

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, March 11, 2004 beginning at 10:00 o'clock a.m.

PRESENT: Al Hooper, President
James G. Knode; Greg Corliss;
Rusty Morgan; Jane Tabb, Commissioners

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

In re: DISPENSE OF READING OF MINUTES
Motion by Knode, second by Tabb to dispense with the reading of the minutes for the County Commission meeting held Thursday March 4, 2004 and to approve minutes as amended. Motion carried.

In re: APPROVAL OF PURCHASE ORDERS
Motion by Knode, second by Tabb to approve the following Purchase Orders for the Week of March 11, 2004, totaling \$92,167.59: 39672, 39818, 39649, 39648, 39570, 39554, 39483, 39470, 39803, 39802, 39801, 39800, 39601, 39751, 39717, 39340, 39838, 39837, 39699, 39930, 39667 and 37412. Motion carried.

In re: JEFFERSON COUNTY PUBLIC SERVICE DISTRICT INTERVIEWS
Commissioners conducted Public Service District interviews of the applicant present, Mr. Joseph A. Hankins.

Nomination by Corliss to appoint Joseph A. Hankins to the Jefferson County Public Service District for an unexpired term ending December 1, 2005.

Joseph A. Hankins was appointed to the Jefferson County Public Service District for an unexpired term ending December 1, 2005.

In re: EXONERATIONS
Upon recommendation from the Assessor, motion by Corliss, second by Tabb to approve the following Exoneration because of erroneous assessment for the year 2003. Motion carried.

NAME	DISTRICT	TYPE	AMOUNT	TICKET #
H.C. Marshall	Shepherdstown	Personal	\$326.12	24841

In re: JOHN T. BROWN - JEFFERSON HIGH SCHOOL ATHLETIC DIRECTOR - REQUEST FOR FUNDING FOR STADIUM LIGHTING AND A NEW SOFTBALL COMPLEX.

Mr. John Brown, Mary Burns, Debbie Vickers, Milly Gaskin-Smith and Carol Cooper appeared before the Commission to request funding. After discussion the Commission agreed to review and consider request during budget deliberations.

In re: FARMLAND PROTECTION BOARD - REQUEST FOR APPROVAL OF AMENDMENTS TO THE 2002 FARMLAND PROTECTION PLAN

Jack Quinn appeared before the Commission for discussion. Suggestion by Commissioner Morgan to rewrite plan criteria.

After discussions, motion by Corliss, second by Tabb to send a proposed amendment with comments and suggestions of the County Commission for review by the Farmland Protection Board and present for discussion next week. Motion carried.

In re: MODIFICATIONS TO LESA AS PROPOSED BY THE DEPARTMENT OF PLANNING, ZONING AND ENGINEERING

The Commission agreed to table this matter for further review and discussion.

After discussions, motion by Corliss, second by Morgan to advise our legislative delegation that the County Commission of Jefferson County is not in favor of Senate Bill 454. Motion passed 4-1. Commissioner Knode voted no.

In re: DISCUSS MODIFICATIONS TO CATTAIL RUN SEWER PLANT PROPOSAL

The Commission agreed to table this matter for further review and discussion as more information becomes available.

In re: APPOINTMENT TO THE NORTH EASTERN REGIONAL EMS, INC.

The Commission agreed to hold over the appointment to the North Eastern Regional EMS, Inc. another week.

In re: RESPONSE TO CHARLES "TEE" ROWE - CHAIRMAN REPUBLICAN EXECUTIVE COMMITTEE - PUBLIC MEETING ROOM USE BY CANDIDATES

The Commission agreed to review policy and procedures and to schedule a work session for further discussion.

In re: JEFFERSON COUNTY PUBLIC SERVICE DISTRICT - CAPITAL IMPROVEMENT FEE

Motion by Corliss, second by Tabb for the Jefferson County Commission to draft a letter of support in principle of a sewer capital improvement fee, highlighting the County Commission concerns, for review by the Public Service Commission. Motion carried.

In re: HEARING - PETITION FOR REMOVAL/RESIGNATION OF FIDUCIARY - ESTATE OF DONALD EUGENE HOLMES, DECEASED

Braun A. Hamstead, Esquire. Attorney for the Petitioner, appeared before the Commission concerning the estate of Donald Eugene Holmes, deceased. After discussion, motion by Corliss, second by Tabb to accept the resignation of Leslie Wayne Holmes and appoint Trevor Holmes as new Fiduciary of the estate. Motion carried.

In re: JEFFREY POLCZYNSKI - ONLINE GIS PROPOSAL

After discussions, motion by Corliss, second by Morgan to follow up with the free GIS assessment. Motion carried.

In re: APPROVAL OF NOMINATION OF ELECTION WORKERS FOR THE MAY 2004 PRIMARY ELECTION

Motion by Tabb, second by Morgan to approve all nominations of election workers for the May 2004 election. Motion carried.

In re: CITY OF CHARLES TOWN - REQUEST FOR USE OF MEETING ROOM

Motion by Corliss, second by Tabb to approve the request by the City of Charles Town for use of meeting room. Motion carried.

In re: OSCAR C. STINE - REQUEST FOR APPOINTMENT TO THE WATER ADVISORY COMMITTEE

Motion by Morgan, second by Corliss to approve the appointment of Oscar C. Stine to the Water Advisory Committee. Motion carried.

In re: APPOINTMENTS TO THE HISTORIC LANDMARKS COMMISSION

Nomination by Corliss to appoint John C. Allen, Jr. to the Historic Landmarks Commission.

Nomination by Tabb to appoint Mary Koonce to the Historic Landmarks Commission.

Nomination by Morgan to appoint Carmen Weber Creamer to the Historic Landmarks Commission.

Motion by Knode, second by Tabb to close nominations. Motion carried.

John C. Allen, Jr. was appointed to the Historic Landmarks Commission for a three year term ending March 6, 2007.

Carmen Weber Creamer was appointed to the Historic Landmarks Commission for a three year term ending March 6, 2007.

In re: RESIGNATION OF GUARDIAN - PAMELA DAWN BROWN, GUARDIAN FOR JORDAN ASHLEY HOKE

Pamela Dawn Brown, guardian; Cynthia Lynn Hoke, mother; Jordan Ashley Hoke, minor child appeared before the Commission. After discussions, motion by Tabb, second by Corliss to accept the resignation of Pamela Dawn Brown as guardian of minor child. Motion carried.

In re: AMENDMENTS TO THE COMPREHENSIVE PLAN

Paul Raco appeared before the Commission for discussions. After discussions it was decided that Mr. Raco would draft a revised version for Commission review and consideration. The Commission agreed to schedule this matter for discussion and review for Thursday, March 18, 2004.

In re: DEPARTMENT OF IMPACT FEES - REQUEST FOR APPROVAL OF EMPLOYMENT - MICHELLE FRENCH

Motion by Tabb, second by Corliss to approve the employment of Michelle French in the Department of Impact Fees office. Motion carried.

In re: IMPACT FEES - RELATIONSHIP OF COUNTY WITH RANSON AND CHARLES TOWN

After discussions the Commission agreed to Commissioner Hooper meeting with City officials to discuss the matter further.

Commissioner Tabb reported on the Ozone Meeting.

Commissioner Tabb reported on the Farmland Protection Board meeting.

Commissioner Knode reported on the Region 9 Planning and Development meeting.

Commissioner Hooper reported on the Joint Utility Board meeting.

The Commission received the following information:

Acceptance of Bond for McMurrin Farm Subdivision in the amount of \$186,348.

Notice received from the Planning & Zoning Commission of a Special Meeting on Thursday, April 1, 2004, at 7:00 p.m. regarding traffic impact issues in Jefferson County.

Permit Activity and Fee Report received from the Department of Planning, Zoning and Engineering.

Correspondence received from the Sheriff concerning Jail Costs and Funds Collected.

Correspondence received from the Sheriff concerning the Home Confinement Program.

News Release received from Senator Herb Snyder concerning a New DMV Office in Jefferson County.

Magistrate Court Clerk's remittances to the Sheriff received for February 2004.

Notice received of the 7th Annual National Children's Memorial Flag Day on April 23, 2004.

Correspondence received from Independent Fire Company concerning their annual fund drive.

Revised Inventory Project Reports for the Defense Environmental Restoration Program for Formerly Used Defense Sites received from the Department of the Army.

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

Meeting minutes received from the Public Service District.

Upon rising, the Commission recessed until the morning of Thursday, March 18, 2004 beginning at 10:00 o'clock a.m.

PRESIDENT