

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, February 21, 2008 beginning at 9:00 o'clock a.m.

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

Commissioner F. Morgan arrived at 9:10 o'clock a.m.

IN RE: CONFERENCE CALL WITH CLASSIFICATION AND COMPENSATION CONSULTANT DON JACOBS

The Commission conducted a conference call with Classification and Compensation Consultant Don Jacobs to discuss changes made to the classification and compensation study.

Leslie D. Smith, County Administrator provided the Commission copies of the revised classification and compensation study draft previously emailed by Mr. Jacobs.

Mr. Jacobs reported on his meeting with Jefferson County Commission Department Heads and provided the Commission an overview of his recommendations as outlined in the revised classification and compensation study.

Mr. Jacobs suggested the Commission consider scheduling a future meeting to discuss final revisions to the Classification and Compensation Study.

IN RE: PLEDGE OF ALLEGIANCE

Commissioner R. Morgan conducted the Pledge of Allegiance

IN RE: APPROVAL OF MINUTES

Motion by Manuel, second by Corliss to dispense with the reading of the Minutes for the Board of Review and Equalization meeting held on Thursday, January 31, 2008 and to approve the Minutes as presented. Motion carried.

Motion by Manuel, second by Corliss to dispense with the reading of the Minutes for the Board of Review and Equalization meeting held on Wednesday, February 5, 2008 and to approve the Minutes as amended. Motion carried.

Motion by R. Morgan, second by Corliss to dispense with the reading of the Minutes for the Board of Review and Equalization meeting held on Wednesday February 7, 2008 and to approve the Minutes as presented. Motion carried.

Motion by Manuel, second by R. Morgan to dispense with the reading of the Minutes for the meeting held on Thursday, February 14, 2008 and to approve the Minutes as amended. Motion carried.

IN RE: APPROVAL OF ACCOUNTS PAYABLE

Motion by Manuel, second by Corliss to approve the list of Accounts Payable totaling \$349,910.71 dated February 21, 2008 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
054852	PAYROLL	AMERICAN FAMILY LIFE ICU		\$0.00	\$3,585.60	\$3,585.60
054853	430	AMERICAN RED CROSS	43683	\$30.00	\$0.00	\$30.00
054853	712	AMERICAN RED CROSS	45059	\$60.00	\$0.00	\$60.00
054854	405	ACCURATE SYSTEMS INC	45253	\$97.50	\$0.00	\$97.50

054855	425	COMCAST		\$0.00	\$55.99	\$55.99
054856	ALLOC	AHA/ART&HUMANITIES ALL		\$0.00	\$1,635.88	\$1,635.88
054857	406	BERKELEY PRINTING/DESIGN	44420	\$823.40	\$0.00	\$823.40
054858	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$72.00	\$72.00
054859	711	AMERIGAS - RANSON		\$0.00	\$433.37	\$433.37
054860	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$62.31	\$62.31
054861	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$90.89	\$90.89
054862	PAYROLL	BUREAU F/CHILD SPRT ENF		\$0.00	\$302.31	\$302.31
054863	700	*CREAMERS AUTO SERVICE	45167	\$215.66	\$0.00	\$215.66
054864	405	CIVIC RESEARCH INSTITUTE	45251	\$169.95	\$0.00	\$169.95
054865	712	VERIZON CABS		\$0.00	\$150.00	\$150.00
054866	405	MARY K COOK	45250	\$85.00	\$0.00	\$85.00
054867	PAYROLL	CHILD SUPPORT ENFORCE AG		\$0.00	\$23.07	\$23.07
054868	425	DAYCON	45164	\$8.58	\$0.00	\$8.58
054869	712	EASTERN PANHANDLE PRINT	45052	\$146.00	\$0.00	\$146.00
054870	PAYROLL	EQUITABLE THE EQUIVEST		\$0.00	\$15.00	\$15.00
054871	424	FEDEX		\$0.00	\$48.72	\$48.72
054872	716	FARM PLAN/SOUTHERN STATE	45109	\$181.72	\$0.00	\$181.72
054873	425	GRAINGER, INC	45165	\$73.28	\$0.00	\$73.28
054874	711	GLOBALSTAR USA	45297	\$1,619.06	\$0.00	\$1,619.06
054875	227	ING		\$0.00	\$260.00	\$260.00
054876	425	JEFF CO PUBLIC SER DEPT		\$0.00	\$54.39	\$54.39
054877	422	JEFFERSON PUBLISH CO INC	44395	\$79.00	\$0.00	\$79.00
054878	422	THE JOURNAL	44393	\$181.13	\$0.00	\$181.13
054879	425	JEFFERSON UTILITIES INC		\$0.00	\$72.00	\$72.00
054880	PAYROLL	JEFFERSON SECURITY BANK		\$0.00	\$4,773.00	\$4,773.00
054881	PAYROLL	COMPTRROLLER OF MARYLAND		\$0.00	\$682.19	\$682.19
054882	PAYROLL	COMPTRROLLER OF MARYLAND		\$0.00	\$38.81	\$38.81
054883	425	HOME DEPOT CREDIT SERVIC		\$0.00	\$1,006.17	\$1,006.17
054884	700	MCKINNEY'S AUTO REPAIR	45168	\$823.58	\$0.00	\$823.58
054885	PAYROLL	MD Child Support Account		\$0.00	\$140.00	\$140.00
054886	425	NORVAC LOCK TECHNOLOGY	45162	\$22.54	\$0.00	\$22.54
054887	PAYROLL	NATIONWIDE RETIREMENT		\$0.00	\$765.21	\$765.21
054888	711	NFPA	45298	\$150.00	\$0.00	\$150.00
054889	712	MARY NEWLIN		\$0.00	\$120.00	\$120.00
054890	ALLOC	JEFF CO PARKS &		\$0.00	\$8,159.81	\$8,159.81
054891	402	PIFER OFFICE SUPPLY, INC	45026	\$197.90	\$0.00	\$197.90
054892	401	QUILL CORPORATION		\$0.00	\$49.14	\$49.14
054893	424	LANDMARK ELEVATOR INC.	44312	\$960.00	\$0.00	\$960.00
054894	712	RESA VIII	45058	\$300.00	\$0.00	\$300.00
054895	425	ROACH OIL COMPANY		\$0.00	\$2,161.75	\$2,161.75
054896	405	SPECIALTY BUS SUPPLIES	45248	\$936.67	\$0.00	\$936.67
054897	405	STAPLES CREDIT PLAN	45249	\$385.04	\$0.00	\$385.04

054898	PAYROLL	STATE DPT O/TAX & REVENU		\$0.00	\$139.72	\$139.72
054898	PAYROLL	STATE DPT O/TAX & REVENU		\$0.00	\$23,757.16	\$23,757.16
054898	PAYROLL	STATE DPT O/TAX & REVENU		\$0.00	\$18.00	\$18.00
054899	704	ST/WV REGIONAL JAIL &	45301	\$113,247.50	\$0.00	\$113,247.50
054900	700	SUPERIOR AUTO BODY	45166	\$2,065.00	\$0.00	\$2,065.00
054901	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$8,260.38	\$8,260.38
054901	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$37.20	\$37.20
054901	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$8.70	\$8.70
054901	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$35,320.14	\$35,320.14
054902	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$31,809.24	\$31,809.24
054902	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$19.81	\$19.81
054903	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$0.00	\$8,134.83	\$8,134.83
054904	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$0.00	\$10,048.99	\$10,048.99
054905	700	THOMASSEN FORD MERCURY	45169	\$190.35	\$0.00	\$190.35
054906	PAYROLL	TREASURER OF VIRGINIA		\$0.00	\$161.51	\$161.51
054907	ALLOC	JEFFERSON CO CONVENTION		\$0.00	\$9,795.69	\$9,795.69
054908	PAYROLL	VALIC, %CHASE BANK TEXAS		\$0.00	\$100.00	\$100.00
054909	PAYROLL	WV PUB EMP RETIRE SYS		\$0.00	\$21,318.55	\$21,318.55
054909	PAYROLL	WV PUB EMP RETIRE SYS		\$0.00	\$107.60	\$107.60
054910	PAYROLL	WV PUB EMP RETIRE SYS		\$0.00	\$251.06	\$251.06
054910	PAYROLL	WV PUB EMP RETIRE SYS		\$0.00	\$49,742.97	\$49,742.97
054911	PAYROLL	WV CPRB/LOAN DIVISION		\$0.00	\$166.50	\$166.50
054912	GRANT	PAMELA HOLSTEIN-WALLACE		\$0.00	\$2,906.19	\$2,906.19
TOTAL				\$123,048.86	\$226,861.85	\$349,910.71

Dept	Name	Dept Amts
401/COM	CO. COMMISSION	\$49.14
402/CCLK	CO. CLERK	\$197.90
403/CIR CLK	CIRCUIT CLERK	
404/TAX	TAX OFFICE	
405/PA	PROS ATTY	\$1,674.16
406/ASSR	ASSESSORS	\$823.40
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	CAPITAL PLANNING&MANAGEMENT	\$260.13
424/CTHS	COURT HOUSE	\$1,008.72
425/OB	OTHER BUILDING	\$3,454.70
428/DATAP	DATA PROCESSING	
430/HLS	HOMELAND SEC	\$30.00
431/ECON DEV	ECON DEV	

433/GIS	GIS/ADDRESSING	
439/PZ	PLANNING ZONING	
440/ENG.	DEPT OF ENGINEERING	
451/ZONING	ZONING DEPT	
700/SHRF	SHERIFF DEPT	\$3,294.59
701/SHRF	SHERIFF DEPT	
704/WV JAIL	ST/WV REGIONAL JAIL	\$113,247.50
711/OES	EMERG SVC	\$2,202.43
712/911	911 COMMUNICATION	\$776.00
716/A/C	ANIMAL CONTROL	\$181.72
801/MTL HLTH	MENTAL HEALTH TRANS TO ENTITIE	
808GOV UNIT	SWA CONTRIB OTHER GOV UNIT	
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	
989/CAP/AGT	AG AGT/CAPITAL OUTLAY	
992/CAP/911	911 COMMUNICATION/CAP OUTLAY	
ALLOC	ALLOCATIONS	\$19,591.38
GRANTS	GRANTS	\$2,906.19
PAYROLL	PAYROLL	\$200,212.75
TOTALS		\$349,910.71

IN RE: BONDING AND ACTIVITY REPORT

There was no bonding and activity report.

IN RE: ZONING AND SUBDIVISION ORDINANCE AMENDMENT DISCUSSION

Tony Redman, Director of Planning and Zoning appeared before the Commission to provide the Commission with a Zoning and Subdivision Ordinance Amendment update. Mr. Redman reported on the revised timeline for Zoning and Subdivision Ordinance amendments workshops conducted with Planning Commission members and the Planning Commission public hearing scheduled for March 4, 2008.

Tom Hall appeared before the Commission with a presentation and report of the Zoning draft map for Commission review. Mr. Hall reported on public comments received with consideration to map revisions.

IN RE: PUBLIC COMMENT

Greg Lance appeared before the Commission to express his concerns with County Commission actions with regard to House Bill 4119.

IN RE: CAMILLE CAMPBELL - SHANNONDALE GYPSY MOTH COMMITTEE

Sid White appeared before the Commission on behalf of the Shannondale Gypsy Moth

Committee with a presentation on concerns with the growing gypsy moth threat to the Shannondale area. Mr. White reported on obstacles in obtaining funding in order to maintain spraying.

Commissioner Manuel reported on legislative objectives and efforts to assist with gypsy moth suppression.

Mr. White provided the Commission with a report detailing funding requests made by the Gypsy Moth Committee in order to control the gypsy moths in Jefferson County.

Motion by Manuel, second by Surkamp to allocate \$3,500.00 to the Gypsy Moth Committee to assist with spraying of gypsy moths.

Mr. White reported on the committee's efforts to conduct a survey in order to compile accurate data on the gypsy moths in the Shannondale area. In order to involve all Shannondale property owners in the survey, Mr. Neal Neilsen appeared before the Commission to request electronic availability of residential addresses for Shannondale property owners.

Commission members expressed an interest in sending a letter to Senator Byrd detailing the increase in gypsy moths in Jefferson County and request federal funding for gypsy moth spraying.

Commissioner Manuel withdrew his motion. The Commission agreed to review this matter further during budget deliberations.

IN RE: DEBBIE YOUNG - VOCA GRANT APPROVAL

Debbie Young, Jefferson County Victim Advocate with the Jefferson County Prosecuting Attorney's Office appeared before the Commission to request approval of the 2008 VOCA Grant. Ms. Young reported on VOCA statistics and grant specifications.

Motion by Surkamp, second by Manuel to approve the Victims of Crime Act (VOCA) Grant application as presented by Ms. Young. Motion carried.

IN RE: SHEPHERDSTOWN DAY CARE CENTER BUDGET REQUEST

Mr. Donn E. Marshall, Vice President of Shepherdstown Day Care Center appeared before the Commission for a budget request of \$30,000.00.

Mr. Marshall provided the Commission with a presentation and report detailing services provided by Shepherdstown Day Care Center. Mr. Marshall reported on annual fund raising campaigns and other state and federal funding.

The Commission requested Mr. Marshall provide them copies of their 2008 budget for consideration during budget deliberations.

IN RE: HALI TAYLOR – LIBRARIES

Hali Taylor of the Shepherdstown Library Task Force, appeared before the Commission for a \$6,000.00 budget request for Jefferson County Library Task Force.

The Commission agreed to review the request during budget deliberations.

IN RE: GINGER BORDIER – ASSESSOR

Ginger Bordier, Assessor appeared before the Commission to request Commission direction with regard to scheduling of Board of Review and Equalization hearings with consideration to inclement weather conditions.

The Commission agreed by consensus to authorize Ms. Bordier to schedule all Board of Review and Equalization hearings at her discretion.

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

The Commission reconvened at 11:00 a.m.

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

Ms. Maghan reported on Record Preservation grant applications.

IN RE: APPROVAL OF PURCHASE ORDERS

Motion by R. Morgan, second by Corliss to approve the following Purchase Orders for the week of February 21, 2008 totaling \$33,926.10: 45170, 45174, 45054, 45055, 45296, 44954, 44955, 44956, 44957, 44959, 45176, 45171, 45173, 45222, 45223, 45226, 45228, 45229, 45230, 45231, 45232, 45233 and 45234. Motion carried.

IN RE: LEGISLATIVE ISSUES

Commissioner F. Morgan reported on the proposed Senate Resolution with regard to personal property taxation. Commissioner Manuel agreed to obtain a copy of the proposed Resolution for Commission review.

Commissioner Manuel provided a status update for Senate Bill 224 and reported on Brandon Sims, Assistant Prosecuting Attorney objectives to adopt Senate Bill 224 for Jefferson County. Commission members commended Ms. Sims on her work on the bill and agreed by consensus to send her a letter of appreciation.

IN RE: APPOINTMENTS TO THE WATER ADVISORY COMMITTEE

Commissioner F. Morgan reported on her discussions with various Water Advisory Committee members with regard to member participation and vacancies.

Leslie D. Smith, County Administrator reported on the four vacancies to the Water Advisory Committee.

IN RE: STEPHANIE GROVE - LEGAL UPDATE AND REPORT

Stephanie Grove, Assistant Prosecuting Attorney appeared before the Commission and reported that due to Board of Review and Equalization there was no legal update and report for the week of February 21, 2008.

Commissioner F. Morgan inquired as to the status of the Zoning and Subdivision Ordinance legal review. Ms. Grove reported on her review and revisions to the draft Zoning and Subdivision Ordinance.

IN RE: COMMENTS/DIRECTION TO CLASS AND COMPENSATION CONSULTANT DON JACOBS

Leslie D. Smith, County Administrator requested Commission direction with regard to schedule future meetings with Mr. Jacobs.

The Commission authorized Ms. Smith to consult with Mr. Jacobs to coordinate future meetings and report back to Commission.

IN RE: CORRESPONDENCE RECEIVED FROM JUDGE THOMAS W. STEPTOE, JR. - REQUEST FOR REVISION OF PLANS FOR PROBATION OFFICE

Leslie D. Smith, County Administrator reported on correspondence from the Judge's office with regard to revision of plans for the probation office.

The Commission agreed that Kirk Davis, Project Manager would address this matter.

Mr. Davis appeared before the Commission reported on his projections for relocation of the probation office.

The Commission requested Mr. Davis draft a letter to Judge Thomas W. Steptoe, Jr. with an overview for the probation office.

IN RE: DISCUSS POTENTIAL CHANGE IN FARMLAND PROTECTION BOARD PROGRAM, RE DISTRIBUTION OF NRCS MATCHING FUNDS

Commissioner F. Morgan reported on proposals received from Kellie Boles, Ag Development Officer and expressed support in maintaining the local Farmland Protection Board Program.

IN RE: SILLING & ASSOCIATES – COURTHOUSE ANNEX PLANS

Kirk Davis, Capital Projects Manager appeared before the Commission with a report on the Courthouse Annex plans as recommended by Silling and Associates and the Department of Capital Planning and Management.

Mr. Davis requested Commission participation for review of Architectural RFQ's received for the geo-technical study. Commissioner's Manuel and Corliss agreed to participate in the RFQ review process.

Tom Potts from Silling and Associates was present with a presentation and report for the Courthouse Annex plans. Mr. Potts presented the Commission with a projected tri-level floor plan for the Courthouse Annex that included a cost proposal for their consideration.

Commissioner R. Morgan expressed concerns with available space for a community meeting room and discussed alternative solutions. The Commission agreed by consensus to authorize Mr. Potts to draft a revised floor plan to include additional common space for a community meeting room.

Patsy Noland, Circuit Clerk was present for comments.

Kirk Davis requested approval to move forward with the proposed tri-level floor plan as presented by Mr. Potts. The Commission agreed to postpone plans for the Courthouse Annex pending review and consideration of a new floor plan to include an additional common area and potential fourth floor to the annex.

IN RE: USE OF IN-HOUSE IT EXPERTISE TO CUT COSTS

Commissioner Surkamp requested the Commission authorize utilizing the in-house IT specialist, Kevin Sowder for computer maintenance as opposed to hiring outside vendors in order to cut costs.

Leslie D. Smith, County Administrator reported on the memo previously generated advising Department Heads and Elected officials of Mr. Sowder's services and availability.

The Commission agreed by consensus to authorize Ms. Smith to send the memo to Department Heads again.

IN RE: DISCUSSION WITH TO SHERIFF AND BOE REGARDING POSSIBILITY OF TRAFFIC SUPERVISION AT JEFFERSON HIGH SCHOOL

Commissioner F. Morgan reported on the recent vandalism at Duffields Train Station.

The Commission agreed to table this matter for one week in order for Sheriff Boober to be present.

IN RE: COUNCIL OF GOVERNMENTS MEETING – AGENDA

The Commission agreed topics for discussion at the next Council of Government meeting would include land use ordinance and parks and recreation matters.

IN RE: APPROVAL OF NEW APPOINTMENT - ALLEN BRANT COX - DEPUTY SHERIFF RESERVE

Motion by R. Morgan, second by Manuel to approve the appointment of Allen Brant Cox as a Deputy Sheriff Reserve Officer. Motion carried.

IN RE: APPROVAL OF GRANT RESOLUTION - COMMUNITY PARTICIPATION PROGRAM - FISHERMAN'S HALL

Motion by Manuel, second by R. Morgan to authorize the Commission President to affix her signature upon the Community Participation Program Grant Resolution for Fisherman's Hall. Motion carried.

RESOLUTION

The Jefferson County Commission met on the 21st day of February 2008 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 provisions of the Community Participation Program. The funds from this project will be used for the preservation and rehabilitation of the Fisherman's Hall.

21, February 2008

Dated

/s/FRANCES B. MORGAN

President, Jefferson County Commission

IN RE: DAY REPORTING CENTER - CAN IT WORK FOR US? - DISCUSSION (RM)

The Commission agreed to table this matter for one week in order for Shawn Cook, Probation Officer to be present.

IN RE: CONSIDER DIRECTING STAFF TO PROPOSE A RECOMMENDED BALANCED BUDGET FOR FY09 WITH TWO VERSIONS; ONE WITH A LOW PROJECTION OF REVENUE, AND ONE WITH A PROJECTION OF REVENUE LEVEL WITH THAT PROJECTED TO BE RECEIVED IN FY08 (FM)

Commissioner F. Morgan expressed an interest in adopting a new approach to budget deliberations.

The Commission requested that Leslie D. Smith, County Administrator provide the Commission recommendations for a balanced budget.

IN RE: COUNTY ADMINISTRATOR REPORTS

Leslie D. Smith, County Administrator reported on the quarterly BRIM payment.

IN RE: COUNTY COMMISSION REPORTS

No County Commission reports were given for the week of February 21, 2008.

The Commission received the following information:

Reminder of League of Women Voters Annexation Forum on Thursday, February 28, 2008, 7:00 p.m. - 9:00 p.m. in the library of Jefferson High School.

Invitation received from the League of Women Voters to attend a breakfast at the Bavarian Inn on Saturday, February 23, 2008, at 9:30 a.m.

Letter of resignation received from Mary Sue Jedele as an alternate on the Board of Zoning Appeals.

Correspondence received from Senator Byrd concerning the Old Standard Quarry.

Press Release received from the Air Quality Program Manager concerning the reduction of ozone pollution ahead of schedule in Jefferson and Berkeley Counties.

Information on SB 616 received from the County Commissioners' Association.

Copy of a newspaper article concerning ATV's received from the County Commissioners' Association.

Legislative information received from the County Commissioners' Association.

Legislative information received from the Association of Counties.

Notice received from Loudoun County of a Comprehensive Plan Amendment Public Hearing on March 10, 2008.

E-911 Fees received from Citizens Communications.

Regional Jail Authority Fact Sheet received from the Association of Counties.

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

Miscellaneous

The Commission received the following correspondence:

Correspondence received from William Wilt concerning property tax assessment.

Upon rising, the Commission recessed until Thursday afternoon beginning at 1:30 o'clock p.m.

FRANCES B. MORGAN, COMMISSION PRESIDENT