

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 Old Charles Town Library meeting room thereof on Thursday, December 10, 2009 beginning at 9:30 o'clock a.m.

PRESENT: Dale Manuel; President;
James Surkamp, Patricia Noland, Lyn Widmyer
Frances B. Morgan; Commissioners

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

In re: APPROVAL OF MINUTES
Motion by Noland, second by Widmyer to dispense with the reading of the Minutes for the meeting held on Thursday, December 3, 2009 and to approve the Minutes as amended. Motion carried.

In re: APPROVAL OF PURCHASE ORDERS
Motion by Noland, second by Morgan to approve the following Purchase Orders for the week of December 10, 2009 totaling \$27,843.88: 47901, 47902, 46793, 47495, 47661, 47666, 47866, 47166, 47200, 47824, 47364, 47437, 47058, 47059, 47060, 47691, 47692, 47693, 47694, 47695, 47696, 47699, 47701, 47702, 47865. Motion carried.

In re: APPROVAL OF ACCOUNTS PAYABLE
Motion by Noland, second by Manuel to approve the list of accounts payable for November 5, 2009. Motion carried.

| CK# | DEPT | VENDOR | PO# | PO Amt | Amt wo PO | CK Amount |
|--------|---------|--------------------------|-------|------------|------------|------------|
| 060323 | 413 | ALLEGHENY POWER | | \$0.00 | \$190.42 | \$190.42 |
| 060324 | 712 | APCO INTERNATIONAL INC | 47767 | \$1,702.00 | \$0.00 | \$1,702.00 |
| 060325 | GRANT | AFRICAN AMERICAN COMMUNI | | \$0.00 | \$2,919.30 | \$2,919.30 |
| 060326 | 424 | USA MOBILITY WIRELESS,IN | | \$0.00 | \$89.10 | \$89.10 |
| 060326 | 700 | USA MOBILITY WIRELESS,IN | | \$0.00 | \$188.25 | \$188.25 |
| 060326 | 712 | USA MOBILITY WIRELESS,IN | | \$0.00 | \$400.85 | \$400.85 |
| 060327 | 425 | ABH SERVICES, INC. | | \$0.00 | \$9,477.00 | \$9,477.00 |
| 060328 | 401 | ARNOLD, & BAILEY, PLLC | | \$0.00 | \$635.50 | \$635.50 |
| 060329 | PAYROLL | BUREAU FOR CHILD SUPPORT | | \$0.00 | \$72.00 | \$72.00 |
| 060330 | 425 | B-K OFFICE SUPPLY INC | 47854 | \$1,225.93 | \$0.00 | \$1,225.93 |
| 060330 | 976 | B-K OFFICE SUPPLY INC | 47494 | \$1,290.00 | \$0.00 | \$1,290.00 |
| 060331 | 425 | BOLAND SERVICES | 47855 | \$320.10 | \$0.00 | \$320.10 |
| 060332 | PAYROLL | BUREAU F/CHILD SUPPORT | | \$0.00 | \$49.85 | \$49.85 |
| 060333 | PAYROLL | BUREAU F/CHILD SPVRT ENF | | \$0.00 | \$212.31 | \$212.31 |
| 060334 | 716 | BLUE RIDGE VETERINARY | 47851 | \$28.80 | \$0.00 | \$28.80 |
| 060335 | 413 | KATRINA BLOOMER | | \$0.00 | \$32.45 | \$32.45 |
| 060336 | PAYROLL | BUREAU OF CHILD SUPPORT | | \$0.00 | \$576.92 | \$576.92 |
| 060337 | 716 | COUNTRY ROADS TIRE & AUT | 47843 | \$588.32 | \$0.00 | \$588.32 |
| 060338 | 406 | *CREAMERS AUTO SERVICE | 47861 | \$35.95 | \$0.00 | \$35.95 |
| 060338 | 440 | *CREAMERS AUTO SERVICE | 47860 | \$207.02 | \$0.00 | \$207.02 |
| 060338 | 700 | *CREAMERS AUTO SERVICE | 47862 | \$109.80 | \$0.00 | \$109.80 |
| 060338 | 711 | *CREAMERS AUTO SERVICE | 47861 | \$56.90 | \$0.00 | \$56.90 |
| 060339 | 424 | CHARLES TOWN UTILITIES | | \$0.00 | \$103.45 | \$103.45 |
| 060339 | 425 | CHARLES TOWN UTILITIES | | \$0.00 | \$843.78 | \$843.78 |
| 060340 | 712 | VERIZON CABS | | \$0.00 | \$380.00 | \$380.00 |
| 060341 | 424 | CREAMERS WRECKER SVC | 47859 | \$45.00 | \$0.00 | \$45.00 |
| 060342 | PAYROLL | CHILD SUPPORT ENFORCE AG | | \$0.00 | \$27.69 | \$27.69 |
| 060343 | 700 | CARS/COMPLETE AUTO REPAI | 47863 | \$698.85 | \$0.00 | \$698.85 |
| 060344 | 424 | DAYCON | 47849 | \$464.58 | \$0.00 | \$464.58 |
| 060345 | 401 | DELTA DEVELOPMENT GROUP | | \$0.00 | \$2,192.85 | \$2,192.85 |

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|--------|---------|--------------------------|-------|------------|-------------|-------------|
| 060346 | 424 | J.C.EHRLICH | | \$0.00 | \$31.00 | \$31.00 |
| 060346 | 425 | J.C.EHRLICH | | \$0.00 | \$397.00 | \$397.00 |
| 060347 | 404 | J & S BUSINESS FORMS LLC | 47642 | \$235.65 | \$0.00 | \$235.65 |
| 060348 | 405 | STEPHANIE GROVE | | \$0.00 | \$501.71 | \$501.71 |
| 060349 | 413 | MYRON GREGORY | | \$0.00 | \$29.15 | \$29.15 |
| 060350 | 716 | HILLSIDE VETERINARY HOSP | 47582 | \$50.00 | \$0.00 | \$50.00 |
| 060351 | 424 | HASLER INC. | 47285 | \$124.98 | \$0.00 | \$124.98 |
| 060352 | 433 | IKON OFFICE SOLUTIONS | 46764 | \$280.71 | \$0.00 | \$280.71 |
| 060352 | 439 | IKON OFFICE SOLUTIONS | 47356 | \$225.08 | \$0.00 | \$225.08 |
| 060353 | PAYROLL | ING NATIONAL TRUST | | \$0.00 | \$660.00 | \$660.00 |
| 060354 | 700 | JEFF CO DEPUTY SHERIFF'S | | \$0.00 | \$82.51 | \$82.51 |
| 060355 | 431 | JEFF CO DEVELOPMENT AUTH | | \$0.00 | \$20,000.00 | \$20,000.00 |
| 060356 | 425 | JEFFERSON COUNTY SOLID | 47853 | \$130.02 | \$0.00 | \$130.02 |
| 060357 | PAYROLL | JEFFERSON SECURITY BANK | | \$0.00 | \$4,488.00 | \$4,488.00 |
| 060358 | PAYROLL | COMPTROLLER OF MARYLAND | | \$0.00 | \$546.75 | \$546.75 |
| 060359 | 424 | VERIZON BUSINESS | | \$0.00 | \$1,121.44 | \$1,121.44 |
| 060360 | PAYROLL | MD CHILD SUPPORT ACCOUNT | | \$0.00 | \$18.46 | \$18.46 |
| 060361 | PAYROLL | NATIONWIDE RETIREMENT | | \$0.00 | \$735.21 | \$735.21 |
| 060362 | 425 | NOLAND CO. | 47856 | \$37.50 | \$0.00 | \$37.50 |
| 060363 | 403 | PIFER OFFICE SUPPLY, INC | 47496 | \$97.19 | \$0.00 | \$97.19 |
| 060363 | 404 | PIFER OFFICE SUPPLY, INC | 47641 | \$302.88 | \$0.00 | \$302.88 |
| 060363 | 404 | PIFER OFFICE SUPPLY, INC | 47643 | \$33.16 | \$0.00 | \$33.16 |
| 060364 | 413 | ALICE N. PAINTER | | \$0.00 | \$97.90 | \$97.90 |
| 060365 | 716 | CHRISTINA POPE | | \$0.00 | \$11.72 | \$11.72 |
| 060365 | 716 | CHRISTINA POPE | | \$0.00 | \$95.34 | \$95.34 |
| 060366 | 425 | LANDMARK ELEVATOR INC. | 47286 | \$240.00 | \$0.00 | \$240.00 |
| 060367 | 424 | ROACH OIL COMPANY | | \$0.00 | \$1,207.83 | \$1,207.83 |
| 060367 | 425 | ROACH OIL COMPANY | | \$0.00 | \$796.57 | \$796.57 |
| 060368 | 402 | RECORD MANAGEMENT | 47314 | \$35.00 | \$0.00 | \$35.00 |
| 060369 | PAYROLL | RETIREE HLTH BENEFIT TRS | | \$0.00 | \$8,164.00 | \$8,164.00 |
| 060370 | ALLOC | SHEPHERDSTOWN FIRE CO | | \$0.00 | \$25,000.00 | \$25,000.00 |
| 060370 | ALLOC | SHEPHERDSTOWN FIRE CO | | \$0.00 | \$40,000.00 | \$40,000.00 |
| 060371 | 424 | SMITH-NADENBOUSCH INS./C | | \$0.00 | \$3,524.00 | \$3,524.00 |
| 060372 | 401 | SOFTWARE SYSTEMS, INC | | \$0.00 | \$323.50 | \$323.50 |
| 060372 | 402 | SOFTWARE SYSTEMS, INC | | \$0.00 | \$484.50 | \$484.50 |
| 060372 | 403 | SOFTWARE SYSTEMS, INC | | \$0.00 | \$775.00 | \$775.00 |
| 060372 | 404 | SOFTWARE SYSTEMS, INC | | \$0.00 | \$2,900.78 | \$2,900.78 |
| 060372 | 700 | SOFTWARE SYSTEMS, INC | | \$0.00 | \$964.20 | \$964.20 |
| 060372 | 712 | SOFTWARE SYSTEMS, INC | | \$0.00 | \$152.50 | \$152.50 |
| 060373 | 716 | SUPERIOR AUTO BODY | 47852 | \$1,153.87 | \$0.00 | \$1,153.87 |
| 060374 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$0.00 | \$9.86 | \$9.86 |
| 060374 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$0.00 | \$42.16 | \$42.16 |
| 060374 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$0.00 | \$13,612.72 | \$13,612.72 |
| 060374 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$0.00 | \$58,205.86 | \$58,205.86 |
| 060375 | PAYROLL | SHERIFF OF JEFFERSON CO | | \$0.00 | \$67,717.10 | \$67,717.10 |
| 060376 | 401 | JOHN STEVENS | | \$0.00 | \$146.57 | \$146.57 |
| 060377 | 711 | STAPLES CREDIT PLAN | 47197 | \$174.90 | \$0.00 | \$174.90 |
| 060377 | 401 | STAPLES CREDIT PLAN | | \$0.00 | \$203.17 | \$203.17 |
| 060377 | 413 | STAPLES CREDIT PLAN | | \$0.00 | \$804.32 | \$804.32 |
| 060377 | 422 | STAPLES CREDIT PLAN | | \$0.00 | \$234.89 | \$234.89 |
| 060377 | 439 | STAPLES CREDIT PLAN | | \$0.00 | \$90.41 | \$90.41 |
| 060377 | 440 | STAPLES CREDIT PLAN | | \$0.00 | \$170.92 | \$170.92 |
| 060377 | 700 | STAPLES CREDIT PLAN | | \$0.00 | \$594.15 | \$594.15 |
| 060377 | 712 | STAPLES CREDIT PLAN | | \$0.00 | \$1,295.67 | \$1,295.67 |
| 060377 | 716 | STAPLES CREDIT PLAN | | \$0.00 | \$328.85 | \$328.85 |

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|---------------|---------|---------------------------|-------|--------------------|---------------------|---------------------|
| 060378 | 425 | SHERWIN-WILLIAMS | 47577 | \$27.48 | \$0.00 | \$27.48 |
| 060379 | 425 | SHENANDOAH VALLEY WATER | | \$0.00 | \$580.90 | \$580.90 |
| 060380 | 403 | SECRETARY OF STATE | 47498 | \$52.00 | \$0.00 | \$52.00 |
| 060381 | 425 | SHENANDOAH AIR COND/HTNG | 47857 | \$95.00 | \$0.00 | \$95.00 |
| 060382 | 712 | THOMASSEN FORD MERCURY | 47858 | \$139.21 | \$0.00 | \$139.21 |
| 060383 | PAYROLL | TREASURER OF VIRGINIA | | \$0.00 | \$161.51 | \$161.51 |
| 060384 | 401 | TIGER DIRECT | 46791 | \$1,895.07 | \$0.00 | \$1,895.07 |
| 060384 | 402 | TIGER DIRECT | 46790 | \$1,124.42 | \$0.00 | \$1,124.42 |
| 060384 | 422 | TIGER DIRECT | 46790 | \$172.98 | \$0.00 | \$172.98 |
| 060384 | 433 | TIGER DIRECT | 46790 | \$172.98 | \$0.00 | \$172.98 |
| 060384 | 439 | TIGER DIRECT | 46790 | \$259.47 | \$0.00 | \$259.47 |
| 060384 | 440 | TIGER DIRECT | 46790 | \$345.96 | \$0.00 | \$345.96 |
| 060385 | 403 | UNITED SYSTEMS & SOFTWARE | | \$0.00 | \$177.00 | \$177.00 |
| 060386 | 425 | VITAL SIGNS | 47850 | \$998.00 | \$0.00 | \$998.00 |
| 060387 | 712 | VERIZON | | \$0.00 | \$3,882.45 | \$3,882.45 |
| 060388 | 425 | WM OF WEST VIRGINIA, INC | | \$0.00 | \$647.80 | \$647.80 |
| 060388 | 716 | WM OF WEST VIRGINIA, INC | | \$0.00 | \$92.37 | \$92.37 |
| 060389 | 415 | WV STATE AUDITOR** | | \$0.00 | \$9,195.00 | \$9,195.00 |
| 060390 | 716 | WV BOARD VETERINARY MED | 47333 | \$25.00 | \$0.00 | \$25.00 |
| 060391 | 716 | WV BOARD VETERINARY MED | 47335 | \$25.00 | \$0.00 | \$25.00 |
| 060392 | 716 | WV BOARD VETERINARY MED | 47336 | \$25.00 | \$0.00 | \$25.00 |
| 060393 | 716 | WV BOARD VETERINARY MED | 47334 | \$25.00 | \$0.00 | \$25.00 |
| 060394 | PAYROLL | WINCHESTER MEDICAL CENTE | | \$0.00 | \$748.86 | \$748.86 |
| 060395 | 402 | XEROX COPORATION | 46690 | \$902.59 | \$0.00 | \$902.59 |
| 060396 | 413 | BETHEL METHODIST CHURCH | | \$0.00 | \$100.00 | \$100.00 |
| 060396 | 413 | BETHEL METHODIST CHURCH | | \$0.00 | \$100.00 | \$100.00 |
| 060397 | 413 | CAMP HILL WESLEY UNITED | | \$0.00 | \$150.00 | \$150.00 |
| 060398 | 413 | CHARLES TOWN BAPTIST | | \$0.00 | \$100.00 | \$100.00 |
| 060399 | 413 | COVENANT BAPTIST CHURCH | | \$0.00 | \$100.00 | \$100.00 |
| 060399 | 413 | COVENANT BAPTIST CHURCH | | \$0.00 | \$100.00 | \$100.00 |
| 060400 | 413 | FIRST BAPTIST CHURCH | | \$0.00 | \$100.00 | \$100.00 |
| 060400 | 413 | FIRST BAPTIST CHURCH | | \$0.00 | \$100.00 | \$100.00 |
| 060401 | 413 | KABLETOWN METHODIST CHRC | | \$0.00 | \$150.00 | \$150.00 |
| 060401 | 413 | KABLETOWN METHODIST CHRC | | \$0.00 | \$150.00 | \$150.00 |
| 060402 | 413 | LEETOWN METHODIST CHURCH | | \$0.00 | \$100.00 | \$100.00 |
| 060402 | 413 | LEETOWN METHODIST CHURCH | | \$0.00 | \$100.00 | \$100.00 |
| 060403 | 413 | MIDDLEWAY METHODIST CHRC | | \$0.00 | \$100.00 | \$100.00 |
| 060403 | 413 | MIDDLEWAY METHODIST CHRC | | \$0.00 | \$100.00 | \$100.00 |
| 060404 | 413 | ST JOHNS EPISCOPAL CHURC | | \$0.00 | \$100.00 | \$100.00 |
| 060404 | 413 | ST JOHNS EPISCOPAL CHURC | | \$0.00 | \$100.00 | \$100.00 |
| 060405 | 413 | SHEPHERDSTOWN FIRE DEPT | | \$0.00 | \$200.00 | \$200.00 |
| 060405 | 413 | SHEPHERDSTOWN FIRE DEPT | | \$0.00 | \$200.00 | \$200.00 |
| 060406 | 413 | BLUE RIDGE MTN VOL FIRE | | \$0.00 | \$100.00 | \$100.00 |
| 060407 | 413 | OAKLAND METHODIST CHURCH | | \$0.00 | \$100.00 | \$100.00 |
| 060407 | 413 | OAKLAND METHODIST CHURCH | | \$0.00 | \$100.00 | \$100.00 |
| 060408 | 413 | JEFFERSON COUNTY COUNCIL | | \$0.00 | \$100.00 | \$100.00 |
| 060409 | 413 | CHEROKEE GRIM | | \$0.00 | \$13.75 | \$13.75 |
| 060410 | 413 | WENDY EVANGELISTI | | \$0.00 | \$74.80 | \$74.80 |
| 060411 | 413 | SHAKIRA FIELDS | | \$0.00 | \$28.60 | \$28.60 |
| 060412 | 413 | THE COUNTRY DAY SCHOOL | | \$0.00 | \$200.00 | \$200.00 |
| 060412 | 413 | THE COUNTRY DAY SCHOOL | | \$0.00 | \$200.00 | \$200.00 |
| 060413 | 413 | TRINITY EPISCOPAL CHURCH | | \$0.00 | \$100.00 | \$100.00 |
| TOTALS | | | | \$16,179.35 | \$293,610.48 | \$309,789.83 |

In re: PUBLIC COMMENT

Paulette Sprinkle, Jefferson County Convention & Visitor Bureau appeared before the Commission to provide information about the change in the bylaws.

Ms. Sprinkle reported that the Commission can elect someone to be a member on the Jefferson County Convention & Visitor Bureau Board.

In re: DAVID HAMMER – ATTORNEY-CLIENT COMMUNICATION – LESLIE SMITH

Motion by Surkamp, second by Widmyer to enter into Executive Session.

Motion by Surkamp, second by Morgan to come out of Executive Session

Commissioner Morgan would like to note for the record that the time period that was authorized by this body for negotiations with the previous County Administrator has expired.

In re: JEFFERSON COUNTY PUBLIC SERVICE DISTRICT APPOINTMENT INTERVIEWS

Nomination by Morgan to appoint Peter Appignani to the Jefferson County Public Service District.

Nomination by Surkamp to appoint Peter Appignani to the Jefferson County Public Service District.

Nomination by Manuel to appoint Mike Chapman to the Jefferson County Public Service District.

Nomination by Widmyer to appoint Peter Appignani to the Jefferson County Public Service District.

Nomination by Noland to appoint Mike Chapman to the Jefferson County Public Service District.

Peter Appignani was appointed to the Jefferson County Public Service District by a vote of 3-2 for a 6-year term ending December 1, 2015.

In re: CHARLES F. PRINTZ, JR., ESQUIRE – ANNEXATION BY CORPORATION OF SHEPHERDSTOWN

Charles F. Printz, Jr. Esquire, Representing the town of Shepherdstown requested approval of annexation on 13.09 acres in the Corporation of Shepherdstown.

Motion by Morgan, second by Surkamp to approve the annexation of 13.09 acres and authorize signature. Motion carried.

Mayor Auxer of Shepherdstown requested this to be completed before the end of the year.

Mayor Auxer stated he will assist with getting someone on the 2010 Census committee.

The Commission took a 10-minute break at 10:40 a.m.

In re: KELLIE BOLES – EASEMENT ACQUISITION

Kellie Boles, Ag Development Officer reported changes to the Easement on the Roger Rissler property which includes 154 acres due to the need to accommodate the Farmstead Complex exception.

Motion by Morgan, second by Noland to approve the Farmland Protection Board holding the easement of the donated property. Motion carried.

In re: STEPHANIE GROVE – LEGAL UPDATE AND REPORT

Stephanie Grove, Prosecuting Attorney distributed her to do list.

Ms. Grove reported on a brief filed in the Rissler case.

Ms. Grove reported on issues with the Pan Tran and the Freedom Grant.

In re: HEARING – ESTATE OF ANNA BELLE, DECEASED

Karen Olden, Probate Officer reported that the Estate is listed under the wrong name. It should be under Gregory Ballenger.

Ms. Olden requested a hearing be scheduled after the first of the year for the Estate of Gregory Ballenger and the Estate of William T. Goff, Jr.

Motion by Widmyer, second by Noland to set a hearing on January 14, 2010 at 11:00 a.m. for the Estate of Gregory Ballenger. Motion carried.

Motion by Widmyer, second by Noland to set a hearing on January 14, 2010 at 11:00 a.m. for the Estate of William T. Goff, Jr. Motion carried.

In re: JENNIFER S. MAGHAN – COUNTY CLERK'S REPORT – BOND RESOLUTION

Jennifer S. Maghan, County Clerk reported on the Bond Resolution provided by the Bank of Charles Town.

Motion by Noland, second by Morgan to approve the Bond Resolution. Motion carried.

Ms. Maghan reported on the BB&T Fund Management.

Ms. Maghan reported that she has begun the process of completing the Jefferson County Classification and Compensation Study.

In re: LEGISLATIVE ISSUES

Commissioner Noland reported that Regional Jail Fee is going to increase.

Commissioner Noland reported on Legislative Summit she attended at the Wood's Resort on Tuesday, November 3, 2009.

Commissioner Manuel reported on the Legislative Summit he attended at the Wood's Resort on Tuesday, November 3, 2009.

Commissioner Manuel reported on the County Commissioner's Association Legislative meeting scheduled for November 6, 2009 from 2:00-4:00 p.m. at the Berkeley County Judicial Center.

In re: KIRK DAVIS, SR., CAPITAL PROJECTS MANAGER – GRANTS UPDATE

Kirk Davis, Sr., Capital Projects Manager reported on the Shepherdstown Battlefield Grant.
Mr. Davis reported on the Sheriff Department accepting the CAPP Grant.
Mr. Davis is working on the RFP Courthouse Grant.
Mr. Davis reported on the drawdown of the Energy Grant.
Mr. Davis reported on the Chesapeake Bay Steward Fund.
Mr. Davis reported on transferring funds for the Ambulance Authority.
Mr. Davis stated that the Architect for the Judicial Center would be here next Wednesday.

In re: BONDING AND ACTIVITY REPORT

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Morgan, second by Noland to approve the complete release of the remaining \$48,860.00 construction Bond amount for Flowing Springs, LLC – Cambridge Manufactured Home Development, Section 4, Phase 3, Lot D124. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Noland, second by Widmyer to approve a complete release of the remaining \$66,394.00, from the construction bond for Donald E. Walker/DBA B&B Contractors, Inc. – Leetown Villa Subdivision, Lots 1-3. Motion carried.

Jennifer Brockman, Planning & Zoning Director reported on Amendments to the Subdivision and Land Development Regulations adopted on October 9, 2008.

In re: ADOPTION OF SUBDIVISION AND LAND DEVELOPMENT REGULATIONS AMENDMENTS PROPOSED IN OCTOBER 2008

Motion by Manuel second by Noland to hold over this matter for one week for further review. Motion carried.

In re: BONDING AND ACTIVITY REPORT CONTINUED

Seth Rivard reported on the Blue Ridge Mountain Study Grant.

In re: APPROVAL OF BLUE RIDGE MOUNTAIN STUDY GRANT IN THE AMOUNT OF \$30,000

Motion by Widmyer, second by Noland to approve the Grant agreement for the National Fish and Wildlife Foundation for a total of \$30,000.00. Motion carried.

In re: MARK SCHIAVONE – BUDGET UPDATE

Mark Schiavone, Director of Capital and Planning Management appeared before the Commission to discuss inviting groups in for presentations before starting the budgets to complete applications.

Ms. Schiavone reported that he is waiting on the Revenue and Expenditure Books to close and if not closed before the Holiday he will send the reports via PDF.

Mr. Schiavone requested permission to send a letter to Charles Town Races and Slots requesting a breakdown on income from VLT versus the table games.

Mr. Schiavone reported that he was elected to the Board of Directors for National Impact Fees roundtable.

In re: APPROVE FUNDING FOR COUNTY CLERK'S EMPLOYEE – JEFFERSON COUNTY COMPENSATION AND CLASSIFICATION LONGEVITY PAY

Motion by Morgan, second by Noland to include the County Clerk's office in the longevity pay and payment to be made in the next payroll and to use same data as previous motion. Motion carried 4-1. Commissioner Surkamp voted no.

In re: JEFFERSON COUNTY COMPENSATION AND CLASSIFICATION STUDY – LONGEVITY PAY FOR PART-TIME EMPLOYEES

Motion by Manuel, second by Noland to open for discussion. Motion carried

Motion by Morgan, second by Surkamp to table this discussion of longevity pay for part-time employees indefinitely. Motion failed.

Motion by Noland, second by Widmyer to table this discussion until next week. Motion carried.

The Commission recessed for lunch at 12:35 p.m. The Commission reconvened at 1:36 p.m.

In re: COUNTY COMMISSION WORKSHOP – WORK PLANS

County Commissioners met with Department Heads for a round table discussion of upcoming work plans.

Commissioner Morgan left at 2:29 p.m.

Department Heads agreed to meet monthly for strategic planning.

Commissioner Surkamp left at 2:36 p.m.

The Commission took a 12 minute break at 2:38 p.m.

Commissioner Surkamp returned during the break.

In re: TODD FAGAN – ADDRESSING ORDINANCE, ENFORCEMENT AND POLICY WORKSHOP PART II

Todd Fagan, GIS Specialist reported changes and amendments to addressing ordinance.

Motion by Widmyer, second by Noland to accept amendments for purpose of public hearing in January and final action. Motion carried.

Unanimous consent to move forward with Enforcement Plan on distributing and giving out information about 911 addressing.

Mr. Fagan reported that the new policy change does not match name to who actually resides at a residence.

In re: DISCUSSION AND ACTION FOR 50 PERCENT OF ANY REVENUES THAT MAY BE GENERATED BY A POSITIVE VOTE ON TABLE GAMES BY THE CITIZENS OF JEFFERSON COUNTY BE ALLOCATED TO FIRE AND EMS SERVICES AND LAW ENFORCEMENT

Motion by Manuel, second by Noland to approve a portion of money from the revenues of Table Games by the Citizens of Jefferson County be allocated to Fire and EMS services in Jefferson County to alleviate fees. Motion carried 4-0. Commissioner Morgan was not present.

In re: CENSUS JEFFERSON COUNTY – INCREASING PARTICIPATION

Commissioner Surkamp reported on staffing for the 2010 Census.

In re: APPROVAL OF 2010 HOLIDAY SCHEDULE

Motioned by Noland, second by Manuel to approve 2010 Holiday schedule per WV state code as presented. Motion carried.

Commissioner Manuel suggested to place the meeting schedule on the January 7th, 2010 Agenda.

In re: COUNTY COMMISSION MEETINGS – LOCATION

Motioned by Noland, second by Widmyer to keep the meetings in the Old Charles Town Library meeting room. Motion carried 4-0. Commissioner Morgan was not present.

In re: SCHEDULE A PUBLIC HEARING ON THE HOME CONSORTIUM

Sandy Slusher McDonald, Interim County Administrator reported that this must be done in January. Advertising can be done December 30, 2009 and January 7, 2010.

Motion by Widmyer, second by Noland to approve setting the public hearing of the HOME Consortium on Thursday, January 14, 2010 at 10:00 a.m.

In re: SCHEDULE INTERVIEWS FOR COUNTY ADMINISTRATOR

Commissioner Widmyer suggested to hold interviews on January 13 and 20, 2010 in the morning. Commissioner Noland suggests that staff meet with each applicant to have input as well.

In re: COUNTY ADMINISTRATOR REPORTS

Sandra McDonald, Interim County Administrator gave a reminder of Canvass at 9:30 a.m. on December 11, 2009.

In re: COUNTY COMMISSION REPORTS

Commissioner Manuel reported on the Safety and Security Meeting he attended.

Commissioner Manuel reported on a mock County Commission meeting he attended.

Commissioner Manuel reminded the Commission of the Toy reception at 6:00 at the Episcopal Church.

Commissioner Widmyer reported on the PSD review meeting.

Commissioner Widmyer reported on the Trailblazers meeting.

Commissioner Widmyer reported on the Welcome to Radox meeting she attended.

Commissioner Noland reported that the Farmers Market meeting was postponed.

Commissioner Noland reported she would be attending a WAC meeting on Monday.

Commissioner Noland reported she also attended the Radox meeting.

The Commission received the following information:

Reminder of Table Games Election Canvass on Friday, December 11, 2009, beginning at 9:30 a.m.

Impact Fee Status Report received for November 2009.

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

Correspondence received from the Jefferson County Public Service District concerning a rate case filing.

Letter of resignation received from Edward E. Dunleavy as a member of the Jefferson County Planning Commission.

Notice of public meeting received to discuss the Evaluation and Feasibility Study on the Glen Haven Water System on December 16, 2009, at 7:00 p.m.

Notice of public meeting received for the Mountain Water Project on December 17, 2009, at 7:00 p.m.

Newsletter received from the Association of Counties.

Correspondence received from the Census Bureau concerning local census offices.

Oath of Office received from Brenden Soennecken as a member of the Jefferson County Emergency Services Agency.

Weekly reports received from the West Virginia Lottery for Charles Town Races and Slots.

The Commission received the following correspondence:

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

DALE MANUEL, COMMISSION PRESIDENT