

**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, June 12, 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 R. Morgan conducted the Pledge of Allegiance

**IN RE: APPROVAL OF MINUTES**  
Motion by Manuel, second by R. Morgan to dispense with the reading of the Minutes for the meeting held on Thursday, June 5, 2008 and to approve the Minutes as amended.

**IN RE: APPROVAL OF PURCHASE ORDERS**  
Motion by R. Morgan, second by Corliss to approve the following Purchase Orders for the week of June 12, 2008 totaling \$171,783.26: 45718, 44400, 45901, 45902, 45903, 44911, 45803, 45806, 45807, 45864, 45865, 45866, 45658, 45546, 45075, 45683, 45677, 45006, 45007, 45008, 45715, 45678, 45273, 45274, 45545, 45850, 45339, 45342, 44533, 45667, 45679, 45680, 45681, 45682 and 45685. Motion carried.

**IN RE: MOMENT OF SILENCE**  
The Commission observed a "Moment of Silence" for 6-year Justin who lost his life in a drowning accident on the Shenandoah River in Jefferson County on Sunday, June 8, 2008.

**IN RE: LEGISLATIVE ISSUES**  
Commissioner Manuel reported on the legislative status of rules governing the distribution of video lottery funds.  
Leslie D. Smith, County Administrator reported on her discussions with Vivian Parsons regarding video lottery fund distribution and home rule committee.

**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: 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 \$559,343.00 for the William H. Scott Inter Vivos Trust – Summit Point Tactical Training Center with the County to retain \$137,560.00. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by R. Morgan, second by Manuel to approve the complete release of an irrevocable letter of credit in the amount of \$197,314.00 for Summit Point Automotive Research Center, LLC. Motion carried.

Mr. Goodwin reported on various ongoing projects at Summit Point Tactical Training Center.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Manuel, second by Corliss to approve the partial release of an irrevocable letter of credit in the amount of \$147,659.00 for Michael A. Lowrey – Rock Spring Church with the County to retain \$149,865.00. Motion carried.

Commissioner Surkamp inquired about Mr. Goodwin's review of the Dunn Engineering Executive Summary recently received regarding the Mountain Water System study. Mr. Goodwin reported on the various correspondence he has received from Dunn Engineering and that he will be drafting a report for Commission review at a later date.

**IN RE: BURCH MANOR SUBDIVISION STORM WATER MANAGEMENT**  
Kirk Davis, Capital Projects Manager appeared before the Commission to provide a status report on the construction phases of the Burch Manor Subdivision Storm Water Management system. Mr. Davis reported he is awaiting approval for Contractors to finalize the Project.

Chief County Engineer Roger Goodwin was present and provided a status report of all construction phases at Burch Manor Subdivision.

Tony Redman, Director of Planning and Zoning was present for comments and reported on the County's Bonding requirements and policy and bonding responsibilities of the Engineering Department.

Mr. Robert Burch was present to express his concerns with the status of construction for the Burch Manor Subdivision Storm Water Management System.

Motion by Manuel, second by F. Morgan that the Commission approve the installation of the Burch Manor Subdivision Storm Water Management System as reported by Mr. Goodwin to resolve the outstanding bond of Burch Manor Subdivision. Motion carried.

**IN RE: ZONING AND SUBDIVISION ORDINANCE AMENDMENT DISCUSSION**

Tony Redman, Director of Planning and Zoning appeared before the Commission for a status report of the Planning Commission's review and recommendations of the Zoning Ordinance Amendments. Mr. Redman presented the Commission with copies of the Planning Commission's redline revisions and recommendations.

**IN RE: PUBLIC COMMENT**

Lana England appeared before the Commission to express her concerns with regard to two cases of Feline Infectious Peritonitis at the local Animal Welfare Society.

**IN RE: JOHN DORSEY – ESTATE OF ROSE E. PETRUCCI AND ESTATE OF MARGUERITE PETRUCCI – PROPOSED AGREEMENT REGARDING THE DISPOSITION OF ASSETS**

John Dorsey, Esquire, appeared before the Commission to request approval of a Proposed Agreement regarding the Disposition of Assets for the Estate of Rose E. Petrucci and Marguerite Petrucci.

Mr. Dorsey reported on the history of the Petrucci Estates and presented the Commission with the agreement for their review and consideration. Mr. Dorsey reported on a necessary amendment needed to the Agreement that will include direct deposit of funds into the beneficiaries account with the Bank of Charles Town.

The Commission agreed by consensus that Mr. Dorsey make the necessary amendments to the Agreement for Commission review and approval later in today's session.

**IN RE: BARBARA MILLER – STORM DAMAGE UPDATE, CWID EXERCISE UPDATE AND APPROVAL OF DRAFT RISK ASSESSMENT**

Barbara Miller, Director of the Jefferson County Office of Homeland Security and Emergency Management appeared before the Commission to provide a Storm Damage update from June 4, 2008, a CWID exercise update and to request approval of the 2008 draft Risk Assessment Plan.

Ms. Miller presented the Commission with photographs of areas within Jefferson County that suffered property damage as a result of the June 4, 2008 storm. Ms. Miller reported on power outages, property losses and other public safety issues resulting from the storm. Ms. Miller also reported on the City of Ranson's request to the Governor to declare the area a State of Emergency.

Commissioner Corliss commended Ms. Miller and her staff for their hard work and dedication to the County during the storm.

Lt. Tom Hansen from the Jefferson County Sheriff's Office was present for comments.

Ms. Miller reported on the scenarios of the upcoming CWID exercise scheduled to take place June 17 & 18, 2008. Ms. Miller discussed the roles and responsibilities of Jefferson County officials and other Emergency Management officials from neighboring jurisdictions as part of the CWID exercise.

Commissioner Corliss recommended a Commissioner be present for the exercise and requested Ms. Miller provide a schedule of events.

Ms. Miller referenced the draft Risk Assessment Plan that was presented to the Commission in their agenda packets and requested approval of the plan. Motion by Manuel, second by R. Morgan to approve the 2008 Risk Assessment Plan for Jefferson County as presented by Ms. Miller. Motion carried.

**IN RE: KIRK DAVIS – COUNTY CONSTRUCTION PROJECTS CHANGE ORDERS**

Kirk Davis, Capital Projects Manager appeared before the Commission to request approval of various change orders for current County Construction Projects. Mr. Davis reported on the specifications of the change orders.

Motion by Manuel, second by Corliss to approve the Change Order for the new Sheriff's Building and the Bardane Maintenance facility as presented by Mr. Davis. Motion carried.

Lt. Tom Hansen from the Jefferson County Sheriff's Office was present for comments.

Motion by Manuel, second by Corliss to approve the Change Order for the Jailhouse project in the amount of \$5,700.00 as presented by Mr. Davis. Motion carried.

**The Commission took a 10 minute break at 10:55 a.m.**

**IN RE: JOHN SIDOR AND BOB REYNOLDS – PLANNING COMMISSION RECOMMENDATIONS ON DRAFT ZONING ORDINANCE**

On behalf of Mr. Sidor and Mr. Reynolds, Mr. Tony Redman, Director of Planning and Zoning appeared before the Commission with a presentation and report of the Planning Commission's recommendations for the draft Zoning Ordinance. Mr. Redman provided clarification of all proposed amendments.

Commissioner Surkamp reported on the Planning Commission meeting on June 10, 2008 that he attended.

Mr. Redman reported on amendments made by the Planning Commission as a result of recommendations received from Cam Tabb and Ronda Lehman.

Motion by Corliss to approve and accept the Zoning Ordinance recommendations of the Planning Commission and resend the draft document to the Planning Commission for final review and recommendations for a public hearing. Motion died due to lack of a second.

James Casimiro, Assistant Prosecuting Attorney was present for comments.

Motion by Corliss, second by Manuel to amend the Draft Zoning Ordinance to include all recommendations from the Planning Commission for further County Commission review and reconsideration. Motion carried.

Motion by Surkamp, second by F. Morgan to forward the amended Zoning Ordinance to the Planning Commission for their recommendations for a public hearing. Motion carried by a 4-1 vote; Commissioner Manuel voted no.

**IN RE: JOHN DORSEY – ESTATE OF ROSE E. PETRUCCI AND ESTATE OF MARGUERITE PETRUCCI – PROPOSED AGREEMENT REGARDING THE DISPOSITION OF ASSETS – CONTINUED**

John Dorsey, Esquire, reappeared before the Commission to request approval of the amended agreement regarding the Disposition of Assets for the Estate of Rose E. Petrucci and Marguerite Petrucci for Commission review and approval.

Motion by R. Morgan, second by Manuel to approve the Agreement regarding the Disposition of Assets for the Estate of Rose E. Petrucci and Marguerite Petrucci. Motion carried.

**IN RE: CAM TABB - DISCUSSION ON FARM USE PROPERTY ASSESSMENTS AND WV CODE §11-3-27**

Mr. Cam Tabb appeared before the Commission to request guidance with regard to Farm Use Property Assessments conducted by the Jefferson County Assessor.

Mr. Tabb expressed concerns with erroneous assessments reporting that his discussions with officials from the Jefferson County Assessor's office and the Jefferson County Prosecuting Attorney's office do not coincide with discussions he had with WV State Tax officials.

Mr. Tabb expressed his concerns with specifications of farm land and farm use property assessments. Mr. Tabb presented the Commission with the review document for his property as generated by the Assessor's office.

Mike Thompson, Prosecuting Attorney was present for comments. Mr. Thompson reported on the legalities and procedures of WV Code §11-3-27 and further reported on the legal responsibilities of his staff and the County Commission sitting as the Board of Review and Equalization.

The Commission agreed by consensus to table this matter until Mr. Tabb schedules a hearing with the Commission.

**IN RE: APPROVAL OF FINANCIAL ACCOUNTING ADJUSTMENTS**

Jennifer S. Maghan, County Clerk presented the Commission with the Financial Accounting Adjustments report from Paul Shroyer for their review and approval. Ms. Maghan provided an explanation of all fund balance adjustments as determined by Mr. Shroyer.

Motion by R. Morgan, second by Corliss to approve the Financial Accounting Adjustments as presented. Motion carried.

**IN RE: JENNIFER S. MAGHAN – COUNTY CLERK'S REPORT**

Jennifer S. Maghan, County Clerk appeared before the Commission for the weekly County Clerk's report.

Ms. Maghan presented the Commission with two Depository Bonds for approval. Ms. Maghan reported on Mike Thompson's review and approval of the bonds.

Motion by Manuel, second by R. Morgan to approve and accept the Depository Bond from Bank of Charles Town in the amount of \$16.5 million as presented. Motion carried.

Motion by R. Morgan, second by Manuel to approve and accept the Depository Bond from BB&T Bank in the amount of \$5 million as presented. Motion carried.

**IN RE: BUDGET REVISION – COUNTY CLERK ELECTIONS**

Jennifer S. Maghan, County Clerk appeared before the Commission to request approval of a budget revision in order to cover Election expenses.

Motion by Manuel, second by R. Morgan to approve Ms. Maghan's budget revision request as presented to cover election expenses. Motion carried.

**IN RE: HEALTH INSURANCE QUOTE ANALYSIS**

Jennifer S. Maghan, County Clerk requested that the Commission clarify the coverage in any additional expenses to county employees. The Commission reported that per policy that they will pay for half of family benefits coverage for county employees.

Leslie D. Smith, County Administrator reported on the quote differentials received from various Health Insurance vendors.

The Commission agreed to place this matter on next week's agenda for further consideration.

**IN RE: VICTOR E. UNRUH – REQUEST FOR REFUND OF BUILDING PERMIT FEES**

Victor E. Unruh appeared before the Commission to request a refund of building permit fees previously paid to the Department of Engineering upon withdrawal of his permit request.

Motions by R. Morgan, second by Manuel to refund Mr. Unruh's building permit fees in the amount of \$668.46. Motion carried.

**IN RE: APPROVAL OF ACCOUNTS PAYABLE**

Motion by F. Morgan, second by Manuel to approve the list of Accounts Payable totaling \$295,967.16 dated June 12, 2008 contingent upon Commissioner Manuel's review and approval as presented by the County Clerk. Motion carried.

CK#	Dept	Vendor	PO#	PO Amt	Amt wo PO	Ck Amt
055923	712	APCO INTERNATIONAL INC	45074	\$289.00	\$0.00	\$289.00
055924	424	AT&T		\$0.00	\$0.79	\$0.79
055925	425	BATTERY MART	45699	\$34.95	\$0.00	\$34.95
055926	PAYROLL	CHILD SUPPORT BUREAU		\$0.00	\$72.00	\$72.00
055927	425	B-K OFFICE SUPPLY INC	45705	\$414.00	\$0.00	\$414.00
055928	424	BOLAND SERVICES	45112	\$166.00	\$0.00	\$166.00
055928	425	BOLAND SERVICES	45112	\$427.00	\$0.00	\$427.00
055928	425	BOLAND SERVICES	45163	\$385.00	\$0.00	\$385.00
055929	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$62.31	\$62.31
055930	PAYROLL	BUREAU F/CHILD SPRT ENF		\$0.00	\$212.31	\$212.31
055931	716	BLUE RIDGE VETERINARY	45704	\$15.90	\$0.00	\$15.90
055932	404	CASTO & HARRIS INC	44530	\$1,074.50	\$0.00	\$1,074.50
055933	440	*CREAMERS AUTO SERVICE	45713	\$12.00	\$0.00	\$12.00
055933	700	*CREAMERS AUTO SERVICE	45710	\$97.34	\$0.00	\$97.34
055933	712	*CREAMERS AUTO SERVICE	45713	\$12.00	\$0.00	\$12.00
055934	424	CHARLES TOWN WATER		\$0.00	\$94.12	\$94.12
055934	425	CHARLES TOWN WATER		\$0.00	\$727.48	\$727.48
055935	712	CDW-GOVERNMENT INC	45068	\$260.89	\$0.00	\$260.89
055936	413	CHARLES TOWN COPYING	45589	\$411.42	\$0.00	\$411.42
055937	PAYROLL	CHILD SUPPORT ENFORCE AG		\$0.00	\$23.07	\$23.07
055938	425	DAYCON	45706	\$345.83	\$0.00	\$345.83
055939	401	DUNN ENGINEERS, INC		\$0.00	\$2,125.00	\$2,125.00
055940	440	DAMIEN DAVIS		\$0.00	\$69.21	\$69.21
055941	PAYROLL	EQUITABLE THE EQUIVEST		\$0.00	\$15.00	\$15.00
055942	712	EARTHLINK INC		\$0.00	\$21.95	\$21.95
055943	412	FRONTIER		\$0.00	\$457.33	\$457.33
055943	415	FRONTIER		\$0.00	\$331.23	\$331.23
055943	424	FRONTIER		\$0.00	\$13,684.28	\$13,684.28
055943	712	FRONTIER		\$0.00	\$3,873.56	\$3,873.56
055944	GRANT	GOOD SHEPHERD CARE		\$0.00	\$5,000.00	\$5,000.00
055945	433	IKON OFFICE SOLUTIONS	42442	\$198.01	\$0.00	\$198.01
055946	PAYROLL	ING		\$0.00	\$535.00	\$535.00
055947	402	JEFFERSON PUBLISH CO INC	45856	\$582.58	\$0.00	\$582.58
055947	404	JEFFERSON PUBLISH CO INC	44531	\$4,816.97	\$0.00	\$4,816.97
055947	716	JEFFERSON PUBLISH CO INC	45095	\$45.66	\$0.00	\$45.66
055947	413	JEFFERSON PUBLISH CO INC		\$0.00	\$243.75	\$243.75
055948	GRANT	JEFFERSON CO FAIR ASSOC	45610	\$250.00	\$0.00	\$250.00
055949	413	JEFFERSON UTILITIES INC		\$0.00	\$18.00	\$18.00
055949	425	JEFFERSON UTILITIES INC		\$0.00	\$234.00	\$234.00
055950	413	JEFFERSON CO SCHOOLS	45586	\$700.00	\$0.00	\$700.00
055951	PAYROLL	JEFFERSON SECURITY BANK		\$0.00	\$4,633.00	\$4,633.00
055952	GRANT	JC BLACK HISTORY		\$0.00	\$2,350.00	\$2,350.00
055953	700	LAW ENFORCEMENT SYS INC	45340	\$78.00	\$0.00	\$78.00
055954	712	LANGUAGE LINE SERVICES		\$0.00	\$129.82	\$129.82
055955	402	MATTHEW BENDER & CO	45863	\$54.80	\$0.00	\$54.80
055956	412	JUDITH A MATLICK		\$0.00	\$189.09	\$189.09
055957	PAYROLL	COMPTROLLER OF MD		\$0.00	\$640.59	\$640.59
055958	700	MCKINNEY'S AUTO REPAIR	45709	\$864.75	\$0.00	\$864.75

055959	424	VERIZON BUSINESS		\$0.00	\$1,109.63	\$1,109.63
055960	PAYROLL	MD Child Support Account		\$0.00	\$140.00	\$140.00
055961	402	MAXLOCK LOCKSMITH SERV	45855	\$125.00	\$0.00	\$125.00
055962	711	MASON-DIXIE FIRE EQUIP	45608	\$295.00	\$0.00	\$295.00
055963	PAYROLL	NATIONWIDE RETIREMENT		\$0.00	\$765.21	\$765.21
055964	716	NATIONAL ANIMAL CNRL	45085	\$125.00	\$0.00	\$125.00
055965	402	PIFER OFFICE SUPPLY, INC	45582	\$100.95	\$0.00	\$100.95
055965	403	PIFER OFFICE SUPPLY, INC		\$0.00	\$91.61	\$91.61
055966	403	CT POSTMASTER		\$0.00	\$70.00	\$70.00
055966	424	CT POSTMASTER		\$0.00	\$316.00	\$316.00
055967	430	PLANNING COMM JOURNAL	45669	\$150.00	\$0.00	\$150.00
055968	700	EVELYN J. PARTLOW	45341	\$60.00	\$0.00	\$60.00
055969	424	LANDMARK ELEVATOR INC.	43757	\$240.00	\$0.00	\$240.00
055970	425	RCS SECURITY	45703	\$260.00	\$0.00	\$260.00
055971	424	RETIREE HLTH BENEFIT TRS		\$0.00	\$8,265.00	\$8,265.00
055972	404	SHERIFF OF JEFFERSON CO	44532	\$10.30	\$0.00	\$10.30
055973	976	SOFTWARE SYSTEMS, INC	44916	\$4,678.40	\$0.00	\$4,678.40
055973	401	SOFTWARE SYSTEMS, INC		\$0.00	\$559.50	\$559.50
055973	402	SOFTWARE SYSTEMS, INC		\$0.00	\$1,097.50	\$1,097.50
055973	403	SOFTWARE SYSTEMS, INC		\$0.00	\$915.00	\$915.00
055973	700	SOFTWARE SYSTEMS, INC		\$0.00	\$183.00	\$183.00
055974	GRANT	SOUTH JEFFERSON PUBLIC		\$0.00	\$12,449.90	\$12,449.90
055975	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$7,989.62	\$7,989.62
055975	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$34,162.72	\$34,162.72
055975	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$42.16	\$42.16
055975	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$9.86	\$9.86
055976	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$30,787.75	\$30,787.75
055976	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$23.81	\$23.81
055977	993	SWAB WAGON COMPANY	40244	\$10,340.00	\$0.00	\$10,340.00
055978	406	SHEETZ FLEET FUELING		\$0.00	\$380.64	\$380.64
055978	422	SHEETZ FLEET FUELING		\$0.00	\$50.88	\$50.88
055978	424	SHEETZ FLEET FUELING		\$0.00	\$2,165.75	\$2,165.75
055978	440	SHEETZ FLEET FUELING		\$0.00	\$545.21	\$545.21
055978	700	SHEETZ FLEET FUELING		\$0.00	\$11,525.64	\$11,525.64
055978	711	SHEETZ FLEET FUELING		\$0.00	\$340.73	\$340.73
055978	712	SHEETZ FLEET FUELING		\$0.00	\$447.99	\$447.99
055978	716	SHEETZ FLEET FUELING		\$0.00	\$834.00	\$834.00
055979	425	SHEN VALLEY WATER		\$0.00	\$593.80	\$593.80
055980	711	STANTEC CONSULTNG SERV		\$0.00	\$3,175.00	\$3,175.00
055981	424	THOMASSEN FORD MERCURY	45712	\$135.15	\$0.00	\$135.15
055981	700	THOMASSEN FORD MERCURY	45711	\$128.02	\$0.00	\$128.02
055982	PAYROLL	TREASURER OF VIRGINIA		\$0.00	\$161.51	\$161.51
055983	425	HAGEMEYER	45479	\$474.21	\$0.00	\$474.21
055984	402	UNITED SYS & SOFT		\$0.00	\$184.00	\$184.00
055984	403	UNITED SYS & SOFT		\$0.00	\$157.00	\$157.00
055985	424	US POSTAL SERVICE		\$0.00	\$20,000.00	\$20,000.00
055986	425	VALLEY HARDWARE CO	45477	\$39.97	\$0.00	\$39.97
055987	PAYROLL	CHASE BANK TEXAS		\$0.00	\$100.00	\$100.00
055988	716	VALLEY PET CEMETERY		\$0.00	\$114.00	\$114.00
055989	424	WV BD O/RISK-INS MGT-#31		\$0.00	\$86,650.00	\$86,650.00
055990	989	WVU	45002	\$3,912.90	\$0.00	\$3,912.90
055991	401	WVNET		\$0.00	\$16.67	\$16.67
055992	402	XEROX COPORATION	45584	\$891.68	\$0.00	\$891.68
055993	413	VIOLET LOWERY		\$0.00	\$300.00	\$300.00
<b>TOTALS</b>				<b>\$33,503.18</b>	<b>\$262,463.98</b>	<b>\$295,967.16</b>

<b>Department</b>	<b>Name</b>	<b>Dept Amt</b>
401/COM	CO. COMMISSION	\$2,701.17
402/CCLK	CO. CLERK	\$3,036.51
403/CIR CLK	CIRCUIT CLERK	\$1,233.61
404/TAX	TAX OFFICE	\$5,901.77
405/PA	PROS ATTY	
406/ASSR	ASSESSORS	\$380.64
408/GOV	ST.COMPNET CHG BO GOV UNIT	
412/AG	AG AGT	\$646.42
413/ELE	ELECTION	\$1,673.17
415/MAG CT	MAGISTRATE COURT	\$331.23
415/	GENERAL SCHOOL/CO TRANSFER	
422/IMPACT	IMPACT FEE OPERATIONAL DEPT	\$50.88
424/CTHS	COURT HOUSE	\$132,826.72
425/OB	OTHER BUILDING	\$3,936.24
428/DATAP	DATA PROCESSING	
430/HLS	HOMELAND SEC	\$150.00
431/ECON DEV	ECON DEV	
433/GIS	GIS/ADDRESSING	\$198.01
439/PZ	PLANNING ZONING	
440/ENG.	DEPT OF ENGINEERING	\$626.42
451/ZONING	ZONING DEPT	
700/SHRF	SHERIFF DEPT	\$12,936.75
701/SHRF	SHERIFF DEPT	
704/WV JAIL	ST/WV REGIONAL JAIL	
711/OES	EMERG SVC	\$3,810.73
712/911	911 COMMUNICATION	\$5,035.21
716/A/C	ANIMAL CONTROL	\$1,134.56
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	\$4,678.40
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	\$3,912.90
993/CAP/AC	ANIMAL CONTROL/CAP OUTLAY	\$10,340.00
ALLOC	ALLOCATIONS	
GRANTS	GRANTS	\$20,049.90
PAYROLL	PAYROLL	\$80,375.92
<b>TOTALS</b>		<b>\$295,967.16</b>

**IN RE: REQUEST FOR FUNDS TO COMPLETE JAIL HOUSE PUNCH LIST**

Kirk Davis, Capital Project Manager appeared before the Commission with an additional change order for the Jail Annex Project in the amount of \$14,000.00 for Commission review and consideration. Motion by Manuel, second by F. Morgan to approve the Change Order in the amount of \$14,000.00 for the Jail Annex Project as presented. Motion carried by a 4-1 vote; Commissioner Corliss voted no.

Mr. Davis reported on the construction of handicap signage and building access for the Jail Annex. After discussion, motion by Corliss, second by Manuel to authorize Mr. Davis to consult with Architects with regard to handicap signage and building access for the Jail Annex in order to meet ADA compliancy. Motion carried.

**IN RE: VLT NON-PROFIT BUDGET ALLOCATIONS FOR FISCAL YEAR 2009**

The Commission agreed to table this matter until next week.

**IN RE: DISCUSS IMPLEMENTATION OF STAFF PERFORMANCE APPRAISALS/EVALUATIONS**

The Commission agreed to table this matter until next week.

**IN RE: JAIL OPENING CELEBRATION COMMITTEE APPOINTMENTS**

The Commission agreed to table this matter until next week.

**IN RE: APPROVAL OF MEMORANDUM OF UNDERSTANDING – RACK SPACE AND BASIC EQUIPMENT SERVICE**

Motion by Manuel, second by F. Morgan to approve the Memorandum of Understanding for rack space and basic equipment service. Motion carried.

**IN RE: REQUEST FOR USE OF COUNTY COMMISSION MEETING ROOM AND LIBRARY MEETING ROOM – JOHN BROWN SUMMER INSTITUTE FOR TEACHERS**

Motion by Manuel, Second by R. Morgan to approve the request by John Brown Summer Institute for Teachers for use of the County Commission meeting room and Library meeting room contingent upon scheduling and state fire code compliance. Motion carried.

**IN RE: PAN-TRAN FUNDING IN LIGHT OF GAS CRISIS (JS)**

The Commission agreed to table this matter until next week.

**IN RE: JOHNSONTOWN ROAD MEYERSTOWN ROAD STREET NAME CHANGE – PROGRESS REPORT (JS)**

Leslie D. Smith, County Administrator provided a progress report as received from Jeff Polczynski, Communications Director on the name changes of Johnstown Road and Meyerstown Road.

**IN RE: ANIMAL WELFARE SOCIETY EMAIL (JS)**

Commissioner Surkamp agreed to table this matter until next week.

**IN RE: COUNTY ADMINISTRATOR REPORTS**

Leslie D. Smith, County Administrator requested Commission direction with regard to meeting on July 3, 2008. The Commission agreed to place this matter on next week's agenda.

Leslie D. Smith, County Administrator presented the Commission with the draft Resolution by Ralph Lorenzetti for Commission's approval and signature in recognition of Michael D. Thompson's dedication and service to Jefferson County. After further review, motion by Corliss, second by Manuel to approve the Resolution as amended by Leslie D. Smith, County Administrator. Motion carried.

Commissioner Corliss expressed an interest in adopting a Resolution in support of County wide energy conservation with consideration to rising energy costs. The Commission agreed to put this matter on next week's agenda.

**IN RE: COUNTY COMMISSION REPORTS**

The Commission provided no reports for the week of June 12, 2008.

**IN RE: LEGAL UPDATE AND REPORT**

There was no legal update and report given for the week of June 12, 2008.

**IN RE: COUNTY COMMISSION WORKSHOP**

No workshop was held.

**The Commission received the following information:**

Information received concerning the Threadgill lawsuit.

Cable franchise agreement draft received from Robert Rodecker.

Correspondence received from the West Virginia Department of Environmental Protection concerning the REAP program.

Correspondence received from Board of Risk and Insurance Management concerning civil action 08-C-212.

Assessment of the executive summary from Dunn Engineering on the Mountain Water System received from the Jefferson County Public Service District.

Notice received of regional meetings on the mechanics of the paperwork for the upcoming regional Homeland Security sub grant awards.

Candidate list for the House of Delegates and Senate received from the Association of Counties.

Meeting minutes received from the Jefferson County Public Service District.

Correspondence received from Raymond E. Biller requesting reappointment to the Harpers Ferry/Bolivar Public Service District.

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

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

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FRANCES B. MORGAN, COMMISSION PRESIDENT