

**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, May 29, 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 Corliss conducted the Pledge of Allegiance.

**In re: DISPENSE WITH READING OF MINUTES**  
Motion by R. Morgan, second by Corliss to dispense with the reading of the Minutes for the meeting held on Thursday, May 15, 2008, and to approve the Minutes as amended. Motion carried.

Motion by R. Morgan, second by Manuel to dispense with the reading of the Minutes for the meeting held on Thursday, May 22, 2008, and to approve the Minutes as amended. Motion carried.

**In re: APPROVAL OF PURCHASE ORDERS**  
Motion by Manuel, second by Corliss to approve the following Purchase Orders for the Week of May 26, 2008, totaling \$25,635.66: 45441, 45698, 44914, 45657, 45534, 45535, 45673, 45693, 45695, 45665, 45666, 45672, 45333, 45334, 45337, and 45674. Motion carried.

**In re: APPROVAL OF ACCOUNTS PAYABLE**  
Motion by Corliss, second by Manuel to approve the list of the Accounts Payable dated May 29, 2008, as presented by the County Clerk and reviewed by the County Commission. Motion carried.

| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT   | NOAMT       | CHECK AMOUNT |
|--------|---------|--------------------------|-------|---------|-------------|--------------|
| 055797 | 424     | ALLEGHENY POWER          |       | \$ 0.00 | \$ 1,187.49 | \$ 1,187.49  |
| 055797 | 425     | ALLEGHENY POWER          |       | \$ 0.00 | \$ 4,237.21 | \$ 4,237.21  |
| 055798 | PAYROLL | AMERICAN FAMILY LIFE ICU |       | \$ 0.00 | \$ 5,528.06 | \$ 5,528.06  |
| 055799 | 424     | AUTOZONE                 |       | \$ 0.00 | \$ 8.80     | \$ 8.80      |
| 055800 | 440     | REBECCA F. BURNS         |       | \$ 0.00 | \$ 44.44    | \$ 44.44     |
| 055801 | PAYROLL | BUREAU FOR CHILD SUPPORT |       | \$ 0.00 | \$ 72.00    | \$ 72.00     |

|        |         |                          |       |             |             |              |
|--------|---------|--------------------------|-------|-------------|-------------|--------------|
| 055802 | 425     | B-K OFFICE SUPPLY INC    | 45491 | \$ 1,014.10 | \$ 0.00     | \$ 1,014.10  |
| 055802 | 439     | B-K OFFICE SUPPLY INC    | 45364 | \$ 4,009.00 | \$ 0.00     | \$ 4,009.00  |
| 055803 | 425     | BOLAND SERVICES          | 45492 | \$ 3,390.00 | \$ 0.00     | \$ 3,390.00  |
| 055804 | PAYROLL | BUREAU F/CHILD SUPPORT   |       | \$ 0.00     | \$ 62.31    | \$ 62.31     |
| 055805 | 433     | BLUE RIDGE COMMUNITY     | 42771 | \$ 189.00   | \$ 0.00     | \$ 189.00    |
| 055806 | PAYROLL | BUREAU F/CHILD SPRT ENF  |       | \$ 0.00     | \$ 212.31   | \$ 212.31    |
| 055807 | GRANT   | BIRTHRIGHT               |       | \$ 0.00     | \$ 514.71   | \$ 514.71    |
| 055808 | 403     | CASTO & HARRIS INC       | 44913 | \$ 257.93   | \$ 0.00     | \$ 257.93    |
| 055809 | 712     | LYNN CARROLL             |       | \$ 0.00     | \$ 348.00   | \$ 348.00    |
| 055810 | 712     | VERIZON CABS             |       | \$ 0.00     | \$ 150.00   | \$ 150.00    |
| 055811 | 424     | CREAMERS WRECKER SVC     | 45499 | \$ 58.80    | \$ 0.00     | \$ 58.80     |
| 055812 | PAYROLL | CHILD SUPPORT ENFORCE AG |       | \$ 0.00     | \$ 23.07    | \$ 23.07     |
| 055813 | 403     | DANKA OFFICE IMAGING     | 44917 | \$ 2,706.86 | \$ 0.00     | \$ 2,706.86  |
| 055814 | 425     | DAYCON                   | 45500 | \$ 952.56   | \$ 0.00     | \$ 952.56    |
| 055815 | 712     | NANCY DOPSON             |       | \$ 0.00     | \$ 38.00    | \$ 38.00     |
| 055816 | 401     | D I JACOBS CONSULTING    |       | \$ 0.00     | \$ 2,854.58 | \$ 2,854.58  |
| 055817 | 422     | KIRK DAVIS               |       | \$ 0.00     | \$ 309.31   | \$ 309.31    |
| 055818 | PAYROLL | EQUITABLE THE EQUIVEST   |       | \$ 0.00     | \$ 15.00    | \$ 15.00     |
| 055819 | 711     | EXPLORE MAPS             | 45282 | \$ 203.90   | \$ 0.00     | \$ 203.90    |
| 055820 | 424     | FEDEX                    |       | \$ 0.00     | \$ 143.84   | \$ 143.84    |
| 055821 | 424     | FRONTIER COMMUNICATIONS  |       | \$ 0.00     | \$ 842.15   | \$ 842.15    |
| 055822 | 424     | FRONTIER                 |       | \$ 0.00     | \$ 70.00    | \$ 70.00     |
| 055823 | 439     | SHANNON HAYDEN           |       | \$ 0.00     | \$ 52.52    | \$ 52.52     |
| 055824 | 716     | INWOOD ANIMAL CENTER     | 45442 | \$ 200.52   | \$ 0.00     | \$ 200.52    |
| 055825 | PAYROLL | ING                      |       | \$ 0.00     | \$ 535.00   | \$ 535.00    |
| 055826 | 413     | JEFF CO PUBLIC SER DEPT  |       | \$ 0.00     | \$ 28.57    | \$ 28.57     |
| 055826 | 425     | JEFF CO PUBLIC SER DEPT  |       | \$ 0.00     | \$ 54.38    | \$ 54.38     |
| 055827 | 425     | JEFFERSON CO HEALTH DEPT | 45696 | \$ 30.00    | \$ 0.00     | \$ 30.00     |
| 055828 | 401     | JEFFERSON PUBLISH CO INC |       | \$ 0.00     | \$ 388.58   | \$ 388.58    |
| 055829 | 712     | DR ROBERT JONES          |       | \$ 0.00     | \$ 1,000.00 | \$ 1,000.00  |
| 055830 | PAYROLL | JEFFERSON SECURITY BANK  |       | \$ 0.00     | \$ 4,673.00 | \$ 4,673.00  |
| 055831 | 401     | MATTHEW BENDER & CO      |       | \$ 0.00     | \$ 54.80    | \$ 54.80     |
| 055832 | 406     | MR PRINT                 | 44425 | \$ 1,864.09 | \$ 0.00     | \$ 1,864.09  |
| 055833 | PAYROLL | COMPTROLLER OF MARYLAND  |       | \$ 0.00     | \$ 640.59   | \$ 640.59    |
| 055834 | PAYROLL | MD Child Support Account |       | \$ 0.00     | \$ 140.00   | \$ 140.00    |
| 055835 | 413     | MAXLOCK LOCKSMITH SERVIC | 45579 | \$ 195.00   | \$ 0.00     | \$ 195.00    |
| 055836 | 422     | MANPOWER                 | 44398 | \$ 385.00   | \$ 0.00     | \$ 385.00    |
| 055837 | PAYROLL | NATIONWIDE RETIREMENT    |       | \$ 0.00     | \$ 765.21   | \$ 765.21    |
| 055838 | 716     | NATIONAL ANIMAL CNRL ASS | 45094 | \$ 525.00   | \$ 0.00     | \$ 525.00    |
| CHCKNO | DEPT    | VENDOR                   | PONUM | POAMT       | NOAMT       | CHECK AMOUNT |
| 055839 | 403     | PIFER OFFICE SUPPLY, INC | 44915 | \$ 83.66    | \$ 0.00     | \$ 83.66     |
| 055839 | 404     | PIFER OFFICE SUPPLY, INC | 44528 | \$ 631.62   | \$ 0.00     | \$ 631.62    |
| 055839 | 406     | PIFER OFFICE SUPPLY, INC | 44431 | \$ 3.75     | \$ 0.00     | \$ 3.75      |
| 055839 | 406     | PIFER OFFICE SUPPLY, INC | 44432 | \$ 349.95   | \$ 0.00     | \$ 349.95    |
| 055840 | 424     | LANDMARK ELEVATOR INC.   | 45690 | \$ 300.00   | \$ 0.00     | \$ 300.00    |
| 055841 | 405     | HASSAN RASHEED           |       | \$ 0.00     | \$ 710.69   | \$ 710.69    |
| 055842 | 424     | RETIREE HLTH BENEFIT TRS |       | \$ 0.00     | \$ 8,265.00 | \$ 8,265.00  |
| 055843 | 701     | SIRCHIE FINGER PRINT LAB | 45336 | \$ 88.42    | \$ 0.00     | \$ 88.42     |

|        |         |                          |       |    |            |    |           |    |              |
|--------|---------|--------------------------|-------|----|------------|----|-----------|----|--------------|
| 055844 | PAYROLL | STATE DPT O/TAX & REVENU |       | \$ | 0.00       | \$ | 30.60     | \$ | 30.60        |
| 055844 | PAYROLL | STATE DPT O/TAX & REVENU |       | \$ | 0.00       | \$ | 36,348.57 | \$ | 36,348.57    |
| 055845 | 704     | ST/WV REGIONAL JAIL &    | 45660 | \$ | 117,758.00 | \$ | 0.00      | \$ | 117,758.00   |
| 055846 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ | 0.00       | \$ | 42.16     | \$ | 42.16        |
| 055846 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ | 0.00       | \$ | 9.86      | \$ | 9.86         |
| 055846 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ | 0.00       | \$ | 38,237.72 | \$ | 38,237.72    |
| 055846 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ | 0.00       | \$ | 8,942.72  | \$ | 8,942.72     |
| 055847 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ | 0.00       | \$ | 23.81     | \$ | 23.81        |
| 055847 | PAYROLL | SHERIFF OF JEFFERSON CO  |       | \$ | 0.00       | \$ | 37,116.82 | \$ | 37,116.82    |
| 055848 | PAYROLL | WV DEPUTY SHRF RETIREMEN |       | \$ | 0.00       | \$ | 11,423.28 | \$ | 11,423.28    |
| 055849 | PAYROLL | WV DEPUTY SHRF RETIREMEN |       | \$ | 0.00       | \$ | 14,111.23 | \$ | 14,111.23    |
| 055850 | 424     | SPRINT PCS               |       | \$ | 0.00       | \$ | 91.20     | \$ | 91.20        |
| 055850 | GRANT   | SPRINT PCS               |       | \$ | 0.00       | \$ | 154.26    | \$ | 154.26       |
| 055850 | 712     | SPRINT PCS               |       | \$ | 0.00       | \$ | 1,440.22  | \$ | 1,440.22     |
| 055851 | 428     | StBERNARD SOFTWARE       | 45559 | \$ | 8,606.25   | \$ | 0.00      | \$ | 8,606.25     |
|        |         | SHENANDOAH AIR           |       |    |            |    |           |    |              |
| 055852 | 425     | COND/HTNG                | 45691 | \$ | 151.10     | \$ | 0.00      | \$ | 151.10       |
| 055853 | 439     | JENNIFER SNYDER          |       | \$ | 0.00       | \$ | 86.66     | \$ | 86.66        |
|        |         | SHEPHERDSTOWN STREET     |       |    |            |    |           |    |              |
| 055854 | GRANT   | FES                      | 45606 | \$ | 75.00      | \$ | 0.00      | \$ | 75.00        |
| 055855 | 711     | SAFEWARE, INC.           | 45275 | \$ | 370.00     | \$ | 0.00      | \$ | 370.00       |
| 055855 | 711     | SAFEWARE, INC.           | 45597 | \$ | 145.00     | \$ | 0.00      | \$ | 145.00       |
| 055856 | PAYROLL | TREASURER OF VIRGINIA    |       | \$ | 0.00       | \$ | 161.51    | \$ | 161.51       |
| 055857 | 712     | TESSCO INCORP            | 45066 | \$ | 137.28     | \$ | 0.00      | \$ | 137.28       |
|        |         | VALLEY HARDWARE          |       |    |            |    |           |    |              |
| 055858 | 425     | COMPANY                  | 45438 | \$ | 62.13      | \$ | 0.00      | \$ | 62.13        |
| 055859 | PAYROLL | VALIC, %CHASE BANK TEXAS |       | \$ | 0.00       | \$ | 100.00    | \$ | 100.00       |
| 055860 | 701     | WAHL BUSINESS SOLUTIONS  | 45335 | \$ | 96.20      | \$ | 0.00      | \$ | 96.20        |
| 055861 | 405     | WEST PAYMENT CENTER      | 45272 | \$ | 1,084.65   | \$ | 0.00      | \$ | 1,084.65     |
| 055862 | 712     | WV ENHANCED 911 COUNCIL  | 45539 | \$ | 70.00      | \$ | 0.00      | \$ | 70.00        |
| 055863 | PAYROLL | WV PUB EMP RETIRE SYS    |       | \$ | 0.00       | \$ | 31,109.84 | \$ | 31,109.84    |
| 055864 | PAYROLL | WV PUB EMP RETIRE SYS    |       | \$ | 0.00       | \$ | 72,589.36 | \$ | 72,589.36    |
| 055865 | 440     | WV CODE OFFICIALS ASSOC  | 45662 | \$ | 150.00     | \$ | 0.00      | \$ | 150.00       |
|        |         | WV EMER MANAGMENT        |       |    |            |    |           |    |              |
| 055866 | 711     | COUNCI                   | 45598 | \$ | 50.00      | \$ | 0.00      | \$ | 50.00        |
| 055867 | 424     | WALMART BUSINESS         |       | \$ | 0.00       | \$ | 77.10     | \$ | 77.10        |
| 055867 | 712     | WALMART BUSINESS         |       | \$ | 0.00       | \$ | 541.14    | \$ | 541.14       |
| 055867 | 716     | WALMART BUSINESS         |       | \$ | 0.00       | \$ | 56.72     | \$ | 56.72        |
| 055868 | 425     | WV DIVISION OF LABOR     | 45692 | \$ | 50.00      | \$ | 0.00      | \$ | 50.00        |
| 055869 | PAYROLL | WV CPRB/LOAN DIVISION    |       | \$ | 0.00       | \$ | 249.75    | \$ | 249.75       |
|        |         | WORD PROCESSING          |       |    |            |    |           |    |              |
| 055870 | 412     | SERVICES                 | 45005 | \$ | 3,750.42   | \$ | 0.00      | \$ | 3,750.42     |
| CHCKNO | DEPT    | VENDOR                   | PONUM |    | POAMT      |    | NOAMT     |    | CHECK AMOUNT |
| 055871 | 433     | WVAGP / WV ASSOC.OF      | 42457 | \$ | 180.00     | \$ | 0.00      | \$ | 180.00       |
| 055872 | GRANT   | PAMELA HOLSTEIN-WALLACE  |       | \$ | 0.00       | \$ | 2,188.38  | \$ | 2,188.38     |
| 055873 | 413     | SHIRLEY WILT             |       | \$ | 0.00       | \$ | 310.00    | \$ | 310.00       |
| 055874 | 413     | ROBERT GRAF SR.          |       | \$ | 0.00       | \$ | 17.17     | \$ | 17.17        |
| 055874 | 413     | ROBERT GRAF SR.          |       | \$ | 0.00       | \$ | 350.00    | \$ | 350.00       |
| 055875 | 402     | ALICIA LONGERBEAM        |       | \$ | 0.00       | \$ | 9.41      | \$ | 9.41         |

| TOTALS       |                                |           |  |               |               | \$ 439,964.30 |
|--------------|--------------------------------|-----------|--|---------------|---------------|---------------|
| TOTALS       |                                |           |  | \$ 150,175.19 | \$ 289,789.11 | \$ 439,964.30 |
| DEPT         | NAME                           | DEPT AMTS |  |               |               |               |
| 401/COM      | CO. COMMISSION                 | \$        |  |               |               | 3,297.96      |
| 402/CCLK     | CO. CLERK                      | \$        |  |               |               | 9.41          |
| 403/CIR CLK  | CIRCUIT CLERK                  | \$        |  |               |               | 3,048.45      |
| 404/TAX      | TAX OFFICE                     | \$        |  |               |               | 631.62        |
| 405/PA       | PROS ATTY                      | \$        |  |               |               | 1,795.34      |
| 406/ASSR     | ASSESSORS                      | \$        |  |               |               | 2,217.79      |
| 408/GOV      | ST.COMPNET CHG BO GOV UNIT     |           |  |               |               |               |
| 412/AG       | AG AGT                         | \$        |  |               |               | 3,750.42      |
| 413/ELE      | ELECTION                       | \$        |  |               |               | 900.74        |
| 415/MAG CT   | MAGISTRATE COURT               |           |  |               |               |               |
| 415/         | GENERAL SCHOOL/CO TRANSFER     |           |  |               |               |               |
| 422/IMPACT   | IMPACT FEE OPERATIONAL DEPT    | \$        |  |               |               | 694.31        |
| 424/CTHS     | COURT HOUSE                    | \$        |  |               |               | 11,044.38     |
| 425/OB       | OTHER BUILDING                 | \$        |  |               |               | 9,941.48      |
| 428/DATAP    | DATA PROCESSING                | \$        |  |               |               | 8,606.25      |
| 430/HLS      | HOMELAND SEC                   |           |  |               |               |               |
| 431/ECON DEV | ECON DEV                       |           |  |               |               |               |
| 433/GIS      | GIS/ADDRESSING                 | \$        |  |               |               | 369.00        |
| 439/PZ       | PLANNING ZONING                | \$        |  |               |               | 4,148.18      |
| 440/ENG.     | DEPT OF ENGINEERING            | \$        |  |               |               | 194.44        |
| 451/ZONING   | ZONING DEPT                    |           |  |               |               |               |
| 700/SHRF     | SHERIFF DEPT                   |           |  |               |               |               |
| 701/SHRF     | SHERIFF DEPT                   | \$        |  |               |               | 184.62        |
| 704/WV JAIL  | ST/WV REGIONAL JAIL            | \$        |  |               |               | 117,758.00    |
| 711/OES      | EMERG SVC                      | \$        |  |               |               | 768.90        |
| 712/911      | 911 COMMUNICATION              | \$        |  |               |               | 3,724.64      |
| 716/A/C      | ANIMAL CONTROL                 | \$        |  |               |               | 782.24        |
| 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                    |           |  |               |               |               |
| GRANTS       | GRANTS                         | \$        |  |               |               | 2,932.35      |
| PAYROLL      | PAYROLL                        | \$        |  |               |               | 263,163.78    |
| TOTALS       |                                | \$        |  |               |               | 439,964.30    |

**In re: BONDING AND ACTIVITY REPORT**

There was no bonding to present. Tony Redman, Director of Planning and Zoning, appeared before the Commission to give the Planning Commission Activity Report. Mr. Redman reported on the Planning Commission scheduling a workshop to review the draft zoning ordinance.

**In re: PUBLIC COMMENT**

John Piwowarski made public comment.

**In re: LEGISLATIVE ISSUES**

The Commission discussed the Fire and EMS fees. Stephanie Grove, Assistant Prosecuting Attorney, was present and commented on the matter.

**In re: ZONING AND SUBDIVISION ORDINANCE AMENDMENTS DISCUSSION**

This matter was discussed during the Planning Commission Activity Report.

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

No action was taken on this agenda item.

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

No action was taken on this agenda item.

**In re: J. MICHAEL CASSELL, ESQ. - PROPOSED ORDINANCE AMENDMENT OF IMPACT FEES FOR AGE RESTRICTED COMMUNITIES**

J. Michael Cassell and David Leas appeared before the Commission to present a proposed amendment to the Impact Fee Ordinance for age restricted communities. Stephanie Grove, Assistant Prosecuting Attorney, and Mark Schiavone, Impact Fee Coordinator, were present and commented on the matter. After discussion, motion by Corliss, second by R. Morgan to schedule a public hearing for the proposed amendment to the Impact Fee Ordinance for age restricted communities. Motion passed by a 3-2 voted. Commissioners F. Morgan and Manuel voted no.

**In re: ROBERT RICHARD - REPORT ON CHARLES TOWN/RANSON LITTLE LEAGUE LAND IMPROVEMENT PROJECT AT SAM MICHAELS**

Robert Richard, from the Charles Town/Ranson Little League, and Dan McVicar, from the Jefferson County Parks and Recreation Commission, appeared before the Commission to request an allocation from the Land Acquisition and Improvement Fund for improvements at the Sam Michael's Park little league field. After discussion, motion by Manuel, second by Corliss that an \$85,000 dollar allocation from the Land Acquisition and Improvement Fund , voted by the Commission in 2005, be made to Jefferson County Parks and Recreation Commission for the express purpose of funding the Charles Town/Ranson Little League concession stand and light project. Said amount is to be kept in a separate account and copies of all disbursements shall be forwarded to the Jefferson County Commission for their records. Any remaining amount in the

account at the completion of the projects shall revert to the Land Acquisition and Improvement Fund. Motion carried

**In re: DAN MCVICAR - LAND ACQUISITION AND IMPROVEMENT FUND**

Dan McVicar, from the Parks and Recreation Commission, requested a further allocation from the Land Acquisition and Improvement Fund for the possible purchase of Park land. After discussion, motion by Manuel, second by F. Morgan that a \$5,000 dollar allocation from the Land Acquisition and Improvement Fund be made to the Jefferson County Parks and Recreation Commission for the purpose of review and evaluation of land for possible purchase as Park sites. Said funds shall be kept in a separate account and copies for all disbursement shall be forwarded to the Jefferson County Commission. All excess funds at the termination of the account shall revert to the Land Acquisition and Improvement Fund. Motion carried.

**In re: DOUG ESTEPP - DISCUSS EVENT AND TOUR OF THE RESTORED JEFFERSON COUNTY JAIL**

Doug Estep appeared before the Commission to discuss an event scheduled for July 18, 2008 at the restored jail. Mr. Estep reported that Country Music Star Kathy Mattea would be present for a tour of the jail building.

The Commission took a 15 minute break at 11:10 a.m.

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

Stephanie Grove, Assistant Prosecuting Attorney, appeared before the Commission to give a legal update and report. Ms. Grove reported on the status of the employee handbook, Board of Review and Equalization appeals, and the Solid Waste Authority agreement for recycling.

**In re: CHARLES B. HOWARD - PETITION FOR CLOSING, UNUSED ROADS, STREETS AND TRAVEL WAYS - CONTINUED**

Stephanie Grove, Assistant Prosecuting Attorney, updated the Commission on this agenda item. Ms. Grove reported that the Public Service District would be looking at the property on Monday. The Commission agreed to put the matter back on next week's agenda.

**In re: VLT NON-PROFIT BUDGET ALLOCATIONS FOR FISCAL YEAR 2009**

The Commission agreed to hold this matter over until next week.

**In re: SET DATE AND TIME FOR HEARINGS - ESTATE OF ROSE E. PETRUCCI AND ESTATE OF MARGUERITE PETRUCCI**

The Commission agreed to set the date for the hearings on the Estate of Rose E. Petrucci and the Estate of Marguerite Petrucci to June 12, 2008, at 10:00 a.m.

**In re: DISCUSS IMPLEMENTATION OF STAFF PERFORMANCE APPRAISALS/ EVALUATIONS (GC)**  
Commissioner Corliss presented a list of 10 criteria for the implementation of a staff performance evaluation for department heads under the County Commission. After discussion, the Commission agreed to place the matter back on the agenda for next week.

**In re: DISCUSS RETENTION OF SPECIALIZED EMPLOYMENT LAW COUNSEL TO GUIDE THE COMMISSION IN SETTING UP PERSONNEL PERFORMANCE REVIEW PROCESS (FM)**  
Motion by F. Morgan, second by R. Morgan to retain employment law counsel for the purpose of setting up a personnel performance review process. After discussion and comments from Stephanie Grove, Commissioner F. Morgan withdrew the motion. The Commission agreed to discuss scheduling performance reviews for the 4 department heads under the County Commission next week.

**In re: RENEWAL - MUTUAL AID AGREEMENT - CITY OF MARTINSBURG AND JEFFERSON COUNTY**  
Motion by R. Morgan, second by Manuel to approve the renewal of the Mutual Aid Agreement for the City of Martinsburg and Jefferson County. Motion carried.

**In re: REQUEST WRITTEN REPORT ON THE HISTORY OF THE COUNTY'S RELATIONSHIP WITH SOFTWARE SYSTEMS, INC. AND ANALYSIS OF COSTS TO TAXPAYERS FOR THAT SERVICE, IN ANTICIPATION OF PROCURING COMPETITIVE BIDDING FOR COUNTY GOVERNMENT SOFTWARE (FM)**  
Motion by F. Morgan, second by R. Morgan to direct the County Administrator to prepare a report on the history of the County's relationship with Software Systems, Inc. to include uses, cost, level of satisfaction and employee and vendor access to passwords. Motion carried. Patsy Noland, Circuit Clerk, was present and commented on the matter.

**In re: COUNTY ADMINISTRATOR REPORTS**

The County Administrator reported correspondence received from AHA concerning the ceremonies for the jail building.

The County Administrator discussed the lease for the Department of Corrections for office space in the Mason Building and the need for them to find alternate office space.

The County Administrator discussed health insurance quotes.

The County Administrator provided the Commission with copies of the expenditure report dated May 29, 2008.

**In re: COUNTY COMMISSION REPORTS**

Commissioner R. Morgan reported on the Free Clinic and their need for a new building.

Commissioner Manuel commented on the punch list for the jail building, provided by Circuit Clerk Patsy Noland. Patsy Noland and Kirk Davis were present and commented on the matter.

The Commission received the following information:

“Proposed Alternative Provisions for Consideration by the Planning Commission and the County Commission” received from the Planning Department.

Email correspondence received from John Frecker regarding Fire Risk Assessment and Mitigation Plan.

Correspondence received from Lee Snyder, President Jefferson Utilities, Inc. regarding rate increase - Shenandoah Junction, Deerfield Village and Keyes Ferry Acres.

Correspondence received from AHA regarding the re-opening ceremonies of the renovated Jefferson County Jail.

Email correspondence received from NSVRC - Tom Christoffel regarding Water Supply Planning - Drought Response - Clarke County Drought Response Plan and Code.

2008 Unofficial Results of the Primary Election received from the County Commissioners' Association of WV.

Correspondence received Patsy Noland, Circuit Clerk regarding the jail building punch list.

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

Correspondence received from the West Virginia Department of Transportation Division of Highways regarding the Statewide Transportation Improvement Program.

Harpers Ferry National Historical Park Community Bulletin received.

E-911 fees received from IDT Corporation.

E-911 fees received from ACN Communications Services, Inc.

E-911 fees received from Level 3 Communications LLC.

## **CORRESPONDENCE**

Correspondence received from George H. Burns, III regarding carnival held at Oakland Methodist Church.

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

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PRESIDENT