

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, January 25, 2007, beginning at 9:30 o'clock a.m.

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

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

In re: DISPENSE WITH READING OF MINUTES
Motion by Corliss, second by Manuel to dispense with the reading of the Minutes for the meeting held on Thursday, January 18, 2007, and to approve the Minutes as prepared. Motion carried.

In re: APPROVAL OF PURCHASE ORDERS
Motion by R. Morgan, second by Corliss to approve the following Purchase Orders for the Week of January 22, 2007, totaling \$46,234.02: 42429, 42879, 43602, 42924, 43353, 47354, 43689, 43471, 43472, 73473, 43477, 43226, 43632, 43633, 43475, 43548, 43550, 43551, 43552, 43554, 43555, 43556, and 43557. Motion carried.

In re: ACCOUNTS PAYABLE - JANUARY 25, 2007
Motion by Manuel, second by Corliss to approve the Accounts Payable dated January 25, 2007, as presented by the County Clerk and reviewed by the County Commission. Motion carried.

Check #	Dept	Vendor Name	PO #	AMT W/ PO#	AMT W/O PO#	Amount
51448	424	ALLEGHENY POWER			\$1,035.25	\$1,035.25
51448	425	ALLEGHENY POWER			\$3,917.94	\$3,917.94
51449	439	APA/AMERICAN PLANNING ASSOC	43223	\$225.00		\$225.00
51450	425	COMCAST			\$55.93	\$55.93
51451	439	ASSOC OF ST FLOODPLAIN MNGRS	43225	\$105.00		\$105.00
51451	439	ASSOC OF ST FLOODPLAIN MNGRS	42854	\$95.00		\$95.00
51452	425	ADVANCE ALARM	43459	\$485.00		\$485.00
51453	916	BOLIVAR/HARPERS FERRY LIBRARY			\$2,750.00	\$2,750.00
51454	711	BUSINESS RADIO PRODUCTS	42740	\$23.25		\$23.25
51455	PAYROLL	BUREAU FOR CHILD SUPPORT			\$72.00	\$72.00
51456	425	B-K	43455	\$489.61		\$489.61
51457	PAYROLL	BUREAU/CHILD SUPPORT			\$62.31	\$62.31

51458	716	CREAMERS	43465	\$273.18		\$273.18
51458	700	CREAMERS	43466	\$603.79		\$603.79
51458	712	CREAMERS	43464	\$267.95		\$267.95
51459	712	VERIZON CABS			\$150.00	\$150.00
51460	PAYROLL	CHILD SUPPORT ENFORCE			\$23.07	\$23.07
51461	403	DAYTON LEGAL BLANK	43026	\$137.22		\$137.22
51461	403	DAYTON LEGAL BLANK	43027	\$203.98		\$203.98
51462	978	DELL	43099	\$1,482.65		\$1,482.65
51462	405	DELL	43514	\$117.95		\$117.95
51462	978	DELL	43517	\$1,001.00		\$1,001.00
51463	425	DAYCON	43460	\$254.31		\$254.31
51464	712	NANCY DOPSON			\$29.67	\$29.67
51465	INVEST	EQUITABLE			\$15.00	\$15.00
51466	424	FEDEX			\$83.45	\$83.45
51467	405	JASON E. FORD	43516	\$295.73		\$295.73
51468	415	GENERAL CO. FUND			\$10,242.25	\$10,242.25
51469	425	GRAINGER	43462	\$218.25		\$218.25
51470	428	IBM			\$2,325.51	\$2,325.51
51471	INVEST	ING			\$175.00	\$175.00
51472	403	JEFF PUBLISHING CO	43030	\$163.20		\$163.20
51472	430	JEFF PUBLISHING CO	43690	\$75.00		\$75.00
51472	700	JEFF PUBLISHING CO	43553	\$83.71		\$83.71
51473	712	DR. ROBERT JONES			\$1,000.00	\$1,000.00
51474	ALL DEPTS	JEFFERSON SECURITY BANK			\$4,729.00	\$4,729.00
51475	425	JEFF CO PUBLIC SRVC DEPT			\$331.80	\$331.80
51476	401	LEX/NEX - MATTHEW BENDER			\$78.00	\$78.00
51477	401	MATTHEW BENDER			\$73.70	\$73.70
51477	402	MATTHEW BENDER	43607	\$73.70		\$73.70
51478	ALL DEPTS	COMPTRROLLER MD			\$801.57	\$801.57
51479	700	MCKINNEY'S AUTO REPAIR	43467	\$1,163.18		\$1,163.18
51479	700	MCKINNEY'S AUTO REPAIR	43476	\$61.51		\$61.51
51480	PAYROLL	MARYLAND CHILD SUPPORT ACCT			\$140.00	\$140.00
51481	700	MARKL SUPPLY	43544	\$3,464.10		\$3,464.10
51482	INVEST	NACO/NATIONWIDE RETIREMENT			\$788.21	\$788.21
51483	402	PIFER	43601	\$17.95		\$17.95
51483	404	PIFER	42854	\$75.84		\$75.84
51484	712	PSYCHOLOGICAL HEALTH	43352	\$1,500.00		\$1,500.00
51485	425	PC RENEWAL	43469	\$475.00		\$475.00
51486	425	REID'S ELEVATOR SRVC	42713	\$198.50		\$198.50
51487	424	ROACH OIL			\$388.12	\$388.12
51487	425	ROACH OIL			\$639.73	\$639.73
51488	916	SHEPHERDSTOWN PUBLIC LIBRARY			\$2,750.00	\$2,750.00
51489	992	SOFTWARE SYSTEMS	42923	\$7,132.95		\$7,132.95
51489	701	SOFTWARE SYSTEMS	43547	\$59.99		\$59.99
51490	405	SPECIALTY BUSINESS SUPPLIES	43513	\$672.91		\$672.91
51491	704	ST/WV REGIONAL JAIL	43405	\$104,808.50		\$104,808.50
51492	916	S. JEFFERSON/SUMMIT PNT LIBRARY			\$2,750.00	\$2,750.00
51493	700	SUPERIOR AUTOBODY	43468	\$1,079.35		\$1,079.35
51494	ALL DEPTS	SHERIFF OF JEFFERSON CO			\$31,287.14	\$31,287.14
51494	ALL DEPTS	SHERIFF OF JEFFERSON CO			\$7,317.08	\$7,317.08

51495	ALL DEPTS	SHERIFF OF JEFFERSON CO			\$27,261.17	\$27,261.17
51496	712	SEN COMMUNICATIONS	43350	\$45.00		\$45.00
51496	712	SEN COMMUNICATIONS	43332	\$162.43		\$162.43
51497	424	SPRINT			\$83.71	\$83.71
51497	712	SPRINT			\$1,189.76	\$1,189.76
51498	401	PAUL SHROYER			\$4,200.00	\$4,200.00
51499	425	HAGEMEYER	43506	\$900.54		\$900.54
51500	700	THOMSON HEALTHCARE	43549	\$69.90		\$69.90
51501	712	VALLEY 2-WAY	41541	\$10,767.00		\$10,767.00
51502	425	VITAL SIGNS	43458	\$90.00		\$90.00
51503	INVEST	VALIC			\$100.00	\$100.00
51504	PAYROLL	WV CPRB/LOAN DIVISION			\$166.50	\$166.50
51504	PAYROLL	WV CPRB/LOAN DIVISION			\$168.02	\$168.02
51505	403	WALZ POSTAL SOLUTIONS	43028	\$589.52		\$589.52
51506	405	WV PROS ATTY ASSOC	43512	\$150.00		\$150.00
51506	405	WV PROS ATTY ASSOC	43515	\$150.00		\$150.00
	TOTALS			\$140,308.65	\$107,180.89	\$247,489.54

DEPT	NAME	DEPT AMTS
010/GRANT	GRANTS	\$ -
401/COM	CO. COMMISSION	\$ 4,351.70
402/CCLK	CO. CLERK	\$ 91.65
403/CIR CLK	CIRCUIT CLERK	\$ 1,093.92
404/TAX	TAX OFFICE	\$ 75.84
405/PA	PROS ATTY	\$ 1,386.59
406/ASSR	ASSESSORS	
408/GOV	ST.COMPNET CHG BO GOV UNIT	
412/AG	AG AGT	
413/ELE	ELECTION	
415/MAG CT	MAGISTRATE COURT	
415/	GENERAL SCHOOL/CO TRANSFER	\$ 10,242.25
418/STK	STOCK ROOM	
424/CTHS	COURT HOUSE	\$ 1,590.53
425/OB	OTHER BUILDING	\$ 8,056.61
428/DATAP	DATA PROCESSING	\$ 2,325.51
430/HLS	HOMELAND SEC	\$ 75.00
431/ECON DEV	ECON DEV	
439/PZ	PLANNING ZONING	\$ 425.00
700/SHRF	SHERIFF DEPT	\$ 6,525.54
701/SHRF	SHERIFF DEPT	\$ 59.99
704/WV JAIL	ST/WV REGIONAL JAIL	\$ 104,808.50
711/OES	EMERG SVC	\$ 23.25
712/911	911 COMMUNICATION	\$ 15,111.81
716/A/C	ANIMAL CONTROL	\$ 273.18
808GOV UNIT	SWA CONTRIB OTHER GOV UNIT	
916/LIBRARY	LIBRARY CAPITAL OUTLAY	\$ 8,250.00
960/IMPACT	IMPACT FEES	
975/CAP OTL	CO. CLERK / CAPITAL OUTLAY	
976/CAP/CIR	CIRCUIT CLERK/CAPITAL OUTLAY	
978/CAP/PA	PROS ATTY/CAPITAL OUTLAY	\$ 2,483.65
979/CAP/TAX	TAX OFFICE/CAPITAL OUTLAY	

980/CAP/SRF	SHERIFF DEPT/CAPITAL OUTLAY	
992/CAP/911	911 COMMUNICATION/CAP OUTLAY	\$ 7,132.95
982/DATA	DATA PROCESSING - IMAGING	
998/PRK/RC	PARKS & REC COMMUNITY CENTER	
ALLOC	ALLOCATIONS	
ALL DEPTS	ALL DEPTS	\$ 71,395.96
INVEST	INVESTMENTS	\$ 1,078.21
PAYROLL	PAYROLL	\$ 631.90
TOTALS		\$ 247,489.54

In re: PAUL RACO - BONDING AND ACTIVITY REPORT

Paul Raco, Executive Director of Planning, Zoning and Engineering, appeared before the Commission for bonding and the weekly Planning Commission Activity Report. Mr. Raco informed the Commission that there was no bonding this week. Mr. Raco reported that the Storm Water Management research for Spruce Hill had been completed. Mr. Raco also informed the Commission of a Subdivision Work Session scheduled for February 2, 2007.

In re: PUBLIC COMMENT

Joe Coakley commented on his support of the Commission.

Frances Latterall commented on articles in the Washington Post concerning development.

In re: LONG TERM DISABILITY INSURANCE

The County Administrator presented the Commission with estimated costs for Long Term Disability Insurance. The costs for county employees would be approximately \$31,200 annually. To include elected officials the cost would be approximately \$33,500 annually. The Commission agreed to consider the matter during the budget process.

In re: PUBLIC COMMENT

The Commission agreed to hear additional public comment from Dick Latterall. Mr. Latterell followed up on comments made at last week's meeting concerning future annexations of the City of Charles Town.

In re: APPOINTMENT OF ALTERNATE MEMBER TO THE BOARD OF ZONING APPEALS

No action was taken on this agenda item.

In re: APPOINTMENT TO THE HARPERS FERRY/BOLIVAR PUBLIC SERVICE DISTRICT

No action was taken on this agenda item.

In re: APPOINTMENT TO THE JEFFERSON COUNTY BUILDING COMMISSION

No action was taken on this agenda item.

In re: MARK SCHIAVONE - IMPACT FEE ANNUAL REPORT PRESENTATION

Mark Schiavone, Impact Fee Coordinator, appeared before the Commission to present the Impact Fee Annual Report. Dr. Schiavone summarized the report for the Commission. After discussion, the Commission agreed to place on the agenda next week for discussion, the matter of holding a public hearing on annually increasing impact fees based on inflation.

In re: JEFF POLCZYNSKI/TODD FAGAN - SHORT TERM GIS GOALS

Jeff Polczynski, Director of Communications, and Todd Fagan, GIS Specialist, appeared before the Commission to present the short term goals for the development of the County's GIS. The Commission discussed the goals with Mr. Polczynski and Mr. Fagan including obtaining digital aerial photography. Mr. Polczynski and Mr. Fagan agreed to come back to the Commission with a recommendation for obtaining digital aerial photography. Other short term goals that were discussed were the purchase of GIS software, plans for the fiscal year 2008 budget, staff training, and the development of a GIS steering committee.

In re: MIRRORS AT THE 911 CENTER

The Commission discussed the need to dispose of mirrors used by the previous tenant at the new 911 center building. Jeff Polczynski and Kirk Davis commented on the matter and informed the Commission that the previous tenant had been contacted to see if they were interested in the mirrors and that they were also checking into cost and liability issues.

In re: PAUL BURKE - UPDATE ON HIRING A PLANNER

Paul Burke, President of the Jefferson County Planning Commission, appeared before the Commission to inform them that the Planning Commission had voted to form a 5 member committee to make a recommendation on the selection of a Planner. Mr. Burke informed the Commission that the committee would be meeting tomorrow at 1:30 p.m.

In re: REVIEW ADVERTISEMENT AND SALARY FOR LONG RANGE PLANNER

Motion by Manuel, second by Corliss to have staff complete a comparable analysis of all salaries in an effort to ascertain how an annual introductory salary of \$85,000 for a long range planner fits into the current salary schedule and further, that the comparison should include, but not be limited to, degree and certifications held, years of experience and years of service to our county.

Motion by F. Morgan, second by R. Morgan to amend the motion to receive the salary analysis from the County Administrator by next week and to also set the salary range for the Long Range Planner position to \$55,000 - \$85,000. Motion to amend passed by a 4-1 vote. Commissioner Manuel voted no.

The Commission then voted on the amended motion. The amended motion passed by a 4-1 vote. Commissioner Manuel voted no.

In re: BRANDON SIMS - LEGAL UPDATE AND REPORT

Brandon Sims, Assistant Prosecuting Attorney, informed the Commission that the injunction on the jail building will be lifted pending final approval from the State Historical Preservation Office.

Ms. Sims commented on a protective order that was filed concerning the 3 judge panel in the petition to remove Planning Commissioner Todd Baldau and subpoenas that were received by Commissioners to testify at the hearing.

Ms. Sims discussed a hearing before Judge Wilkes concerning the collection of impact fees in municipalities. Ms. Sims informed the Commission that no decision was made at this hearing, but the Court did recommend that certified questions be sent to the West Virginia Supreme Court concerning the applicability of impact fees in municipalities.

Motion by Manuel, second by Corliss to enter into Executive Session with legal counsel in order to discuss pending litigation matters pursuant to Peters vs. Wood County Commission. Motion carried.

Motion by Manuel, second by Corliss to return to Regular Session. Motion carried.

In re: RYAN FRANKENBERRY - CONSUMER ADVOCATE - OFFICE OF THE ATTORNEY GENERAL - NATIONAL CONSUMER PROTECTION WEEK

Ryan Frankenberg, Consumer Advocate for the Office of the Attorney General, appeared before the Commission to request that the Commission approve a Proclamation declaring February 4th - 10th, 2007, National Consumer Protection Week. Motion by Manuel, second by Surkamp to adopt a Proclamation declaring February 4th - 10th, 2007, National Consumer Protection Week. Motion carried. The Commission directed the County Administrator to prepare the Proclamation for signature next week.

In re: REQUEST FOR APPROVAL OF EMPLOYMENT OF ASSISTANT PROSECUTING ATTORNEY - HASSAN S. RASHEED

Michael Thompson, Prosecuting Attorney, appeared before the Commission to request approval of the employment of an Assistant Prosecuting Attorney. After discussion, motion by R. Morgan, second by Manuel to approve the employment of Hassan S. Rasheed as an Assistant Prosecuting Attorney. Motion carried.

In re: MICHAEL SCHWARTZ/JOE HANKINS - GREEN INFRASTRUCTURE PRESENTATION

Michael Schwartz, from the Conservation Fund/Freshwater Institute, appeared before the Commission to present the Green Infrastructure Assessment. The Commission agreed to review the assessment.

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 Fiduciary Accounts that did not get approved last week. Motion by F. Morgan, second by Manuel to approve the Fiduciary Accounts as presented by the County Clerk. Motion carried.

The Commission recessed at 12:15 p.m.

The Commission reconvened at 1:00 p.m.

In re: LEGISLATIVE ISSUES

Commissioner Manuel reported on the following legislative issues:

- Regional jail costs
- Table games
- The local share bill
- The substitute teacher bill
- The bottle bill

After further discussion of various legislative issues, motion by Surkamp, second by Corliss to send a letter to legislators supporting the general intent of Senate Bill 53. Motion carried.

In re: LEGISLATIVE ISSUES: DISCUSS TWO LEGISLATIVE ISSUES TO BRING TO DELEGATION

3a. —Annexation: AMEND 8-6-1 (Only in Counties Where There is Zoning), In the Event a Property is Proposed For Annexation Within a Municipality, More than Half of the Adjacent Property Owners May Petition the County Commission to Make a Finding If the Annexation is Detrimental to the County's Zoning and Land Use Ordinances. If The Finding is Made Affirmatively, the Annexation is Nullified.

3b. — AMEND 11-1C-7-(e): Digital Tax Maps Shall Be Made Available at a Reasonable Price to County Commissions If They Are Not Distributed and Because Tax Maps Do Not Include Property Owners' Identities. (NOTE: This law covering sale of maps was passed in 1990 and made no provision for "digital maps" because they were not widely used yet.) (Law in Workbook).

Commissioner Surkamp withdrew this agenda item.

In re: VOTE TO ASK THE COUNTY BOARD OF HEALTH, IN ITS AUTHORITY TO OVERSEE AND SUPERVISE THE DEPT. ON ENVIRONMENTAL HEALTH, TO ASSIST THE COUNTY COMMISSION IN STUDYING THE FEASIBILITY OF ESTABLISHING AN ORDINANCE WHEREBY ALL INSPECTIONS OF WELL AND SEPTIC IN OLDER HOMES BE DONE BY THE HEALTH DEPARTMENT PRIOR TO SALE. THIS POLICY WAS RECOMMENDED AND DETAILED TO THE COMMISSION LAST SPRING BY SANITARIAN LISA DUN.
Commissioner Surkamp withdrew this agenda item.

In re: KENDIG KEAST UPDATE/ORDINANCE REWRITE DISCUSSION

The Commission discussed the schedule for the next visit by Kendig Keast.

In re: RECOMMENDATION TO PERFORM BACKGROUND CHECKS ON THE COMMUNITY EMERGENCY RESPONSE VOLUNTEERS

This matter is still under legal review. Commissioner F. Morgan agreed to speak to the legal department concerning this matter.

In re: DISCUSSION AND PLAN OF SUPPORT FOR LANDOWNERS ALONG BLOOMERY SECTION OF SHENANDOAH RIVER CONCERNING: TRASH, LOITERING, PUBLIC HEALTH, PUBLIC SAFETY ENVIRONMENTAL ISSUES AND WATER QUALITY
Commissioner R. Morgan discussed problems along the Bloomery section of the Shenandoah River. Commissioner R. Morgan informed the Commission that he would continue to research the matter.

In re: TIMING OF ANY DESIRED REVISION TO COMPREHENSIVE PLAN OF 2004
Commissioner F. Morgan withdrew this agenda item.

In re: COUNSEL FOR CABLE FRANCHISE NEGOTIATION - CORRECTION
Upon recommendation from legal counsel, motion by R. Morgan, second by Manuel to approve hiring Robert Rodecker as counsel for the Cable Franchise Negotiation. Motion passed by 3-2 vote. Commissioners Surkamp and F. Morgan voted no.

In re: COUNTY COMMISSION WORKSHOP - JOYCE FEREBEE/FRED HESS - WEST VIRGINIA STATE AUDITOR'S OFFICE
Joyce Ferebee and Fred Hess, from the West Virginia State Auditor's Office, met with the County Commission in a workshop session to review audit information for Jefferson County.

In re: BIDS RECEIVED FOR ADAPTIVE REUSE OF THE COUNTY JAIL
The County Administrator requested that the County Commission provide direction on how to proceed with the bids for the adaptive reuse of the county jail. The Commission agreed to meet with Matthew Grove on the morning agenda next week to discuss the bids.

In re: GEORGE RUTHERFORD - REQUEST TO BE APPOINTED TO THE EASTERN PANHANDLE TRANSIT AUTHORITY
After discussion, motion by Manuel, second by Surkamp to appoint George Rutherford to the Eastern Panhandle Transit Authority. Motion carried.

In re: REQUEST WRITTEN RECOMMENDATIONS TO COUNTY COMMISSION FROM DPZE PRIOR TO KENDIG KEAST VISIT THAT INCLUDE STORM WATER MANAGEMENT RECOMMENDATIONS IN DRAFT OF SUBDIVISION ORDINANCE
Motion by Surkamp, second by R. Morgan to direct the Department of Planning, Zoning and Engineering to present written recommendation to the County Commission by February 15, 2007, on Storm Water Management in relation to the Subdivision and Zoning Ordinance Rewrite. Motion carried.

The Commission took a break at 2:05 p.m.
The Commission reconvened at 2:10 p.m.

In re: FOLLOW UP ON PREVIOUS COMMISSION REQUEST TO DPZE TO COMMENT ON STORM WATER PROBLEMS AT CARRIAGE PARK, THAT PROPERTY OWNERS ATTRIBUTE TO SHERIDAN CONSTRUCTION

The Commission agreed to have the Department of Planning, Zoning and Engineering include this item in with the previous motion directing written recommendation on Storm Water Management.

In re: APPROPRIATE NOTICE FOR ALL COUNTY COMMISSION MEETINGS

The Commission discussed notification of County Commission meetings. The County Administrator informed the Commission that the email subscription service was almost ready to go. The Commission discussed having a bulletin board on cable TV and agreed to discuss the matter further during budget deliberations.

In re: DANNIE F. WALL & WAYNE E. BRAUNSTEIN - REQUEST FOR REMEDIATION PLAN FOR PROPERTY ASSESSMENT INCREASES

The Commission discussed correspondence received from Dannie F. Wall and Wayne E. Braunstein requesting a remediation plan for property assessment increases. The Commission agreed to have Commissioner R. Morgan contact Dannie F. Wall and Wayne E. Braunstein and to also have the County Administrator send a letter addressing their request.

In re: MEETING FOR PUBLIC PRESENTATION OF JAIL PLANS

The Commission discussed scheduling an evening meeting for a public presentation of the jail plans. The Commission agreed to try and schedule the meeting for February 8, 2007.

In re: DISCUSSION ITEMS FOR COUNCIL OF GOVERNMENT MEETING

The Commission discussed items for discussion for the Council of Governments meeting scheduled on Wednesday, January 31, 2007.

In re: COUNTY COMMISSION REPORTS

Commissioner R. Morgan reported on Keep Jefferson Beautiful.

Commissioner R. Morgan reported on a meeting at the Transfer Station.

Commissioner R. Morgan reported on an Affordable Housing meeting.

Commissioner R. Morgan reported on the plans for the new 911 center.

Commissioner Corliss commented on the draft for the creation of a multi-jurisdictional planning entity received from Jeremy Camp.

Commissioner Corliss reported on a MPO meeting.

In re: BRANDON SIMS - LEGAL UPDATE AND REPORT

Motion by R. Morgan, second by Manuel to enter into Executive Session with legal counsel in order to discuss pending litigation matters pursuant to Peters vs. Wood County Commission. Motion carried.

Motion by R. Morgan, second by Manuel to return to Regular Session. Motion carried.

Motion by R. Morgan, second by Manuel to authorize the Commission's legal staff to use the information discussed during Executive Session to design a new agreement between the Jefferson County Board of Education and the Corporation of Ranson. Motion carried.

The Commission took a break at 2:55 p.m.

The Commission reconvened at 3:00 p.m.

In re: COUNTY COMMISSION WORKSHOP - MARK SCHIAVONE - CAPITAL IMPROVEMENT PLAN

The County Commission met in a workshop session with Mark Schiavone, Impact Fee Coordinator, in order to review the Capital Improvement Plan.

The Commission received the following information:

Kendig Keast Schedule for January 29-30, 2007.

Reminder of Council of Governments Meeting on Wednesday, January 31, 2007.

2006 Annual Report received from the Jefferson County Office of Homeland Security/Citizen Corps/CERT.

Training Seminar Schedule for County Officials received from the West Virginia State Auditor's office.

Correspondence received from the West Virginia Development Office concerning the coal-based synthetic fuel tax.

Draft preliminary outline for the creation of a multi-jurisdictional planning entity received.

Correspondence received from Shenandoah Junction Public Sewer, Inc. concerning property tax assessment.

Correspondence received from Jefferson Utilities, Inc. concerning property tax assessment.

Summary of road cleanups funded by grant money received from Keep Jefferson Beautiful.

Correspondence received from the Mills Group, LLC concerning the Jefferson County

Jail WVSHPO Development Grant Application.

Copy of correspondence received from Matthew Grove concerning the correspondence from Mills Group, LLC.

Correspondence received from Pam Parziale concerning the Jailhouse Advisory Committee.

New Release received from the West Virginia Department of Culture and History concerning Historic Preservation development grants available.

West Virginia Court Security Fund Grant Application received.

Correspondence received from R. Jean Finley concerning a response to correspondence received from Commissioner Surkamp.

Notice received from the County Commissioners' Association concerning the passing of Marrie Brewer Helton, wife of State Tax Commissioner Virgil Helton.

Legislative Lineup received from the County Commissioners Association.

"A-County-A-Day" at the Legislature calendar received from the Association of Counties.

Legislative information received from the Association of Counties.

78th West Virginia Legislature Information Packet received.

Copy of correspondence sent to the Assessor's office from Dixie L. Guyot received concerning property tax assessments.

Correspondence received from Comcast concerning email and cable changes.

Notice received of a Loudoun County Public Hearing on a proposed amendment to the comprehensive plan on January 22, 2007.

Notice received concerning Adelpia from the United States Bankruptcy Court.

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

FRANCES B. MORGAN, COMMISSION PRESIDENT