator to schedule interviews with Parks and Recreation Commission applicants for the week of January 17, 2008.

IN RE: EMERGENCY EVACUATION/EGRESS – JEFFERSON COUNTY BLUE RIDGE MOUNTAIN AREA (GC)

Commissioner Corliss expressed concerns with the level of County Commission authority to enhance Emergency Evacuation/Egress procedures on the Mountain in the event of an emergency situation or disaster. Commissioner Corliss requested that Sheriff Boober and Barbara Miller, Homeland Security and Emergency Management Director coordinate and outline an Emergency Evacuation Plan for the Blue Ridge Mountain area for review and consideration by Governor Joe Manchin, III.

Commissioner R. Morgan recommended a draft plan be placed on Commission letterhead and be sent to the West Virginia Department of Highways requesting a traffic study be conducted for the area of roads surrounding the Blue Ridge Mountain area.

Commissioner Manuel recommended pursuing funding alternatives with the WV Department of Homeland Security and FEMA in order to conduct thorough research with the Department of Highways in order to adopt a sufficient Blue Ridge Mountain Evacuation Plan.

Motion by Corliss, second by R. Morgan authorizing Sheriff Ed Boober and Barbara Miller, Homeland Security and Emergency Management Director to draft a letter to the Governor requesting that the Department of Highways, FEMA and WV Department of Homeland Security officials work with the State of Virginia Department of Highway officials in order to adopt a Blue Ridge Mountain Emergency Operations and Evacuation plan. Motion carried.

IN RE: AMY JONES – INTRODUCTION AS NEW HEALTH DEPARTMENT ADMINISTRATOR

Amy Jones appeared before the Commission to report on her roles and responsibilities as the new Health Department Administrator.

Ms. Jones reported on her goals, objectives and hiring strategies for positions currently vacant within the Jefferson County Health Department.

IN RE: COUNTY COMMISSION COMMUNICATION AND COORDINATION (GC)

Motion by Corliss, second by F. Morgan to re-institute the County Commission meeting schedule to begin at 10:00 a.m. in order to conduct County Commission work sessions beginning at 9:30 a.m. at the Hunter House.

Amended motion by Manuel, second by F. Morgan that all work sessions be conducted in a public forum beginning at 9:30 a.m. with Regular County Commission sessions to begin at 10:00 a.m. beginning the first week of February 2008. Motion carried.

IN RE: APPROVAL OF EMPLOYMENT – JESSICA GORMONT – GIS TECHNICIAN

Motion by Surkamp, second by Manuel to approve the full-time employment of Jessica Gormont, GIS Technician for the Jefferson County Addressing Office. Motion carried.

IN RE: APPROVAL OF EMPLOYMENT – MARY NEWLIN – PUBLIC SAFETY DISPATCHER

Motion by Manuel, second by R. Morgan to approve the full-time employment of Mary Newlin, Public Safety Dispatcher for the Jefferson County E-911 Communications Center. Motion carried.

The Commission took a 10-minute break at 10:30 a.m.

IN RE: WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION – 2007 URBAN BMP REPORTING FORM

Leslie D. Smith, County Administrator reported on the 2007 Urban BMP reporting form received from the West Virginia Department of Environmental Protection. The Commission agreed by unanimous consent to forward the reporting form to members of the Jefferson County Water Advisory Committee for their review and recommendation.

IN RE: APPROVAL OF GRANT CONTRACT AND RESOLUTION – WEBB/BLESSING’S HOUSE FOR THE JEFFERSON COUNTY BLACK HISTORY PRESERVATION SOCIETY

Motion by Manuel, second by R. Morgan to authorize the Commission President to affix her signature to the appropriate documents for Community Partnership grant contract and Resolution for the Webb/Blessing’s House for the Jefferson County Black History Preservation Society. Motion carried.

RESOLUTION

The Jefferson County Commission met on the 10th day of January with a quorum present and passed the following Resolution:

BE IT RESOLVED that the County Commission of Jefferson County, West Virginia hereby authorizes Frances B. Morgan, President of the Jefferson County Commission, to act on its behalf to enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds pursuant to provision of the Community Participation Program. The project is to assist in the emergency measures of preserving and stabilizing the historic Webb/Blessing’s House for the Jefferson County Black History Preservation Society.

Dated: January 10, 2008

/s/
Frances B. Morgan, President
Jefferson County Commission

IN RE: REQUEST FOR BIDS ON HEALTH PLANS FOR FY2008-2009 (JS)

Motion by Surkamp to authorize Leslie D. Smith, County Administrator to publish Request for Bids for County Employee Health Plans for FY2008-2009. Motion died due to lack of a second.

Leslie D. Smith, County Administrator reported on Request for Bid procedures and guidelines.

Jennifer S. Maghan, County Clerk was present and reported on health plan alternatives for county employees.

After discussion Commissioner Surkamp withdrew his motion and agreed to table this matter.

IN RE: TASKING LEGAL SUPPORT FOR ORDINANCE AMENDMENTS (JS)

Commissioner Surkamp requested that legal counsel provide input on the Kendig Keast contract. Stephanie Grove, Assistant Prosecuting Attorney was present and recommended the matter be discussed in Executive Session.

Commissioner Manuel expressed concerns with a request made several weeks ago concerning legal review and input of the ordinance amendments.

The Commission agreed to take up this matter further in the agenda in order for Tony Redman, Director of Planning and Zoning to be present.

IN RE: QUARTERLY FIDUCIARY REVIEW

Jennifer S. Maghan, County Clerk presented the fiduciary accounts for review by the Commission.

The time of the Commission was taken up this day for examination of sundry fiduciary accounts.

Motion by R. Morgan, second by Manuel to accept all fiduciary accounts and authorize the Commission President to affix her signature upon all accounts as presented. Motion carried.

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**

Jennifer S. Maghan, County Clerk appeared before the Commission to request approval of a Depository Bond Letter of Credit Extension \$2 million increases from BC & T Bank. Ms. Maghan reported that Prosecuting Attorney Michael Thompson has reviewed and approved the document.

Motion by R. Morgan, second by Manuel to approve the Depository Bond Extension Letter of Credit from BC & T Bank totaling \$20 million as presented. Motion carried.

Ms. Maghan appeared before the Commission to request approval of CSSI Resolution for the purchase of Record Management Software.

Stephanie Grove, Assistant Prosecuting Attorney was present and reported on her review of the CSSI Resolution and provided legal opinion and expressed concerns with various legalities in the contract.

Motion by Manuel, second by R. Morgan to authorize the President’s signature upon the resolution and contract with CSSI after legal issues are resolved and approved by County Commission legal counsel. Motion carried.

IN RE: TASKING LEGAL SUPPORT FOR ORDINANCE AMENDMENTS (JS) – CONTINUED

Stephanie Grove, Assistant Prosecuting Attorney appeared before the Commission to request clarification of the request made previously by Commissioner Surkamp and Tony Redman, Director of Planning and Zoning tasking legal counsel to review the draft subdivision and zoning ordinance amendments and provide her legal opinion.

Tony Redman, Director of Planning and Zoning was present and requested that Ms. Grove provide her legal review and opinion by January 31, 2008 on the November 14, 2007 draft subdivision and zoning ordinance amendments.

Mr. Redman reported on the recommendations and opinions previously received from Assistant Prosecuting Attorney James Casimiro.

Motion by R. Morgan, second by Manuel to enter into Executive Session to discuss contractual matters concerning the Kendig Keast contract. 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: JEFF POLCZYNSKI – RADIO STATUS UPDATE

Jeff Polczynski, Communications Director appeared before the Commission for a radio status update. Mr. Polczynski presented the Commission with a West Virginia Interoperable Radio System report and a Power Point presentation detailing the status of the Jefferson County radios system. Mr. Polczynski provided a timeline of past, present and future objectives to enhance radio interoperability.

Joe Gonzalez, Director of Communications from the West Virginia Department of Health and Human Resources Bureau for Public Health was present for comments.

The Commission recessed for lunch at 12:20 p.m. The Commission reconvened at 1:30 p.m.

IN RE: HOME CONSORTIUM PUBLIC HEARING

Commissioner F. Morgan outlined the rules and procedures of the public hearing and introduced Patricia McMillan, Community Development Director for the City of Martinsburg. Ms. McMillan provided an overview of the Home Investment Partnership Program.

Public comments were given by: Annette VanHilst and Jerry Busey from Partnership for Affordable Housing; Jeremy Camp from the City of Charles Town, Barbara Porterfield and Maria O'Brien.

The Public Hearing was adjourned at 2:05 p.m. and the Commission returned to Regular Session.

The Commission took a 10-minute break at 2:05 p.m.

IN RE: WORKSHOP ON SUBDIVISION AND ZONING ORDINANCE AMENDMENTS

The Commission conducted a workshop with Tony Redman, Director of Planning and Zoning to discuss amendments and redline revisions to the draft Subdivision and Zoning ordinance amendments.

Mr. Redman; Tom Hall, Planner/Landscape Architect and Jennifer Snyder, Planning Assistant was present.

Mr. Redman provided the Commission with copies of the draft Subdivision and Zoning Ordinance amendments along with a Power Point presentation. Commissioner Manuel expressed concerns with previous revisions made to the draft.

The Commission agreed by consensus to conduct a workshop on Tuesday, January 15, 2008 at 11:00 a.m. to further discuss Subdivision and Zoning amendments.

Tom Harris, John Maxey, Ed Burns and Fred Blackmer were present for comments.

Commissioner F. Morgan left the meeting at 3:05 p.m.

IN RE: COUNTY ADMINISTRATOR REPORTS

No action was taken on this agenda item.

IN RE: COUNTY COMMISSION REPORTS

Commissioner Corliss reported on the Region 9 meeting he attended.

IN RE: STEPHANIE GROVE – LEGAL UPDATE AND REPORT

Motion by Corliss, second by Surkamp to enter into Executive Session to discuss pending litigation. Motion carried.

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

No action was taken during Executive Session.

The Commission received the following information:

Reminder of Budget Workshop on Tuesday, January 15, 2008, at 9:30 a.m.

Notice of Board of Review and Equalization for February 2008.

Bonding for Canterbury of Shepherdstown Limited Partnership in the amount of \$1,000.

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

Impact Fee Status Report received for December 2007.

Memorandum received from the Department of Capital Planning and Management concerning the \$200,000 grant reimbursement.

Correspondence received from Michael T. Mood concerning the status of the Middleway Volunteer Fire Company.

Correspondence received from the Division of Highways concerning Shepherdstown Battlefield.

Information received from the Association of Counties concerning the mileage reimbursement rate.

Correspondence received from the Association of Counties concerning the dental and vision benefit plan.

Jefferson County Jail Progress meeting minutes received.

Eastern Panhandle Transit Authority Board meeting minutes received.

Oath of Office received for Jim Cummins as a member of the Jefferson County Public Service District.

Weekly settlement report received for the Charles Town Races.

Miscellaneous

The Commission received the following correspondence:

Correspondence received from Bob Tabb concerning the draft zoning and subdivision ordinances.

Correspondence received from Keith B. Berkeley concerning the draft zoning and subdivision ordinances.

Correspondence received from James C. Holland concerning the draft zoning and subdivision ordinances.

Correspondence received from Elizabeth F. Allen concerning the draft zoning and subdivision ordinances.

Correspondence received from Joe Thompson concerning the draft zoning and subdivision ordinances.

Correspondence received from Lyle C. Tabb & Sons, Inc. concerning the draft zoning and subdivision ordinances.

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

FRANCES B. MORGAN, COMMISSION PRESIDENT

