

**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, December 13, 2007 beginning at 9:30 o'clock a.m.

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

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

**IN RE: APPROVAL OF MINUTES**  
Motion by Corliss, second by Manuel to dispense with the reading of the Minutes for the meeting held on Thursday, December 6, 2007 and to approve the Minutes as presented. Motion carried.

**IN RE: APPROVAL OF PURCHASE ORDERS**  
Motion by R. Morgan, second by Manuel to approve the following Purchase Orders for the week of December 13, 2007 totaling \$97,256.33: 42440, 42441, 44840, 40244, 44488, 44812, 44989, 44825, 44826, 44827, 43678, 44983, 44984, 44985, 44986, 44987, 44738, 44739, 44740, 44741, 44742, 44743, 44744, 44745, 44746, 44990, 44992 and 44930. Motion carried.

**IN RE: APPROVAL OF ACCOUNTS PAYABLE**  
Motion by Corliss, second by R. Morgan to approve the list of Accounts Payable totaling \$193,911.47 dated December 13, 2007 as presented by the County Clerk and reviewed by the County Commission. Motion carried.

Ck#	Dept	Vendor	PO#	PO Amt	Amt w/o PO	Ck Amt
054351	425	ALLEGHENY POWER		\$0.00	\$147.86	\$147.86
054352	425	COMCAST		\$0.00	\$55.92	\$55.92
054353	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$72.00	\$72.00
054354	424	B-K OFFICE SUPPLY INC	44976	\$1,152.00	\$0.00	\$1,152.00
054354	976	B-K OFFICE SUPPLY INC	44500	\$275.50	\$0.00	\$275.50
054355	424	BOLAND SERVICES	43758	\$385.00	\$0.00	\$385.00
054355	425	BOLAND SERVICES	43473	\$593.00	\$0.00	\$593.00
054356	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$62.31	\$62.31
054357	PAYROLL	BRICKSTREET MUTUAL INSUR		\$0.00	\$8,892.20	\$8,892.20
054358	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$90.89	\$90.89
054359	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$70.68	\$70.68
054360	PAYROLL	BUREAU F/CHILD SPRT ENF		\$0.00	\$302.31	\$302.31
054361	716	BLUE RIDGE VETERINARY	44979	\$1,006.95	\$0.00	\$1,006.95
054362	700	COUNTRY ROADS TIRE & AUT	44973	\$888.29	\$0.00	\$888.29
054362	700	COUNTRY ROADS TIRE & AUT	44982	\$551.02	\$0.00	\$551.02
054363	406	*CREAMERS AUTO SERVICE	44981	\$32.75	\$0.00	\$32.75
054364	424	CHARLES TOWN WATER DEPT		\$0.00	\$146.69	\$146.69
054364	425	CHARLES TOWN WATER DEPT		\$0.00	\$698.66	\$698.66
054365	PAYROLL	CHILD SUPPORT ENFORCE AG		\$0.00	\$23.07	\$23.07
054366	440	CLARK CORBIN		\$0.00	\$300.00	\$300.00
054367	424	APPLE VALLEY TIRE	44977	\$510.00	\$0.00	\$510.00
054368	440	MANNY B DESAI		\$0.00	\$1,000.00	\$1,000.00
054369	422	KIRK DAVIS		\$0.00	\$156.41	\$156.41
054370	PAYROLL	EQUITABLE THE EQUIVEST		\$0.00	\$15.00	\$15.00
054371	424	J.C.EHRLICH		\$0.00	\$29.00	\$29.00
054371	425	J.C.EHRLICH		\$0.00	\$330.00	\$330.00
054372	412	FRONTIER		\$0.00	\$426.90	\$426.90
054372	415	FRONTIER		\$0.00	\$331.07	\$331.07
054372	424	FRONTIER		\$0.00	\$13,243.99	\$13,243.99
054372	712	FRONTIER		\$0.00	\$3,872.56	\$3,872.56
054373	GRANT	FIFTH THIRD BANK	43676	\$249.04	\$0.00	\$249.04
054373	401	FIFTH THIRD BANK		\$0.00	\$295.00	\$295.00

054373	401	FIFTH THIRD BANK		\$0.00	\$51.70	\$51.70
054373	402	FIFTH THIRD BANK		\$0.00	\$29.95	\$29.95
054373	402	FIFTH THIRD BANK		\$0.00	\$230.00	\$230.00
054373	406	FIFTH THIRD BANK		\$0.00	\$307.83	\$307.83
054373	413	FIFTH THIRD BANK		\$0.00	\$2,131.80	\$2,131.80
054373	430	FIFTH THIRD BANK		\$0.00	\$27.00	\$27.00
054373	430	FIFTH THIRD BANK		\$0.00	\$38.21	\$38.21
054373	433	FIFTH THIRD BANK		\$0.00	\$13.99	\$13.99
054373	433	FIFTH THIRD BANK		\$0.00	\$750.00	\$750.00
054373	433	FIFTH THIRD BANK		\$0.00	\$456.80	\$456.80
054373	700	FIFTH THIRD BANK		\$0.00	\$424.08	\$424.08
054373	700	FIFTH THIRD BANK		\$0.00	\$9.00	\$9.00
054373	711	FIFTH THIRD BANK		\$0.00	\$39.01	\$39.01
054373	716	FIFTH THIRD BANK		\$0.00	\$336.18	\$336.18
054374	433	TODD FAGAN		\$0.00	\$220.74	\$220.74
054375	433	IKON OFFICE SOLUTIONS	44841	\$1,169.11	\$0.00	\$1,169.11
054376	PAYROLL	ING		\$0.00	\$260.00	\$260.00
054377	700	JEFF CO DEPUTY SHERIFF'S		\$0.00	\$21.44	\$21.44
054377	700	JEFF CO DEPUTY SHERIFF'S		\$0.00	\$216.08	\$216.08
054377	700	JEFF CO DEPUTY SHERIFF'S		\$0.00	\$633.46	\$633.46
054377	700	JEFF CO DEPUTY SHERIFF'S		\$0.00	\$881.45	\$881.45
054378	402	JEFFERSON PUBLISH CO INC	44867	\$640.42	\$0.00	\$640.42
054379	413	JEFFERSON UTILITIES INC		\$0.00	\$12.60	\$12.60
054379	425	JEFFERSON UTILITIES INC		\$0.00	\$69.30	\$69.30
054380	PAYROLL	JEFFERSON SECURITY BANK		\$0.00	\$4,813.00	\$4,813.00
054381	405	DR. PAUL KRADEL	44793	\$7,875.00	\$0.00	\$7,875.00
054382	405	LORMAN EDUCATION SERVICE	44788	\$349.00	\$0.00	\$349.00
054383	433	MSAG DATA CONSULTANTS IN		\$0.00	\$3,663.42	\$3,663.42
054384	PAYROLL	COMPTROLLER OF MARYLAND		\$0.00	\$737.59	\$737.59
054385	PAYROLL	COMPTROLLER OF MARYLAND		\$0.00	\$38.81	\$38.81
054386	700	MCKINNEY'S AUTO REPAIR	44980	\$763.03	\$0.00	\$763.03
054387	424	MCI		\$0.00	\$1,107.12	\$1,107.12
054388	PAYROLL	MD Child Support Account		\$0.00	\$140.00	\$140.00
054389	425	NORVAC LOCK TECHNOLOGY	44978	\$242.50	\$0.00	\$242.50
054390	PAYROLL	NATIONWIDE RETIREMENT		\$0.00	\$765.21	\$765.21
054391	716	NORTON EMBROIDERY INC	40240	\$577.50	\$0.00	\$577.50
054392	402	PIFER OFFICE SUPPLY, INC	44861	\$111.49	\$0.00	\$111.49
054392	404	PIFER OFFICE SUPPLY, INC	44516	\$21.30	\$0.00	\$21.30
054392	406	PIFER OFFICE SUPPLY, INC	44413	\$21.00	\$0.00	\$21.00
054393	712	PUBLIC SAFETY TRAINING C	44379	\$152.00	\$0.00	\$152.00
054394	412	QUILL CORPORATION	42423	\$224.96	\$0.00	\$224.96
054395	424	ROACH OIL COMPANY		\$0.00	\$440.48	\$440.48
054395	425	ROACH OIL COMPANY		\$0.00	\$590.72	\$590.72
054396	401	ROBERT R. RODECKER		\$0.00	\$455.00	\$455.00
054397	401	SOFTWARE SYSTEMS, INC		\$0.00	\$529.00	\$529.00
054397	402	SOFTWARE SYSTEMS, INC		\$0.00	\$1,219.50	\$1,219.50
054397	403	SOFTWARE SYSTEMS, INC		\$0.00	\$579.50	\$579.50
054397	404	SOFTWARE SYSTEMS, INC		\$0.00	\$2,647.95	\$2,647.95
054398	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$68.20	\$68.20
054398	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$15.96	\$15.96
054398	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$9,771.70	\$9,771.70
054398	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$41,782.98	\$41,782.98
054399	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$52.85	\$52.85
054399	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$44,351.40	\$44,351.40
054400	406	SHEETZ FLEET FUELING		\$0.00	\$283.28	\$283.28
054400	424	SHEETZ FLEET FUELING		\$0.00	\$1,326.24	\$1,326.24

054400	430	SHEETZ FLEET FUELING		\$0.00	\$122.93	\$122.93
054400	440	SHEETZ FLEET FUELING		\$0.00	\$527.86	\$527.86
054400	700	SHEETZ FLEET FUELING		\$0.00	\$10,002.51	\$10,002.51
054400	712	SHEETZ FLEET FUELING		\$0.00	\$439.76	\$439.76
054400	716	SHEETZ FLEET FUELING		\$0.00	\$626.54	\$626.54
054401	425	SHENANDOAH VALLEY WATER		\$0.00	\$553.05	\$553.05
054402	PAYROLL	TREASURER OF VIRGINIA		\$0.00	\$161.51	\$161.51
054403	425	HAGEMEYER NORTH AMERICA	44709	\$114.88	\$0.00	\$114.88
054404	PAYROLL	TIME INSURANCE CO		\$0.00	\$540.57	\$540.57
054405	402	UNITED SYSTEMS & SOFTWARE		\$0.00	\$184.00	\$184.00
054405	403	UNITED SYSTEMS & SOFTWARE		\$0.00	\$157.00	\$157.00
054406	PAYROLL	VALIC, %CHASE BANK TEXAS		\$0.00	\$100.00	\$100.00
054407	405	WEST PAYMENT CENTER	44794	\$875.75	\$0.00	\$875.75
054408	425	WM OF WEST VIRGINIA, INC		\$0.00	\$254.86	\$254.86
054408	425	WM OF WEST VIRGINIA, INC		\$0.00	\$192.42	\$192.42
054408	716	WM OF WEST VIRGINIA, INC		\$0.00	\$90.25	\$90.25
054409	PAYROLL	WVPEIA 896046625		\$0.00	\$8,057.00	\$8,057.00
054410	401	WVNET		\$0.00	\$16.67	\$16.67
<b>TOTALS</b>				<b>\$18,781.49</b>	<b>\$175,129.98</b>	<b>\$193,911.47</b>
DEPT	NAME		DEPT AMTS			
401/COM	CO. COMMISSION		\$1,347.37			
402/CCLK	CO. CLERK		\$2,415.36			
403/CIR CLK	CIRCUIT CLERK		\$736.50			
404/TAX	TAX OFFICE		\$2,669.25			
405/PA	PROS ATTY		\$9,099.75			
406/ASSR	ASSESSORS		\$644.86			
408/GOV	ST.COMPNET CHG BO GOV UNIT					
412/AG	AG AGT		\$651.86			
413/ELE	ELECTION		\$2,144.40			
415/MAG CT	MAGISTRATE COURT		\$331.07			
415/	GENERAL SCHOOL/CO TRANSFER					
422/IMPACT	IMPACT FEE OPERATIONAL DEPT		\$156.41			
424/CTHS	COURT HOUSE		\$18,340.52			
425/OB	OTHER BUILDING		\$3,843.17			
428/DATAP	DATA PROCESSING					
430/HLS	HOMELAND SEC		\$188.14			
431/ECON DEV	ECON DEV					
433/GIS	GIS/ADDRESSING		\$6,274.06			
439/PZ	PLANNING ZONING					
440/ENG.	DEPT OF ENGINEERING		\$1,827.86			
451/ZONING	ZONING DEPT					
700/SHRF	SHERIFF DEPT		\$14,390.36			
701/SHRF	SHERIFF DEPT					
704/WV JAIL	ST/WV REGIONAL JAIL					
711/OES	EMERG SVC		\$39.01			
712/911	911 COMMUNICATION		\$4,464.32			
716/A/C	ANIMAL CONTROL		\$2,637.42			
801/MTL HLTH	MENTAL HEALTH TRANS TO ENTITIE					
808GOV UNIT	SWA CONTRIB OTHER GOV UNIT					
900/PARK&REC	JEFFERSON CO. PARKS& REX					
916/LIBRARY	LIBRARY CAPITAL OUTLAY					
966/CAP/AA	AMBULANCE AUTH CAP OUTLAY					
975/CAP OTL	CO. CLERK / CAPITAL OUTLAY					
976/CAP/CIR	CIRCUIT CLERK/CAPITAL OUTLAY		\$275.50			
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	
ALLOC	ALLOCATIONS	
GRANTS	GRANTS	\$249.04
PAYROLL	PAYROLL	\$121,185.24
<b>TOTALS</b>		\$193,911.47

**IN RE: LEGISLATIVE ISSUES**

Commissioner Manuel reported on his attempts to schedule a meeting with the Governor's office regarding Fire and EMS fees.

Commissioner F. Morgan discussed agenda item new business #10: "Consideration of County's Position on Home Rule Legislation" and requested Commissioner Manuel acquire additional information from legislative members prior to pursuing the matter for discussion. Commission members expressed their concerns with annexation and pipe stem issues.

Commissioner F. Morgan reported on the legislative forum request she received from the League of Women Voters and discussed scheduling a meeting with them in January 2008.

**IN RE: CONSIDERATION OF COUNTY'S POSITION ON HOME RULE LEGISLATION (FM)**

This matter was discussed under agenda item: "Legislative Issues".

**IN RE: BONDING AND ACTIVITY REPORT**

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Manuel, second by R. Morgan to approve the partial release of an Irrevocable Letter of Credit in the amount of \$243,041.00 for Ryan's Glen LLC – Ryan's Glen Subdivision, lots 1-12 with the County to retain \$130,845.00. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by R. Morgan, second by Corliss to approve the partial release of an Irrevocable Letter of Credit in the amount of \$255,630.28 for Fellowship Bible Church with the County to retain \$84,747.00. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Manuel, second by R. Morgan to approve the partial release of an Irrevocable Letter of Credit in the amount of \$286,955.00 for Home Hill Corporation – North Hills at Cress Creek Subdivision, lots 1-20 & lot 21-residue with the County to retain \$499,348.00. Motion carried.

**IN RE: PUBLIC COMMENT**

Bill Chesley, Development Authority President appeared before the Commission to report on business and economic growth in Jefferson County.

Doc Master appeared before the Commission to inquire about Marty Kable's position on the Public Service District.

Fred Blackmer appeared before the Commission to comment on the diversity of serving on public boards and committees. Mr. Blackmer commended Public Service District appointee Marty Kable for his years of service and dedication to Jefferson County.

Rita Mahalik appeared before the Commission to express her concern with the sale of Jefferson County's Public Service District water system at Glen Haven.

**IN RE: PUBLIC SERVICE DISTRICT INTERVIEWS**

The Commission interviewed Jim Cummins and Marty Kable for appointment to the Jefferson County Public Service District. Mr. Roger Ethier appeared before the Commission to withdraw his application to the Public Service District.

**IN RE: APPOINTMENT TO THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT**

Nomination by Commissioner Manuel to reappoint Marty Kable to the Jefferson County Public Service District for a 6-year term ending December 1, 2013.

Nomination by Commissioner Corliss to appoint Jim Cummins to the Jefferson County Public Service District for a 6-year term ending December 1, 2013.

Nominations were closed.

<u>Nominations</u>	<u>Corliss</u>	<u>Manuel</u>	<u>F. Morgan</u>	<u>R. Morgan</u>	<u>Surkamp</u>
Jim Cummins	✓		✓	✓	✓
Marty Kable		✓			

Jim Cummins was appointed to the Jefferson County Public Service District for one 6-year term ending December 1, 2013.

Marty Kable appeared before the Commission to express his thoughts regarding his term on the Public Service District.

**IN RE: AMY L. BOYD - SHEPHERDSTOWN TOWN CLERK - PIEDMONT PROPERTIES ANNEXATION**

John Matthews, Planning and Zoning Officer for Shepherdstown appeared before the Commission to request approval of an annexation for Piedmont Properties. Mr. Matthews reported on the specifications of the annexation request.

Motion by Corliss, second by Surkamp to approve the Annexation for Piedmont Properties as presented by Mr. John Matthews's contingent upon legal review and approval. Motion carried.

**IN RE: CAROLYN ZDZIERA - COMMUNITY ALTERNATIVES TO VIOLENCE FUNDING REQUEST**

Carolyn Zdziera from the Community Alternatives to Violence program appeared before the Commission for a \$2,500.00 budget request. Ms. Zdziera reported on the program objectives and discussed monthly operational expenditures. Ms. Zdziera also discussed the need for community support from agencies such as the Prosecuting Attorney's Office, Family Law Judges and Magistrates to promote awareness for the Community Alternatives to Violence program.

Mr. Kevin Noles, President of Community Alternatives to Violence appeared before the Commission and provided an overview of the program.

Motion by Corliss, second by R. Morgan to approve the funding request of \$2,500.00 for the Community Alternatives to Violence Program and to draft a letter of support for the program to the Prosecuting Attorney's office and the Jefferson County Family Law Judge. Motion carried.

**IN RE: JEFFERSON COUNTY PUBLIC SERVICE DISTRICT - SALE OF JEFFERSON COUNTY PUBLIC SERVICE DISTRICT'S WATER SYSTEM - CAVALAND & GLEN HAVEN**

Sue Lawton, Public Service District Manager appeared before the Commission to request Commission direction on whether to proceed with the Cavaland & Glen Haven Public Service District water system sale.

Ms. Lawton provided the Commission with a chronological history of the Public Service District water system and discussed the outstanding order of sale to Jefferson Utilities. Ms. Lawton reported on the upgrades needed to the Cavaland and Glen Haven water system.

Rita Mahalik, Glen Haven resident, was present for comments.

Leslie D. Smith, County Administrator recommended that Public Service District counsel prepare a legal brief detailing the chronological history of the sale for legal review by County Commission counsel.

Stephanie Grove, Assistant Prosecuting Attorney reported she would meet with Ms. Lawton to discuss this matter further.

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

- **APPROVAL OF PRECINCT MAPS FOR THE 2008 ELECTION YEAR**
- **"JEFFERSON COUNTY VOTER EXTENSION OFFICE" TO BE USED FOR EARLY VOTING AND TRAINING OF POLL WORKERS**

Jennifer S. Maghan, County Clerk appeared before the Commission to request approval of the 2008 precinct maps. Ms. Maghan reported on the public comments received regarding the new 2008 precinct maps.

Motion by Surkamp, second by R. Morgan to approve the precinct maps for the 2008-election year as presented by Jennifer S. Maghan, County Clerk. Motion carried.

Ms. Maghan presented the Commission with a proposal for a new "Jefferson County Voter Extension Office" to be used for early voting and training of poll workers. Ms. Maghan discussed the objectives of the proposed relocation and requested the Commission consider a site visit of the Hamilton Building located in Bardane.

Stephanie Grove, Assistant Prosecuting Attorney was present and reported on state statute and cited state code with regard to voting procedures and precinct requirements.

The Commission expressed their concerns with the proposed location. Ms. Maghan reported on her discussions with the Secretary of State's Office with regard to location and requirements for voting.

The Commission agreed that Ms. Maghan could work with Kirk Davis, Capital Project Manager to determine alternative space availability and report to the Commission at a later date.

**IN RE: EXONERATION**

Upon recommendation from the Assessor, Ginger Bordier, motion by R. Morgan, second by Manuel to approve the following exoneration because of erroneous assessment for the year 2007. Motion carried.

Name	District	Type	Amount	Ticket #
Lloyd Butler	Charles Town	Real Estate	\$627.28	8683

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

Stephanie Grove, Assistant Prosecuting Attorney appeared before the Commission for a legal update and report. Ms. Grove reported on the following matters:

- The Jefferson Utilities appeal to the Supreme Court with presentation of the petition of appeal to the Commission for their review;

- Ranson’s certified questions received on December 12, 2007 regarding the Impact Fee suit;
- Justice Starcher’s opinion received with regard to annexations. The Commission directed Ms. Grove to send copies of Justice Starcher’s opinion to the Governor’s office, legislators and municipal officials.

Ms. Grove provided the Commission with a draft Nepotism Policy for appointees to Jefferson County Boards and Commissions. The Commission discussed amendments to the policy.

Motion by Manuel, second by R. Morgan to enter into Executive Session to discuss pending litigation. Motion carried.

**The Commission recessed for lunch at 12:15 p.m. The Commission reconvened at 1:30 p.m.**

Motion by Manuel, second by R. Morgan to return to regular session. Motion carried.  
No action was taken during executive session.

**IN RE: KENDIG KEAST/ORDINANCE REWRITE DISCUSSION**

Commissioner F. Morgan reported on the zoning ordinance public hearings.

With consideration to the meeting scheduled on December 15, 2007 in the Old Charles Town Library, the Commission discussed space accommodations for the general public. The Commission agreed to a backup plan to include having maintenance staff available to move the meeting to the Jefferson County Courthouse if necessary.

Commissioner Manuel requested Tony Redman provide a list of proposed amendments since the draft ordinance was released.

Commissioner Corliss inquired on the status of the contract with Kendig Keast. The Commission agreed to address this matter with Mr. Redman.

**IN RE: APPOINTMENTS TO THE WATER ADVISORY COMMITTEE**

No action was taken on this agenda item.

**IN RE: ADOPTION OF POSITION DESCRIPTIONS FOR COUNTY COMMISSION EMPLOYEES**

Leslie D. Smith, County Administrator provided the Commission with a list of position descriptions for County Commission employees and reported on the meeting with Mr. Don Jacobs of Jacobs Consulting on December 12, 2007.

Ms. Smith provided the Commission with copies of the Classification and Compensation Study Position Analysis Questionnaire from Mr. Jacobs that will be completed by county commission employees for Mr. Jacobs’ review.

**IN RE: EMPLOYEE EVALUATION PROCESS**

Leslie D. Smith, County Administrator provided the Commission with a proposed Department Head Evaluation chart outlining County Department Heads to be evaluated.

The Commission determined the department heads evaluator to be as follows:

**Jefferson County  
Department Head Evaluation**

<u>Department Head</u>	<u>Evaluator</u>
County Administrator	County Commission
Director of Maintenance	County Administrator
Economic Development Director	Economic Development Board
Director of Planning	County Commission
Director of Zoning	County Commission
Department of Engineer – Chief Engineer	County Commission
Director of Capital Planning and Management	County Commission
Director of Communications	County Administrator
Director of Emergency Management	County Administrator

**IN RE: NEPOTISM POLICY FOR APPOINTEES TO THE COUNTY COMMISSION OF JEFFERSON COUNTY**

This matter was discussed under agenda item: “Stephanie Grove – Legal update and report.

**IN RE: GOVERNOR’S DECLARATION OF ADDITIONAL HALF DAYS OFF FOR STATE EMPLOYEES – DECISION ON GRANTING COUNTY EMPLOYEES THE ADDITIONAL HALF DAYS OFF FOR CHRISTMAS EVE AND NEW YEAR’S EVE**

Motion by Manuel, second by R. Morgan to authorize additional half days on Christmas Eve and New Year’s Eve for county employees as declared by Governor Manchin. Motion carried.

**IN RE: COUNCIL OF GOVERNMENTS MEETING FOR DECEMBER**

The Commission agreed by consensus to authorize Leslie D. Smith, County Administrator to send a notice of cancellation to all municipalities for the December Council of Governments meeting.

**IN RE: DISSOLUTION OF OPTICAL SCANNING/IMAGING FUND #024**

Motion by Manuel, second by Corliss to authorize the County Commission President's Signature upon the resolution for Dissolution of the Optical Scanning/Imaging Fund #024. Motion carried.

**RESOLUTION**

WHEREAS, the County Commission of Jefferson County, on April 27, 2001 created special projects fund number twenty-four (24) for the purpose of imaging and optically scanning records of Jefferson County offices;

WHEREAS, the optical scanning/imaging special projects fund is no longer required;

THEREFORE, BE IT RESOLVED, that the County Commission of Jefferson County dissolve special projects fund number twenty-four (24) and transfer the balance in this fund to the general fund.

December 13, 2007

/s/  
Frances B. Morgan, Commission President

**IN RE: GENERAL FUND BUDGET REVISION**

Motion by Manuel, second by Surkamp to approve the general fund budget revision as presented. Motion carried.

**RESOLUTION**

At a regular session of the Jefferson County Commission, held on the 13th day of December, 2007, 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 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 Surkamp 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 F. 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, Commission President

**IN RE: REQUEST FOR FUNDING FROM THE OLD OPERA HOUSE**

Leslie D. Smith, County Administrator reported on the funding request received from the Old Opera House.

The Commission agreed by consensus to authorize Ms. Smith to draft a letter to the Old Opera House advising them that the County Commission can not grant their request.

**IN RE: PRESENTATION OF CY 2008 LAW ENFORCEMENT AND PARKS & RECREATION IMPACT FEE STUDIES**

Mark Schiavone, Impact Fee Coordinator appeared before the Commission for a report on the CY 2008 Law Enforcement and Parks & Recreation Impact Fee studies. Mr. Schiavone reported he is still awaiting data from several Jefferson County Fire Companies to include in his report and will present updated data to the Commission as it becomes available.

**IN RE: COUNTY ADMINISTRATOR REPORTS**

Leslie D. Smith, County Administrator presented the Commission with copies of the County's revenue and expenditure report; a copy of the Ambulance Authority's draft budget for FY 2009 and documents received from Mr. Rodecker regarding the cable franchise agreement.

Ms. Smith reported on Ms. Elliott's resignation from the Jefferson County Parks & Recreation Commission. Ms. Smith also discussed advertising and posting requirements for County Boards and Commissions.

**IN RE: COUNTY COMMISSION REPORTS**

Commissioner Manuel reported on the Parks and Recreation Commission meeting he attended.

**IN RE: COUNTY COMMISSION WORKSHOP WITH AGRICULTURAL TASK FORCE - SUBDIVISION AND ZONING ORDINANCES**

The Commission conducted a workshop with the Agricultural Task Force to discuss proposed revisions to the draft Subdivision and Zoning ordinances.

Cam Tabb, Agricultural Task Force member was present to discuss revisions recommended by the Jefferson County Agricultural Task Force. Tony Redman, Director of Planning and Zoning; Sherry Kelly, Deputy Director of Planning and Zoning; Tom Hall, Planner/Landscape Architect and Jennifer Snyder, Administrative Assistant for the Department of Planning were present.

**The Commission received the following information:**

Thank you letter received from the City of Ranson concerning the allocation of \$5,000 for the Ranson Civic Center heating project.

Thank you letter received from the City of Ranson for a bag of treats and a personal note from Commissioner Frances Morgan.

Letter of resignation received from Ethelmary (Etts) Elliott as a member of the Parks and Recreation Commission.

Notice received from the Offices of the Insurance Commissioners concerning flood insurance.

Information received from the County Commissioners' Association concerning the hospitalization of Jackson County Commissioner Jim Waybright.

Family Resource Network OTP, Inc. newsletter received.

Meeting minutes received from the Jefferson County Public Service District.

Copy of Jefferson County Inclement Weather Policy received.

Invitation received to attend the County Commissioners' Association Christmas Open House on Friday, December 14, 2007, at noon.

Notice received from the Department of Planning and Zoning of a Subdivision Work Session on Friday, December 21, 2007.

Zoning Map: Request for Review received from Frederick C. and Archibald R. Hoxton, IV.

Correspondence received from AIG concerning reimbursement of legal fees.

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

Miscellaneous

**The Commission received the following correspondence:**

Correspondence received from Fred Blackmer concerning the Jefferson County Public Service District appointment.

Correspondence received from Chris & Sandy Stokes concerning the Jefferson County Public Service District appointment.

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