

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, June 5, 2008, beginning at 9:30 o'clock a.m.

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

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

In re: DISPENSE WITH READING OF MINUTES
Motion by Manuel, second by R. Morgan to dispense with the reading of the Minutes for the Special Session held on Friday, May 16, 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 29, 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 June 2, 2008, totaling \$144,832.99: 42442, 45582, 45583, 45584, 45585, 45586, 45587, 45588, 45589, 45590, 45855, 45856, 45712, 45501, 45502, 45503, 45504, 45505, 45506, 45507, 45512, 45513, 45514, 45515, 45523, 45524, 45536, 45608, 45610, 45675, 45676, 5479, 45703, 45705, 45706, 45707, 45708, 45669, 45711, 45709, 44530 and 44531. Motion carried.

In re: APPROVAL OF ACCOUNTS PAYABLE
Motion by Corliss, second by Manuel to approve the list of Accounts Payable totaling \$248,635.94 dated June 5, 2008 as presented by the County Clerk and reviewed by the County Commission. Motion carried.

CK #	Dept	Vendor	PO#	PO Amt	Amt wo PO	Ck Amt
055878	413	ALLEGHENY POWER		\$0.00	\$174.47	\$174.47
055879	425	ABH SERVICES, INC.		\$0.00	\$7,898.17	\$7,898.17
055880	412	BARDANE PUBLIC HEALTH CT		\$0.00	\$383.00	\$383.00
055880	431	BARDANE PUBLIC HEALTH CT		\$0.00	\$308.33	\$308.33
055881	716	CREAMERS AUTO SERVICE	45698	\$245.49	\$0.00	\$245.49
055882	712	CDW-GOVERNMENT INC	45534	\$238.31	\$0.00	\$238.31
055883	425	OLD CHARLES TOWN LIBRARY		\$0.00	\$1,500.00	\$1,500.00
055884	413	CHARLES TOWN COPYING SRV	45575	\$273.42	\$0.00	\$273.42
055885	401	THE CONSERVATION FUND		\$0.00	\$9,300.00	\$9,300.00
055886	402	DAYTON LEGAL BLANK	45801	\$200.75	\$0.00	\$200.75
055886	403	DAYTON LEGAL BLANK	44914	\$140.04	\$0.00	\$140.04
055887	439	DELL MARKETING LP	45672	\$1,680.88	\$0.00	\$1,680.88
055887	440	DELL MARKETING LP	45673	\$1,461.86	\$0.00	\$1,461.86
055887	451	DELL MARKETING LP	45674	\$2,923.72	\$0.00	\$2,923.72
055887	986	DELL MARKETING LP	45544	\$2,236.66	\$0.00	\$2,236.66
055888	425	DAYCON	45695	\$1,052.50	\$0.00	\$1,052.50
055889	412	SHANNA D. NICODEMUS		\$0.00	\$46.32	\$46.32
055890	433	ESRI	42456	\$6,100.00	\$0.00	\$6,100.00
055890	433	ESRI	42458	\$4,000.00	\$0.00	\$4,000.00
055891	439	FIFTH THIRD BANK	44924	\$753.95	\$0.00	\$753.95
055891	440	FIFTH THIRD BANK	45379	\$442.46	\$0.00	\$442.46
055891	440	FIFTH THIRD BANK	45380	\$198.00	\$0.00	\$198.00
055891	GRANT	FIFTH THIRD BANK	45607	\$469.99	\$0.00	\$469.99
055891	711	FIFTH THIRD BANK	45592	\$91.85	\$0.00	\$91.85
055891	403	FIFTH THIRD BANK		\$0.00	\$106.80	\$106.80
055891	413	FIFTH THIRD BANK		\$0.00	\$1,047.02	\$1,047.02
055891	413	FIFTH THIRD BANK		\$0.00	\$163.28	\$163.28
055891	433	FIFTH THIRD BANK		\$0.00	\$250.00	\$250.00
055891	433	FIFTH THIRD BANK		\$0.00	\$57.16	\$57.16

055891	433	FIFTH THIRD BANK		\$0.00	\$275.00	\$275.00
055891	439	FIFTH THIRD BANK		\$0.00	\$352.69	\$352.69
055891	439	FIFTH THIRD BANK		\$0.00	\$63.00	\$63.00
055891	440	FIFTH THIRD BANK		\$0.00	\$192.74	\$192.74
055891	700	FIFTH THIRD BANK		\$0.00	\$17.26	\$17.26
055891	700	FIFTH THIRD BANK		\$0.00	\$19.72	\$19.72
055891	711	FIFTH THIRD BANK		\$0.00	\$63.20	\$63.20
055891	712	FIFTH THIRD BANK		\$0.00	\$9.00	\$9.00
055891	712	FIFTH THIRD BANK		\$0.00	\$318.20	\$318.20
055891	712	FIFTH THIRD BANK		\$0.00	\$595.00	\$595.00
055891	712	FIFTH THIRD BANK		\$0.00	\$32.54	\$32.54
055892	433	TODD FAGAN		\$0.00	\$90.00	\$90.00
055893	PAYROLL	GUARDIAN		\$0.00	\$6,540.74	\$6,540.74
055893	PAYROLL	GUARDIAN		\$0.00	\$2,243.57	\$2,243.57
055893	PAYROLL	GUARDIAN		\$0.00	\$122,457.79	\$122,457.79
055893	PAYROLL	GUARDIAN		\$0.00	-\$0.22	-\$0.22
055894	425	GRAINGER, INC	45693	\$494.12	\$0.00	\$494.12
055895	716	HILLSIDE VETERINARY HOSP	45441	\$126.75	\$0.00	\$126.75
055896	439	KON OFFICE SOLUTIONS	45370	\$199.69	\$0.00	\$199.69
055896	439	KON OFFICE SOLUTIONS	45665	\$1,252.65	\$0.00	\$1,252.65
055896	440	KON OFFICE SOLUTIONS	45670	\$61.99	\$0.00	\$61.99
055896	980	KON OFFICE SOLUTIONS	45333	\$7,433.50	\$0.00	\$7,433.50
055896	401	KON OFFICE SOLUTIONS		\$0.00	\$272.25	\$272.25
055897	439	JEFFERSON PUBLISH CO INC	45369	\$172.94	\$0.00	\$172.94
055897	439	JEFFERSON PUBLISH CO INC	45666	\$193.42	\$0.00	\$193.42
055897	451	JEFFERSON PUBLISH CO INC	45372	\$106.54	\$0.00	\$106.54
055898	403	MATTHEW BENDER & CO	44918	\$77.85	\$0.00	\$77.85
055899	433	MSAG DATA CONSULTANTS IN	42433	\$6,962.00	\$0.00	\$6,962.00
055899	433	MSAG DATA CONSULTANTS IN		\$0.00	\$1,066.67	\$1,066.67
055900	406	N.A.D.A. APPRAISAL GUIDE	44434	\$45.00	\$0.00	\$45.00
055901	403	PATRICIA A NOLAND		\$0.00	\$396.62	\$396.62
055902	701	QUARTER MASTER	45337	\$115.92	\$0.00	\$115.92
055903	413	RAI GROUP 43, LLC		\$0.00	\$1,650.00	\$1,650.00
055904	425	RCS SECURITY	44625	\$825.00	\$0.00	\$825.00
055905	402	RECORD MANAGEMENT	45382	\$35.00	\$0.00	\$35.00
055906	402	SPECIALTY BUS SUPPLIES	45581	\$23.98	\$0.00	\$23.98
055907	408	STATE TAX DEPARTMENT		\$0.00	\$16,740.90	\$16,740.90
055908	704	WV REGIONAL JAIL	45657	\$6,935.50	\$0.00	\$6,935.50
055909	711	STAPLES CREDIT PLAN	45604	\$246.92	\$0.00	\$246.92
055909	711	STAPLES CREDIT PLAN	45605	\$1,004.93	\$0.00	\$1,004.93
055909	401	STAPLES CREDIT PLAN		\$0.00	\$61.84	\$61.84
055909	402	STAPLES CREDIT PLAN		\$0.00	\$95.23	\$95.23
055909	412	STAPLES CREDIT PLAN		\$0.00	\$81.36	\$81.36
055909	413	STAPLES CREDIT PLAN		\$0.00	\$69.98	\$69.98
055909	422	STAPLES CREDIT PLAN		\$0.00	\$90.75	\$90.75
055909	451	STAPLES CREDIT PLAN		\$0.00	\$148.18	\$148.18
055909	700	STAPLES CREDIT PLAN		\$0.00	\$3,087.78	\$3,087.78
055909	711	STAPLES CREDIT PLAN		\$0.00	\$182.61	\$182.61
055909	716	STAPLES CREDIT PLAN		\$0.00	\$3,014.38	\$3,014.38
055910	433	SHANNON-BAUM SIGNS		\$0.00	\$3,576.05	\$3,576.05
055911	975	SUMMIT COMMUNITY BANK		\$0.00	\$2,441.41	\$2,441.41
055912	711	STANTEC CONSULTNG SERVIC		\$0.00	\$7,700.00	\$7,700.00
055913	700	SHANNON R. TRAVIS	45334	\$168.00	\$0.00	\$168.00
055914	PAYROLL	TIME INSURANCE CO		\$0.00	\$305.89	\$305.89
055915	GRANT	THE ANVIL		\$0.00	\$1,250.00	\$1,250.00
055916	712	PANHANDLE ACCIDENT RECON	45535	\$1,200.00	\$0.00	\$1,200.00
055917	425	WM OF WEST VIRGINIA, INC		\$0.00	\$263.47	\$263.47
055917	425	WM OF WEST VIRGINIA, INC		\$0.00	\$454.20	\$454.20
055917	425	WM OF WEST VIRGINIA, INC		\$0.00	\$198.90	\$198.90

055917	716	WM OF WEST VIRGINIA, INC		\$0.00	\$93.30	\$93.30
055918	GRANT	PAMELA HOLSTEIN-WALLACE		\$0.00	\$395.13	\$395.13
055919	439	WV STATE BOARD OF	45374	\$100.00	\$0.00	\$100.00
055920	412	CRAIG W YOHN		\$0.00	\$202.68	\$202.68
TOTALS						\$248,635.94
DEPT		NAME		DEPT AMTS		
401/COM		CO. COMMISSION				\$9,634.09
402/CCLK		CO. CLERK				\$354.96
403/CIR CLK		CIRCUIT CLERK				\$721.31
404/TAX		TAX OFFICE				
405/PA		PROS ATTY				
406/ASSR		ASSESSORS				\$45.00
408/GOV		ST.COMPNET CHG BO GOV UNIT				\$16,740.90
412/AG		AG AGT				\$713.36
413/ELE		ELECTION				\$3,378.17
415/MAG CT		MAGISTRATE COURT				
415/		GENERAL SCHOOL/CO TRANSFER				
422/IMPACT		IMPACT FEE OPERATIONAL DEPT				\$90.75
424/CTHS		COURT HOUSE				
425/OB		OTHER BUILDING				\$12,686.36
428/DATAP		DATA PROCESSING				
430/HLS		HOMELAND SEC				
431/ECON DEV		ECON DEV				\$308.33
433/GIS		GIS/ADDRESSING				\$22,376.88
439/PZ		PLANNING ZONING				\$4,769.22
440/ENG.		DEPT OF ENGINEERING				\$2,357.05
451/ZONING		ZONING DEPT				\$3,178.44
700/SHRF		SHERIFF DEPT				\$3,292.76
701/SHRF		SHERIFF DEPT				\$115.92
704/WV JAIL		ST/WV REGIONAL JAIL				\$6,935.50
711/OES		EMERG SVC				\$9,289.51
712/911		911 COMMUNICATION				\$2,393.05
716/A/C		ANIMAL CONTROL				\$3,479.92
801/MTL HLTH		MENTAL HEALTH TRANS TO ENTITIE				
808GOV UNIT		SWA CONTRIB OTHER GOV UNIT				
975/CAP OTL		CO. CLERK / CAPITAL OUTLAY				\$2,441.41
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				\$7,433.50
983/CLK ELEC		CO CLERK ELECTION/CAP OUTLAY				
986/CAP/COMM		CO. COMMISSION/CAPITAL OUTLAY				\$2,236.66
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				\$2,115.12
PAYROLL		PAYROLL				\$131,547.77
TOTALS						\$248,635.94

In re: LEGISLATIVE ISSUES

Commissioner Surkamp commented on the Home Rule Interim Committee. Commissioner Manuel commented on the VLT Committee.

In re: BONDING AND ACTIVITY REPORT

Motion by R. Morgan, second by Manuel to approve a partial release of an Irrevocable Letter or Credit in the amount of \$146,928.00 for Michael A. Lowrey - Rock Spring Church with the County to retain \$297,524.00. Motion carried.

Tony Redman, Director of Planning and Zoning appeared before the Commission to give the Planning Activity Report. Mr. Redman commented on the Zoning Ordinance.

In re: ZONING AND SUBDIVISION ORDINANCE AMENDMENTS DISCUSSION

This matter was discussed during the Planning Commission Activity Report.

In re: LARRY NEAL - BRIAR RUN PHASE III

Larry Neal appeared before the Commission to give Public Comment. By consensus, the Commission agreed to turn this matter into an agenda appointment. Mr. Neal commented on the intent of a Management Firm soliciting information from home owners of Briar Run Phase III to vote to annex Briar Run Phase III to the City of Ranson. The Commission agreed to refer this matter to the County Commission legal counsel.

In re: PUBLIC COMMENT

John Piwowarski made public comment.

In re: PATSY NOLAND, CIRCUIT CLERK - REQUEST FOR FUNDS TO COMPLETE JAIL HOUSE ANNEX PUNCH LIST

Patsy Noland, Circuit Clerk was unable to attend the scheduled agenda appointment. Kirk Davis, Capital Projects Manager was present and reported on the Jail House Annex punch list. Mr. Davis informed the Commission that he would like to discuss this again next week. For the record, the County Clerk was present and made comments.

In re: ROBERT BURCH - BURCH MANOR SUBDIVISION STORM WATER MANAGEMENT

Robert Burch appeared before the Commission to discuss the Burch Manor Subdivision storm water management. After discussion, the Commission agreed to place this matter on next week's agenda.

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: KAREN OLDEN - FIDUCIARY MATTERS - ESTATE OF ANNABELLE BALLENGER

Karen Olden, Probate Deputy Clerk appeared before the Commission to request an extension for filing of the report for the Estate of Annabelle Ballenger. Motion by Manuel, second by R. Morgan to approve the extension until June 9, 2008 to file the report for the Estate of Annabelle Ballenger due to a clerical error with the Fiduciary Commissioner. Motion carried.

The Commission took a break at 10:35 a.m. The Commission reconvened at 10:45 a.m.

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

The Commission discussed the VLT non-profit budget allocations for Fiscal Year 2009. After discussion, the Commission agreed to place this item on next week's agenda.

In re: GENERAL FUND BUDGET REVISION

Motion by Manuel, second by Corliss to approve the following General Fund Budget Revision and Resolution: Motion carried.

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 5th day of June, 2008, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on budget revision number 4, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by Manuel, and duly seconded by Corliss, the vote was as follows:

Frances B. Morgan	<u>YES</u>
A.M.S. Rusty Morgan	<u>YES</u>
Gregory A. Corliss	<u>YES</u>
Dale Manuel	<u>YES</u>
James T. Surkamp	<u>YES</u>

Whereupon, Commissioner Morgan declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Frances B. Morgan, President of the Jefferson County Commission, is authorized to affix her signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

/s/

Frances B. Morgan, President

In re: COAL SEVERANCE BUDGET REVISION

Motion by Manuel, second by F. Morgan to approve the following Coal Severance Fund Budget Revision and Resolution: Motion carried.

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 5th day of June, 2008, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, as shown on coal severance budget revision number 2, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by Manuel, and duly seconded by F. Morgan, the vote was as follows:

Frances B. Morgan	<u>YES</u>
A.M.S. Rusty Morgan	<u>YES</u>
Gregory A. Corliss	<u>YES</u>
Dale Manuel	<u>YES</u>
James T. Surkamp	<u>YES</u>

Whereupon, Commissioner Morgan declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Frances B. Morgan, President of the Jefferson County Commission, is authorized to affix her signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

/s/

Frances B. Morgan, President

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

Jennifer Maghan, County Clerk appeared before the Commission to request approval of a Depository Bond from Jefferson Security Bank. Motion by Manuel, second by Corliss to approve the Depository Bond for the County Commission of Jefferson County, West Virginia effective July 1, 2008 through June 30, 2009 as required by the State Code of West Virginia in the amount of \$750,000.00 and reviewed by the Prosecuting Attorney. Motion carried.

Ms. Maghan discussed the departmental budget revision that she will present at next week's meeting.

Ms. Maghan also reported on the installation of the new recording and indexing software and the problem with the current vendor. The Commission agreed to direct legal counsel to review the matter.

In re: STEPHANIE GROVE - LEGAL UPDATE AND REPORT

Stephanie Grove, Assistant Prosecuting Attorney appeared before the Commission to give the weekly legal update and report. Ms. Grove reported on the following:

- Distributed the To Do List
- Public Service Commission court cases
- Meadowbrook hook-up court case
- Jefferson County Cooperative Recycling Agreement
- Petition for Closing, Unused Roads, Streets and Travel Ways

In re: JEFFERSON COUNTY COOPERATIVE RECYCLING AGREEMENT

Motion by R. Morgan, second by Corliss to approve the Jefferson County Cooperative Recycling Agreement contingent upon minor changes as recommended by legal counsel. Motion carried.

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

Motion by R. Morgan, second by Corliss to approve the Petition for Closing, Unused Roads, Streets and Travel Ways - In the Matter of Bruce P. Moler. Motion passed by a 4-1 vote. Commissioner F. Morgan voted no.

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

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

RESOLUTION

The Jefferson County Commission met on the 5th day of June, 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 provision of the Governor's Community Participation Program. This project is to assist in the purchase of office equipment/copier to maintain current technological capabilities for the Good Shepherd Interfaith Volunteer Caregivers.

/s/
Frances B. Morgan, Commission President

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

Motion by Manuel, second by Corliss to approve the Contract, Agreement and Resolution for the Governor's Community Participation Program for the Good Shepherd Interfaith Volunteer Caregivers. Motion carried.

RESOLUTION

WHEREAS, The Jefferson County Commission has agreed to assist the Good Shepherd Interfaith Volunteer Caregivers in the purchase of computers, medical equipment, and education materials with funds made available through the Governor's Community Participation Grant award and the West Virginia Development Office in the amount of \$5,000.

NOW, THEREFORE BE IT RESOLVED, that the Jefferson County Commission does hereby accept the conditions of the contract between the West Virginia Development Office and the Jefferson County Commission and does hereby authorize the signatures of the President of the Commission.

/s/
Frances B. Morgan, Commission President

In re: APPROVAL OF AGREEMENT AND RESOLUTION - GOVERNOR'S COMMUNITY PARTICIPATION PROGRAM - MORGAN'S GROVE PARK

Motion by Manuel, second by Surkamp to approve the Resolution for the Governor's Community Participation Program for Morgan's Grove Park. Motion carried.

RESOLUTION

The Jefferson County Commission met on the 5th day of June, 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 as the administrator of any grant funds provided by the West Virginia Development Office and has legal authority to apply for the Community Participation Program grant in the amount of \$2,000. The funds from this project will be used for upgrades on the parking lots and walking path at the Morgan's Grove Park.

/s/
Frances B. Morgan, Commission President

In re: JAIL OPENING CELEBRATION COMMITTEE APPOINTMENTS

The Commission agreed to send letters to Carol Gallant, Sue Collins, Matthew Grove, Randy Hilton, Peter Corum, and Jim Whipple and advise them that they have been appointed to serve on the Jail Opening Celebration Committee and that Mr. Hilton would be appointed as Chairman. The Commission also agreed to appoint additional people to the Committee if they are interested in serving.

In re: HEALTH INSURANCE QUOTE ANALYSIS

Leslie D. Smith, County Administrator distributed a spreadsheet with Health Insurance information. The Commission agreed to place this item on next week's agenda.

In re: CURRENT AND PLANNED HANDICAP ACCESSIBILITY TO COUNTY OFFICES (GC)

Commissioner Corliss discussed the current and planned handicap accessibility for County Offices. Motion by Manuel, second by Corliss that signage that indicates points of access for disabled citizens be installed at all County facilities as soon as possible and that said signage is consistent with ADA requirements. Motion carried. Kirk Davis, Capital Projects Manager was present and made comments. Mr. Davis reported that he will bring back a long-term plan and review with costs to the Commission in 2 weeks. For the record, Ginger Bordier, Assessor was present and made comments.

In re: DISCUSS IMPLEMENTATION OF STAFF PERFORMANCE APPRAISALS/EVALUATIONS

The Commission discussed the implementation of Staff Performance Appraisals/ Evaluations. The Commission agreed to place this item on next week's agenda.

In re: COUNTY ADMINISTRATOR REPORTS

The County Administrator reported on the E911 Advisory Board and the 911 Fee.

In re: COUNTY COMMISSION REPORTS

Commissioner F. Morgan reported on the Public Service District meeting she attended. Commissioner Surkamp commented on the email he received regarding the Animal Welfare Society.

The Commission received the following information:

Notice of Public Hearing on Wednesday, June 25th, 2008 at 7:00 p.m. for public comments on proposed amendments to the Impact Fee Procedures Ordinance.

Appointment to be made to the Building Commission on June 19, 2008.

Appointments to be made to the following on July 3, 2008:

- Solid Waste Authority
- Board of Health
- Harpers Ferry/Bolivar Public Service District
- Parks and Recreation Commission
- Summit Point Library Committee
- Eastern Panhandle Regional Planning and Development Council
- West Virginia Easter Panhandle Transportation Authority

Memorandum received from the Departments of Planning and Zoning concerning Subdivision Review Panel Notice online posting.

Notice received from the County Clerk of AFLAC open enrollment schedule.

Correspondence received from Jefferson Utilities, Inc. concerning a revised Tariff Form 8A.

Correspondence received from the Division of Criminal Justice Services concerning the 2008 VOCA Assistance grant application.

Correspondence received from Comcast concerning call center hours.

Meeting minutes received from the Panhandle Transit Authority.

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

Impact Fee Status Report received for May 2008.

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

CORRESPONDENCE

Information received from John Piwowarski.

Correspondence received from Edward E. Dunleavy concerning the proposed zoning ordinance.

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

/s/

Frances B. Morgan, Commission President

