

**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, July 31, 2008 beginning at 9:30 o'clock a.m.

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

**IN RE: PLEDGE OF ALLEGIANCE**  
Commissioner Corliss conducted the Pledge of Allegiance

**IN RE: APPROVAL OF MINUTES**  
Motion by R. Morgan, second by Manuel to dispense with the reading of the Minutes for the meeting held on Thursday, July 24, 2008 and to approve the Minutes as amended.

**IN RE: APPROVAL OF PURCHASE ORDERS**  
Motion by Manuel, second by R. Morgan to approve the following Purchase Orders for the week of July 31, 2008 totaling \$51,502.00: 45764, 45876, 45760, 45765, 45070, 45071, 45962, 45973, 45978, 45979, 45599, 45600, 45761, 45762, 45766, 45925, 45835, 45768 and 45858. Motion carried.

**IN RE: APPROVAL OF ACCOUNTS PAYABLE**  
Motion by Corliss, second by R. Morgan to approve the list of Accounts Payable totaling \$31,568.15 dated July 31, 2008 as presented by the County Clerk. Motion carried.

CK#	Dept	Vendor	PO#	PO Amt	Amt wo PO	Ck Amt
056326	700	AMERITECH TIRE & AUTO	45758	\$645.05	\$0.00	\$645.05
056327	425	B-K OFFICE SUPPLY INC	45755	\$1,459.20	\$0.00	\$1,459.20
056328	700	*CREAMERS AUTO SERVICE	45759	\$30.45	\$0.00	\$30.45
056329	425	CHARLES TOWN WALLS/FLOOR	45497	\$8,561.91	\$0.00	\$8,561.91
056330	401	CASA-EASTERN PANHANDLE		\$0.00	\$5,000.00	\$5,000.00
056331	716	CARROLL-BULTER VET ASSOC	45757	\$640.00	\$0.00	\$640.00
056332	403	DANKA OFFICE IMAGING	45822	\$1,081.92	\$0.00	\$1,081.92
056333	425	DAYCON	45756	\$85.07	\$0.00	\$85.07
056334	412	SHANNA D. NICODEMUS		\$0.00	\$35.87	\$35.87
056334	412	SHANNA D. NICODEMUS		\$0.00	\$5.32	\$5.32
056335	712	EASTERN PANHANDLE PRINT	45972	\$2,857.14	\$0.00	\$2,857.14
056336	425	J.C.EHRLICH		\$0.00	\$45.00	\$45.00
056337	424	FRONTIER COMMUNICATIONS		\$0.00	\$1,017.80	\$1,017.80
056338	424	FRONTIER		\$0.00	\$868.87	\$868.87
056339	403	GREENLINE DATA INC.	45819	\$108.95	\$0.00	\$108.95
056340	401	IKON OFFICE SOLUTIONS		\$0.00	\$272.25	\$272.25
056341	700	JEFF CO DEPUTY SHERIFF'S		\$0.00	\$394.81	\$394.81
056341	700	JEFF CO DEPUTY SHERIFF'S		\$0.00	\$258.64	\$258.64
056341	700	JEFF CO DEPUTY SHERIFF'S		\$0.00	\$1,645.58	\$1,645.58
056342	404	JEFFERSON PUBLISH CO INC	44535	\$48.00	\$0.00	\$48.00
056342	439	JEFFERSON PUBLISH CO INC	45919	\$170.81	\$0.00	\$170.81
056343	712	DR ROBERT JONES		\$0.00	\$1,000.00	\$1,000.00
056344	GRANT	JC BLACK HISTORY		\$0.00	\$2,200.00	\$2,200.00
056345	405	DANIEL M. JAMES		\$0.00	\$75.25	\$75.25
056346	402	LEXISNEXIS/MATTHEW BEND	45885	\$77.17	\$0.00	\$77.17
056346	401	LEXISNEXIS/MATTHEW BEND		\$0.00	\$77.17	\$77.17
056347	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$161.60	\$161.60
056347	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$37.80	\$37.80
056348	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$108.01	\$108.01
056349	405	WEST PAYMENT CENTER	45834	\$1,213.65	\$0.00	\$1,213.65
056350	402	XEROX COPORATION	45583	\$1,384.86	\$0.00	\$1,384.86
<b>TOTALS</b>				<b>\$18,364.18</b>	<b>\$13,203.97</b>	<b>\$31,568.15</b>
<b>DEPT</b>		<b>NAME</b>		<b>DEPT AMTS</b>		
401/COM		CO. COMMISSION		\$5,349.42		
402/CCLK		CO. CLERK		\$1,462.03		
403/CIR CLK		CIRCUIT CLERK		\$1,190.87		
404/TAX		TAX OFFICE		\$48.00		

405/PA	PROS ATTY	\$1,288.90
406/ASSR	ASSESSORS	
408/GOV	ST.COMPNET CHG BO GOV UNIT	
412/AG	AG AGT	\$41.19
413/ELE	ELECTION	
415/MAG CT	MAGISTRATE COURT	
415/	GENERAL SCHOOL/CO TRANSFER	
422/IMPACT	IMPACT FEE OPERATIONAL DEPT	
424/CTHS	COURT HOUSE	\$1,886.67
425/OB	OTHER BUILDING	\$10,151.18
428/DATAP	DATA PROCESSING	
430/HLS	HOMELAND SEC	
431/ECON DEV	ECON DEV	
433/GIS	GIS/ADDRESSING	
439/PZ	PLANNING ZONING	\$170.81
440/ENG.	DEPT OF ENGINEERING	
451/ZONING	ZONING DEPT	
700/SHRF	SHERIFF DEPT	\$2,974.53
701/SHRF	SHERIFF DEPT	
704/WV JAIL	ST/WV REGIONAL JAIL	
711/OES	EMERG SVC	
712/911	911 COMMUNICATION	\$3,857.14
716/A/C	ANIMAL CONTROL	\$640.00
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	\$2,200.00
PAYROLL	PAYROLL	\$307.41
<b>TOTALS</b>		<b>\$31,568.15</b>

**IN RE: LEGISLATIVE ISSUES**

Commissioner Manuel reported on the Legislative interim meetings.

The Commission discussed correspondence in the agenda packet regarding the Berkeley County Legislative 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: JAIL OPENING CELEBRATION COMMITTEE**

Leslie D. Smith, County Administrator reported on the opinion received from the State Auditor's office with regard to expenditures for the Jail Opening Celebration.

The Commission discussed the invoice previously submitted by Mr. Doug Estep for catering services as part of the Jail Opening Celebration held Friday, July 18, 2008.

Motion by Surkamp, second by Corliss to authorize payment of invoice for Catering Services as previously submitted by Doug Estep. Motion carried.

**IN RE: BONDING AND ACTIVITY REPORT**

- **CLARIFICATION OF ZONING ORDINANCE & ZONING MAP APPROVAL PROCESS IF RECOMMENDATIONS ARE SUBMITTED BY THE PLANNING COMMISSION FOR CHANGES**

- **CLARIFICATION CONCERNING LEGAL REQUIREMENTS (IF ANY) FOR COMPLETING A COUNTY-WIDE MAILING TO PROPERTY OWNERS PRIOR TO THE ZONING ORDINANCE ADOPTION**

On behalf of Chief County Engineer Roger Goodwin, Mr. Tony Redman, Director of Planning and Zoning reported there is no bonding this week.

Mr. Redman appeared before the Commission to report on the activities of Shepherd University Intern, Meghan Hammond.

Ms. Hammond appeared before the Commission with a presentation of a Subdivision Development Patterns Map in Jefferson County detailing development from 1970 to present. Ms. Hammond also presented a Halltown Study area map she completed.

Ms. Hammond further reported on her Internship with Jefferson County and discussed Shepherd University's Intern Program for further Commission consideration.

Todd Fagan, GIS/Addressing Specialist was present for comments.

Mr. Redman requested Commission clarification of the Zoning Ordinance and Zoning Map approval process if recommendations are submitted by the Planning Commission for changes and legal requirements for completing a county wide mailing to property owners prior to Zoning Ordinance adoption. Stephanie Grove, Assistant Prosecuting Attorney was present and reported on her previous memo distributed to the Commission and Mr. Redman. Commissioner Corliss requested another copy of Ms. Grove's report.

The Commission requested that Ms. Grove provide a legal opinion regarding Mr. Redman's requests.

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

This matter was discussed under agenda item: "Bonding and Activity Report".

**IN RE: PUBLIC COMMENT**

Lyn Widmyer appeared before the Commission and suggested that public presentations should be presented in a format such as Microsoft PowerPoint to enable public review.

**IN RE: JOE HANKINS - CONSIDERATION OF EXPANSION OF IMPACT FEE PROGRAM TO INCLUDE WATER, WASTEWATER AND STORM WATER CAPITAL IMPROVEMENTS**

Mr. Joe Hankins, Public Service District Chairman appeared before the Commission to request consideration of expansion of the Impact Fee program to include Water, Wastewater and Storm Water Capital Improvements.

Mr. Hankins reported on various infrastructure projects currently underway within the County.

Mr. Hankins further reported on discussions with Mark Schiavone with regard to this matter. Mr. Schiavone was present for comments.

Stephanie Grove, Assistant Prosecuting Attorney was present and made comments.

The Commission agreed by consensus that Mr. Hankins, Mr. Schiavone and Ms. Grove should conduct a meeting to discuss and research this matter further and provide recommendations to the Commission at a later time.

**IN RE: JANE PETERS - ECONOMIC ALLIANCE**

Jane Peters, Development Authority Director appeared before the Commission to report on her research for the proposed Economic Alliance for Jefferson County and the Eastern Panhandle.

Motion by Manuel, second by Corliss authorizing a letter to Governor Manchin offering support for formation of an Economic Alliance in the Eastern Panhandle. Motion carried.

**IN RE: DR. ROBERT JOHNSON - DISCUSSION OF JEFFERSON COUNTY BOARD OF HEALTH MEMBERS**

Dr. Robert Johnson, Board of Health Chairman appeared before the Commission to express concerns with the behavior of a current Board of Health member and the Board's intent to dismiss him from the Board of Health.

Amy Jones, Health Department Administrator was present for comments.

**IN RE: PURCHASING POLICY**

Commissioner Surkamp requested fellow Commissioners review the Berkeley County purchasing policy presented and provide their suggestions or recommendations at a later time.

Motion by Manuel, second by Surkamp to postpone this agenda item for three (3) weeks. Motion carried by a 4-1 vote; Commissioner F. Morgan voted no.

**IN RE: THE ALICE FERGUSON FOUNDATION - REQUEST TO SIGN ON TO THE POTOMAC RIVER WATERSHED TRASH TREATY**

The Commission agreed by consensus to remove this matter from the agenda unless otherwise directed by another agency.

**IN RE: COMMUNITY CORRECTIONS PROGRAM**

Commissioner F. Morgan reported on the implementation of a Community Corrections Program to include formation of a Community Corrections Committee and requested the Commission appoint members to the Committee from Jefferson County to include: a victims right official, the Sheriff of Jefferson County, the Jefferson County Prosecuting Attorney, Dr. Hal Slaughter, an official from the Board of Education, Ruth McQuade, Magistrate Mary Paul Rissler and an ex-officio member.

Motion by Corliss, second by Surkamp to approve the appointments to the Committee as recommended by Commissioner F. Morgan.

Amended motion by Manuel, second by R. Morgan to approve the appointments to the Committee to include a two (2) week public advertisement for an ex-officio member of the public. Motion carried by a 4-1 vote; Commissioner Corliss voted no.

Commissioner Corliss' original motion was voted upon and carried as amended.

**IN RE: DALE MANUEL - SALARY INCREASE OF 5.25 PERCENT FOR ALL JEFFERSON COUNTY EMPLOYEES WHO HAVE NOT RECEIVED A PAY INCREASE THIS FISCAL YEAR OR RECEIVED A PAY RAISE OF LESS THAN 5.25 PERCENT**

Commissioner Manual reported on previous actions taken by the Commission.

Commissioner Corliss recommended implementation of a Wage Board compiled of County employees and elected officials to address the issues concerning wage inequity.

Motion by Manuel, second by Corliss that all Jefferson County employees who have not received a raise in this current fiscal year are give a 5.25% raise retroactive to the beginning of this fiscal year. Those employees who received a raise earlier in this fiscal year whose raise did not reach 5.25% level shall have their salary increased such that the total equals 5.25%. Motion failed by a 1-4 vote; Commissioners Surkamp, R. Morgan, F. Morgan and Corliss voted no.

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

• **REQUEST FOR COUNTY COMMISSION DOCUMENTS**

Jennifer Maghan, County Clerk appeared before the Commission to request release of all County documents stored within the County Commission offices to include Ordinances, Resolutions, Grants, Government Contracts and other pertinent county documents to be scanned into the newly implemented system for public review.

The Commission agreed by consensus to authorize Leslie D. Smith and Jennifer Maghan, County Clerk to coordinate a meeting among themselves to insure accuracy of Ms. Maghan's request for Commission documents.

Ms. Maghan reported on the August 26, 2008 ballot deadline if the Commission would like to place anything on the ballot for the upcoming election.

Ms. Maghan reported on the salary increases she granted to County Clerk employees.

**IN RE: PATSY NOLAND - SALARY INCREASES FOR CIRCUIT CLERK EMPLOYEES**

Patsy Noland, Circuit Clerk appeared before the Commission to express her concerns with previous Commission action with respect to salary inequity.

Ms. Noland requested salary increases for her employees and reported on her employee's hard work and dedication to the citizens of Jefferson County. Ms. Noland further reported on the increase in responsibilities of her employees.

Ms. Noland requested return of the unencumbered funds in the amount of \$41,657.00 previously returned to the Commission at the end of fiscal year 2008.

Motion by Surkamp, second by Manuel to allocate \$30,000.00 into the Circuit Clerk's budget.

Amended motion by Manuel to allocate \$41,657.00 in order to provide salary increases to Circuit Clerk employees. Motion died due to lack of a second.

Original motion by Surkamp, second by Manuel to allocate \$30,000.00 into the Circuit Clerk's budget failed by a 2-3 vote; Commissioner's Corliss, F. Morgan and R. Morgan voted no.

Commissioner F. Morgan requested Ms. Noland's participation in a County Wage Board in order to address salary inequities.

Ms. Noland provided salary statistics of Circuit Clerk's in surrounding jurisdictions in Maryland and Virginia.

Motion by Corliss to establish a County Wage Board to include Patsy Noland, Circuit Clerk and other elected officials. Motion died due to lack of a second. Commissioner Corliss agreed to place the proposed implementation of a Wage Board on next week's agenda.

The Commission agreed to by consensus to consider Ms. Noland's salary increase request in two (2) weeks upon Ms. Noland providing data relative to the wage study previously compiled by Mr. Don Jacobs. Ms. Noland agreed to provide the Commission with a wage study report in two weeks.

**The Commission recessed at 11:55 a.m.**

**The Commission reconvened in the Old Charles Town Library meeting room at 1:30 p.m.**

**IN RE: DUNN ENGINEERING - MOUNTAIN WATER STUDY**

The Commission conducted a workshop with Mr. Wayne Hypes, Dunn Engineering President in order to discuss the Mountain Water Study.

Commissioner Manuel reported on his correspondence with the Ethics Commission with regard to his personal interest in the water rate increase request and presented the Commission with the findings of the Ethics Commission permitting his involvement with the agenda matter.

Roger Goodwin, Chief County Engineer was present and distributed a memo detailing his summaries on the Mountain Water Study and various comments received from Mountain Water System Committee members.

Mr. Wayne Hypes, Dunn Engineering President was present to address Mountain Water System Committee members with regard to the Mountain Water System study. Mr. Hypes reported on system alternatives; water quality and quantity; financial aspects of new system construction phases and installation; health department requirements and provided a summary of solutions available to Jefferson County.

Mr. Goodwin requested clarification from Mr. Hypes with regard to system financing and grant

availability.

Tony Redman, Director of the Department of Planning and Zoning was present for comments and provided his overview of the Mountain Water System study.

Sue Lawton from the Public Service District was present and reported on her research with regard to grant availability for the proposed Mountain Water System.

Lee Snyder, Jefferson Utilities Incorporated President was present for comments.

Ruth McQuade was present on behalf of the Mountain Water System Committee.

Mr. Hypes requested Commission direction with regard to the report currently presented to the Commission.

Mountain Water System Committee members Kaye Moore and John Maxey were present for comments.

**IN RE: FREE CLINIC BUILDING SPACE AT BARDANE (RM)**

Commissioner R. Morgan agreed to table this matter until next week.

**IN RE: IMPROVED SECURITY FOR DUFFIELD'S COMMUTER PARKING LOT (GC)**

Commissioner Corliss agreed to table this matter until next week and requested an update from Sheriff Boober.

**IN RE: DISCUSSION POSSIBLE VOTE ON FUNDS FOR COMMUNITY ORGANIZATIONS PROVIDING "SAFETY NET" SERVICES (JS)**

Commissioner Surkamp agreed to table this matter until next week.

**IN RE: FULL ACCOUNTING OF JUI/SES AS PART OF CURRENT ACTIONS (JS)**

Commissioner Surkamp agreed to table this matter until next week.

**IN RE: STEPHANIE GROVE - LEGAL UPDATE AND REPORT**

Stephanie Grove, Assistant Prosecuting Attorney appeared before the Commission for the weekly legal update and report.

Ms. Grove presented the Commission with copies of the Prosecuting Attorney's Civil Division to do list.

Ms. Grove provided a status report on the following matters:

- The meeting scheduled with Tom Michael on August 8, 2008 at 10:00 a.m.;
- The findings of the Don Orser status hearing;
- The filing of the Jefferson Orchard's legal brief;
- Legal recommendations of the proposed trash treaty;
- The status of the recycling agreement; and
- Legal review and recommendations of the Jefferson County Employee Evaluation forms and Job Descriptions.

Upon recommendation of legal counsel, motion by Manuel, second by F. Morgan to enter into Executive Session to discuss personnel matters. Motion carried.

Motion by Manuel, second by F. Morgan to return to Regular Session. Motion carried. No action was taken during Executive Session.

**IN RE: APPROVAL OF GRANT RESOLUTION AND CONTRACT - GOVERNOR'S COMMUNITY PARTICIPATION GRANT - SHEPHERD INTERFAITH VOLUNTEER CAREGIVERS**

Motion by Manuel, second by R. Morgan to approve the Grant Contract and Resolution for the Governor's Community Participation Program for 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, office 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.

Date: July 29, 2008

/s/

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Frances B. Morgan, Commission President

**IN RE: APPROVAL OF GRANT RESOLUTION AND CONTRACT - GOVERNOR'S COMMUNITY PARTICIPATION GRANT - MORGAN'S GROVE PARK**

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

RESOLUTION

**WHEREAS**, The Jefferson County Commission has agreed to assist in the project to improve the parking areas and walking trails at the Morgan's Grove Park with the installation of gravel with funds partially through and made available through the Governor's Community Participation Grant Program

and the West Virginia Development Office. The amount of the Community Participation Grant is \$2,000.

**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.

Date: July 29, 2008

/s/

Frances B. Morgan, Commission President

**IN RE: JEFFERSON COUNTY NAACP - REQUEST USE OF COUNTY MEETING ROOM FOR LOCAL CANDIDATES PUBLIC FORUM**

Motion by Manuel, second by F. Morgan to approve the request by the Jefferson County NAACP for use of the County's meeting room for the local candidate's public forum on October 7, 2008. Motion carried.

**IN RE: DIVISION OF CORRECTIONS LEASE**

Leslie D. Smith, County Administrator reported this matter has been taken care of. No action was taken by the Commission on this agenda item.

**IN RE: APPROVAL OF EMPLOYMENT - KAREN NICK - SHERIFF'S TAX OFFICE**

Motion by Corliss, second by Manuel to approve the employment of Karen Nick in the Sheriff's Tax Office. Motion carried.

**IN RE: DATES FOR DEPARTMENT HEAD EVALUATIONS (JS)**

The Commission agreed to schedule Department Head Evaluation in two weeks, beginning August 14, 2008 for 30 minutes each and one (1) each week.

**IN RE: ALLOCATING FUNDING NECESSARY TO IMPLEMENT THE SALARY EQUITY STUDY IN ITS ENTIRETY (DM)**

Motion by Manuel, second by Corliss to implement salary recommendations as reported in the Wage and Compensation study by Mr. Jacobs.

Ms. Smith reported on the contents of the report to include funding to bring county employees to minimum salary requirements.

Ms. Smith requested Commission clarification of action during the July 24, 2008 Commission meeting.

Motion by F. Morgan to adjourn. Motion died due to lack of a second.

Commissioner F. Morgan left the meeting at 4:16 p.m.; Commissioner R. Morgan chaired the remainder of the meeting.

The Commission agreed by consensus to authorize Leslie D. Smith to advise Sally Gran, Payroll Clerk to adjust the salaries of County Commission employees to salary minimum.

Motion by Manuel, second by Surkamp to table Commissioner Manuel's original motion until next week. Motion carried.

**IN RE: COUNTY ADMINISTRATOR REPORTS**

Leslie D. Smith, County Administrator reported that she presented all Judicial Officials with the proposed Space Allocation plan as presented previously by Kirk Davis. Ms. Smith reported on input she has received from various officials.

Stephanie Grove, Assistant Prosecuting Attorney reported on Michael Thompson, Prosecuting Attorney's recommendations for space allocation.

**IN RE: COUNTY COMMISSION REPORTS**

No County Commission reports were given.

**The Commission received the following information:**

Appointment to be made the Board of Health on August 7, 2008.

Notice received from the County Clerk of the August 26, 2008 deadline for special language on the General Election Ballot.

Correspondence received from the Deputy Sheriff's Association, Sheriff's Office Administrative Staff, and the Sheriff's Office Tax Deputies concerning salary inequities.

Acceptance of bond for Avalon Hills Subdivision and Jefferson Crossing II Subdivision.

Memorandum received from F. Mark Schiavone concerning the classification and compensation study.

Administrative Order received concerning security for the Probation Office.

Legislative issue nomination received from Berkeley County Commissioner William Stubblefield.

Copy of correspondence sent to the Planning Commission from Oak Meadow, LLC received concerning the draft zoning ordinance.

Correspondence received from Fran Huesman concerning the Jail Building.

Information received from the County Commissioners' Association concerning the annual meeting door prize.

E-911 fees received from ACN Communications Services, Inc., Level 3 Communications, LLC, and IDT Corporation.

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

**The Commission received the following correspondence**

Correspondence received from Carl and Barbara Johnson concerning property tax assessment.

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

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FRANCES B. MORGAN, COMMISSION PRESIDENT