

**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 February 5, 2009 beginning at 9:30 o'clock a.m.

**PRESENT:** C. Dale Manuel; Commission President;  
James Surkamp, Lyn Widmyer, Patsy Noland  
Frances B. Morgan; Commissioners

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

**IN RE: APPROVAL OF MINUTES**  
Motion by Morgan, second by Surkamp to dispense with the reading of the Minutes for the meeting held on Thursday, January 22, 2009 and to approve the Minutes as amended. Motion carried.

**IN RE: APPROVAL OF PURCHASE ORDERS**  
Motion by Noland, second by Widmyer to approve the following Purchase Orders for the week of February 5, 2009 totaling \$37,428.47: 42450, 42451, 46548, 44444, 44445, 46490, 46493, 46388, 46397, 46672, 46534, 46540, 46545, 46546, 46547, 46000, 46582, 46605, 45015, 46287, 46502, 46532, 46533, 46536, 46432, 46439, 46440, 46250, 46632, 46633, 46180, 46181, 46182, 46186, 46187, 46538, 46539, 46544, 46542 and 46543.

Leslie D. Smith, County Administrator presented an additional purchase order from Sheriff Shirley for Commission review and approval.

Motion by Surkamp, second by Noland to approve the purchase orders for the week of February 5, 2009 totaling \$37,428.47 including purchase order 46188 totaling \$24,281.00 as presented by Ms. Smith with a grand total of \$61,529.47. Motion carried by a 4-1 vote; Commission Morgan voted no.

**IN RE: APPROVAL OF ACCOUNTS PAYABLE**  
Motion by Noland, second by Surkamp to approve the list of Accounts Payable totaling \$34,697.01 dated January 29, 2009. Motion carried.

CK#	Dept	Vendor	PO#	PO Amt	Amt wo PO	Ck Amt
057829	424	ALLEGHENY POWER		\$0.00	\$1,029.31	\$1,029.31
057829	425	ALLEGHENY POWER		\$0.00	\$10,322.21	\$10,322.21
057830	405	ACCURATE SYSTEMS INC	46247	\$1,007.50	\$0.00	\$1,007.50
057831	428	ACS GOVERNMENT SYSTEMS	46395	\$325.00	\$0.00	\$325.00
057832	712	AT&T/KY		\$0.00	\$35.92	\$35.92
057833	716	BRIGGS WELD & RAD REPAIR	46520	\$75.00	\$0.00	\$75.00
057834	425	B-K OFFICE SUPPLY INC	46521	\$499.45	\$0.00	\$499.45
057835	425	MD BONDED APPLICATORS	46519	\$897.00	\$0.00	\$897.00
057836	424	COUNTRY ROADS TIRE	46518	\$2,264.40	\$0.00	\$2,264.40
057836	700	COUNTRY ROADS TIRE	46518	\$966.36	\$0.00	\$966.36
057836	716	COUNTRY ROADS TIRE	46518	\$796.96	\$0.00	\$796.96
057837	700	CREAMERS AUTO SERVICE	46526	\$42.09	\$0.00	\$42.09
057837	716	CREAMERS AUTO SERVICE	46526	\$38.11	\$0.00	\$38.11
057838	712	CDW-GOVERNMENT INC	45998	\$410.97	\$0.00	\$410.97
057838	712	CDW-GOVERNMENT INC	45999	\$257.07	\$0.00	\$257.07

057839	716	CREAMERS WRECKER SVC	46523	\$65.00	\$0.00	\$65.00
057840	403	DAYTON LEGAL BLANK	46491	\$36.86	\$0.00	\$36.86
057841	712	FEDEX		\$0.00	\$17.88	\$17.88
057842	424	FRONTIER		\$0.00	\$667.76	\$667.76
057843	424	FRONTIER		\$0.00	\$580.96	\$580.96
057844	700	GALLS INCORPORATED	46179	\$1,231.64	\$0.00	\$1,231.64
057844	700	GALLS INCORPORATED	46179	\$518.75	\$0.00	\$518.75
057845	415	GENERAL COUNTY FUND-J		\$0.00	\$4,367.23	\$4,367.23
057846	425	IDVILLE, INC	46304	\$180.50	\$0.00	\$180.50
057847	425	JEFFERSON COUNTY SOLID	46527	\$132.94	\$0.00	\$132.94
057848	712	DR ROBERT JONES		\$0.00	\$1,000.00	\$1,000.00
057849	712	LANGUAGE LINE SERVICES		\$0.00	\$489.68	\$489.68
057850	700	MCKINNEY'S AUTO REPAIR	46524	\$41.70	\$0.00	\$41.70
057851	403	PIFER OFFICE SUPPLY, INC	46488	\$78.46	\$0.00	\$78.46
057852	700	EVELYN J. PARTLOW	46178	\$64.00	\$0.00	\$64.00
057853	424	ROACH OIL COMPANY		\$0.00	\$816.90	\$816.90
057853	425	ROACH OIL COMPANY		\$0.00	\$1,370.89	\$1,370.89
057854	405	SPECIALTY BUS SUPPLIES	46248	\$1,125.61	\$0.00	\$1,125.61
057855	700	SUPERIOR AUTO BODY	46525	\$240.00	\$0.00	\$240.00
057856	424	SHALLOW CREEK ELECTRIC	46522	\$268.50	\$0.00	\$268.50
057857	700	TOWN POLICE SUPPLY	46177	\$823.51	\$0.00	\$823.51
057858	712	ENHANCED 911 COUNCIL	46581	\$405.14	\$0.00	\$405.14
057859	700	WEST VIRGINIA UNIFORM-52	46176	\$605.75	\$0.00	\$605.75
057860	405	WV PROS.ATTYS ASSOC	46246	\$600.00	\$0.00	\$600.00
<b>TOTALS</b>				<b>\$13,998.27</b>	<b>\$20,698.74</b>	<b>\$34,697.01</b>

Motion by Widmyer, second by Surkamp to approve the list of Accounts Payable totaling \$269,565.13 dated February 5, 2009. Motion carried.

CK#	Dept	Vendor	PO#	PO Amt	Amt wo PO	CK Amt
057863	413	ALLEGHENY POWER		\$0.00	\$244.00	\$244.00
057863	425	ALLEGHENY POWER		\$0.00	\$734.62	\$734.62
057864	425	ABH SERVICES, INC.		\$0.00	\$9,070.00	\$9,070.00
057865	412	BARDANE PUBLIC HEALTH CT		\$0.00	\$383.00	\$383.00
057865	431	BARDANE PUBLIC HEALTH CT		\$0.00	\$308.33	\$308.33
057866	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$72.00	\$72.00
057867	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$49.85	\$49.85
057868	PAYROLL	BUREAU F/CHILD SPPRT ENF		\$0.00	\$212.31	\$212.31
057869	424	CHARLES TOWN WATER DEPT		\$0.00	\$281.14	\$281.14
057869	425	CHARLES TOWN WATER DEPT		\$0.00	\$809.83	\$809.83
057870	712	VERIZON CABS		\$0.00	\$450.33	\$450.33
057871	425	OLD CT LIBRARY		\$0.00	\$1,500.00	\$1,500.00
057872	PAYROLL	CHILD SUPPORT ENFORCE AG		\$0.00	\$27.69	\$27.69
057873	PAYROLL	EQUITABLE THE EQUIVEST		\$0.00	\$15.00	\$15.00
057874	712	EARTHLINK INC		\$0.00	\$21.95	\$21.95
057875	433	EARTH VECTOR SYSTEMS	42449	\$160.00	\$0.00	\$160.00

057876	PAYROLL	GUARDIAN		\$0.00	\$123,856.25	\$123,856.25
057876	PAYROLL	GUARDIAN		\$0.00	\$1,582.10	\$1,582.10
057876	PAYROLL	GUARDIAN		\$0.00	\$6,204.60	\$6,204.60
057876	402	GUARDIAN		\$0.00	-\$0.19	-\$0.19
057877	406	GUTTMAN OIL CO		\$0.00	\$18.18	\$18.18
057877	424	GUTTMAN OIL CO		\$0.00	\$423.48	\$423.48
057877	440	GUTTMAN OIL CO		\$0.00	\$134.64	\$134.64
057877	700	GUTTMAN OIL CO		\$0.00	\$4,265.66	\$4,265.66
057877	711	GUTTMAN OIL CO		\$0.00	\$81.46	\$81.46
057877	712	GUTTMAN OIL CO		\$0.00	\$59.48	\$59.48
057877	716	GUTTMAN OIL CO		\$0.00	\$364.08	\$364.08
057878	401	IKON OFFICE SOLUTIONS		\$0.00	\$272.25	\$272.25
057879	PAYROLL	ING		\$0.00	\$635.00	\$635.00
057880	700	JEFF CO DEPUTY SHERIFF'S		\$0.00	\$224.81	\$224.81
057880	700	JEFF CO DEPUTY SHERIFF'S		\$0.00	\$2,050.00	\$2,050.00
057880	700	JEFF CO DEPUTY SHERIFF'S		\$0.00	\$735.62	\$735.62
057880	700	JEFF CO DEPUTY SHERIFF'S		\$0.00	\$261.34	\$261.34
057881	402	JEFFERSON PUBLISH CO INC	46396	\$98.93	\$0.00	\$98.93
057881	405	JEFFERSON PUBLISH CO INC	46631	\$76.80	\$0.00	\$76.80
057881	413	JEFFERSON PUBLISH CO INC	46214	\$32.80	\$0.00	\$32.80
057881	401	JEFFERSON PUBLISH CO INC		\$0.00	\$365.42	\$365.42
057882	PAYROLL	JEFFERSON SECURITY BANK		\$0.00	\$4,969.00	\$4,969.00
057883	402	LEXNEX/MATTHEW BENDE	46399	\$88.71	\$0.00	\$88.71
057883	401	LEXNEX/MATTHEW BENDE		\$0.00	\$88.71	\$88.71
057884	405	MATTHEW BENDER & CO	46634	\$78.78	\$0.00	\$78.78
057885	PAYROLL	COMPTROLLER OF MD		\$0.00	\$566.63	\$566.63
057886	PAYROLL	MD Child Support Account		\$0.00	\$140.00	\$140.00
057887	401	PATRICIA A NOLAND		\$0.00	\$216.29	\$216.29
057888	PAYROLL	NATIONWIDE RETIREMENT		\$0.00	\$735.21	\$735.21
057889	712	NAT'L ACDMY O/EMERGENC	46600	\$50.00	\$0.00	\$50.00
057890	404	PIFER OFFICE SUPPLY, INC	44549	\$21.90	\$0.00	\$21.90
057890	404	PIFER OFFICE SUPPLY, INC	44550	\$18.75	\$0.00	\$18.75
057891	424	ROACH OIL COMPANY		\$0.00	\$380.91	\$380.91
057891	425	ROACH OIL COMPANY		\$0.00	\$708.59	\$708.59
057892	413	RAI GROUP 43, LLC		\$0.00	\$1,650.00	\$1,650.00
057893	402	RECORD MANA SOLUT	45872	\$35.00	\$0.00	\$35.00
057894	PAYROLL	RETIREE HLTH BENEFIT TRS		\$0.00	\$8,605.00	\$8,605.00
057895	408	STATE TAX DEPARTMENT		\$0.00	\$12,579.54	\$12,579.54
057896	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$4.94	\$4.94
057896	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$21.08	\$21.08
057896	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$44.96	\$44.96

057896	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$10.52	\$10.52
057896	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$7,915.84	\$7,915.84
057896	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$33,847.00	\$33,847.00
057897	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$6.81	\$6.81
057897	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$5.48	\$5.48
057897	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$30,303.64	\$30,303.64
057898	424	SHEETZ FLEET FUELING		\$0.00	\$120.15	\$120.15
057898	440	SHEETZ FLEET FUELING		\$0.00	\$50.41	\$50.41
057898	700	SHEETZ FLEET FUELING		\$0.00	\$750.34	\$750.34
057898	712	SHEETZ FLEET FUELING		\$0.00	\$37.51	\$37.51
057899	412	THE STOCKMAN MAGAZINE	45014	\$56.00	\$0.00	\$56.00
057900	975	SUMMIT COMMUNITY BANK		\$0.00	\$2,441.41	\$2,441.41
057901	425	SOC, LLC	46368	\$2,350.76	\$0.00	\$2,350.76
057902	PAYROLL	TREASURER OF VIRGINIA		\$0.00	\$161.51	\$161.51
057903	402	TROPHIES "R" US, INC	46398	\$72.00	\$0.00	\$72.00
057904	PAYROLL	TIME INSURANCE CO		\$0.00	\$166.36	\$166.36
057905	PAYROLL	US DEPT OF EDUCATION		\$0.00	\$146.57	\$146.57
057906	712	UPS		\$0.00	\$18.73	\$18.73
057907	PAYROLL	CHASE BANK TEXAS		\$0.00	\$100.00	\$100.00
057908	716	VALLEY PET CEMETERY		\$0.00	\$319.00	\$319.00
057909	425	WM OF WEST VIRGINIA, INC		\$0.00	\$1,140.61	\$1,140.61
057909	716	WM OF WEST VIRGINIA, INC		\$0.00	\$88.75	\$88.75
057910	401	WV ETHICS REPORTER, INC		\$0.00	\$189.00	\$189.00
057911	711	WV EMER MANA COUNCI	46286	\$50.00	\$0.00	\$50.00
057912	402	XEROX COPORATION	45583	\$2,047.97	\$0.00	\$2,047.97
057913	712	XYBIX SYSTEMS	46585	\$32.00	\$0.00	\$32.00
057914	413	LOUIS PEARCY		\$0.00	\$50.00	\$50.00
<b>TOTAL</b>				<b>\$5,270.40</b>	<b>\$264,294.73</b>	<b>\$269,565.13</b>

In response to an inquiry from Commissioner Widmyer, Jennifer S. Maghan appeared before the Commission to report on the details of the Hamilton Building rental where elections equipment is stored.

Leslie D. Smith, County Administrator reported on Capital Outlay funding allocations and budget revision specifications with consideration to account overages.

**IN RE: PUBLIC COMMENT**

Stephanie Grove appeared before the Commission to comment on the County's health insurance package through Guardian Insurance.

Ronda Lehman appeared before the Commission to comment on the specifications of the Zoning Ordinance petition.

**IN RE: PROCEDURAL ITEM: RALPH LORENZETTI – PROSECUTING ATTORNEY - APPROVAL OF TEMPORARY EMPLOYEE**

Ralph Lorenzetti, Prosecuting Attorney appeared before the Commission to request approval of a temporary Legal Assistant in the Prosecuting Attorney's Office.

The Commission agreed by consensus to place this matter on next week's agenda for further consideration.

**IN RE: BONDING AND ACTIVITY REPORT**

Kirk Davis, Planning and Zoning Acting Director appeared before the Commission for the Bonding and Activity report. Mr. Davis reported there was no bonding.

Mr. Davis provided a status update on campus construction and Judge Sanders' chambers renovations. Leslie D. Smith, County Administrator reported on the execution of Court Security grant funds awarded to the County.

Commissioner Morgan requested the County Administrator research available grants to fund renovations to the Judges' chambers. The Commission agreed by consensus to authorize Ms. Smith to conduct research for any available grants or funding to support renovations to the Judges' chambers.

Mr. Davis reported on the Planning and Zoning search Committee objectives and strategies. Leslie D. Smith, County Administrator reported on previous workshops conducted by the Committee and Commissioners.

Mr. Davis reported on the Planning and Zoning permit process.

Mr. Davis provided the Commission with copies of the revised Zoning Ordinance.

Mr. Davis provided an updated report on the Free Clinic proposals, the Ambulance Authority Building bid and Judicial Center renovations.

Mr. Mark Schiavone, Capital Planning and Management Director was present for comments.

**IN RE: REQUEST FROM JUDGE DAVID SANDERS – OFFICE SPACE CHANGES**

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

**IN RE: MARK SCHIAVONE – IMPACT FEE ANNUAL REPORT**

Mark Schiavone, Impact Fee Coordinator appeared before the Commission for the Impact Fee annual report.

Mr. Schiavone provided a history of the Impact Fee program in Jefferson County.

**IN RE: HARPERS FERRY/BOLIVAR, SHEPHERDSTOWN AND SOUTH JEFFERSON PUBLIC LIBRARY BUDGET PRESENTATION**

Hali Taylor, Shepherdstown Library Director appeared before the Commission for a budget request on behalf of Harpers Ferry/Bolivar, Shepherdstown and South Jefferson Public Libraries.

Ms. Taylor provided an overview of services provided by the libraries and reported on expenditures.

**IN RE: TODD FAGAN – GIS MILESTONE/INTERNSHIP**

Mr. Todd Fagan, GIS Specialist appeared before the Commission to report on the goals, objectives and operations of the GIS/Addressing Office. Mr. Fagan reported on the GIS Internship program and discussed projects completed by previous interns.

Mr. Fagan reported on data capabilities with the Assessor's Office, Tax Office and the Planning and Zoning Department.

Mr. Fagan reported on proposed amendments to the Addressing Ordinance.

**The Commission took a 10-minute break at 11:10 a.m.**

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

**- PRECINCT CHANGES**

**- HEALTH INSURANCE QUOTE UPDATE**

**- IT ISSUES/COMMITTEE MEETING**

**- FOLLOW UP ON 2008 REQUEST FOR ALL HARD COPIES OF CONTRACTS AND RECORDS OF**

**COUNTY COMMISSION**

Jennifer S. Maghan, County Clerk appeared before the Commission for the weekly County Clerk's report.

Ms. Maghan provided a health insurance update and reported on research she has conducted and agreed to discuss this matter further next week.

Ms. Maghan reported on the timeline requirements in order to successfully complete precinct changes and reported on the precinct change workshop conducted with the Commission on Monday, February 3, 2009.

Ms. Maghan requested the Commission authorize Leslie D. Smith, County Administrator to provide her with a Statement of Claims from Guardian Insurance.

**IN RE: APPROVAL OF PRECINCT CHANGES**

This matter was discussed under agenda item: "Jennifer S. Maghan – County Clerk's report".

**IN RE: PUBLIC HEARING – HOME INVESTMENT PARTNERSHIP PROGRAM**

Commissioner Manuel introduced Patricia McMillan, Community Development Director for Martinsburg. Ms. McMillan reported on specifications of the HOME Program.

Those present for comment were: Charles Town Mayor, Peggy Smith; Mary Lois Gannon-Miller and Annette VanHilst, Ms. VanHilst introduced Jerry Busey and Terry Marcus.

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

Ms. Maghan reappeared before the Commission to request the Commission to authorize Leslie D. Smith, County Administrator to obtain a Statement of Claims from Guardian Insurance so she can do an accurate line to line comparison with health insurance quotes she may obtain.

Ms. Maghan reported on the December 2008 IT meeting and agreed to discuss IT issues further during budget deliberations.

Ms. Maghan reported on a previous request she made to the Commission to authorize Leslie D. Smith, County Administrator to release hard copies of county contracts and other government records of the County Commission to be stored within the County Clerk's Office as required by West Virginia State Code.

Leslie D. Smith, County Administrator was present and requested clarification from Ms. Maghan as to the nature of the documents she is requesting.

Stephanie Grove, Assistant Prosecuting Attorney was present and reported on confidentially issues of County documents.

Motion by Widmyer, second by Morgan authorizing Ms. Maghan and Ms. Smith to consult with Stephanie Grove, Assistant Prosecuting Attorney and draft a Memorandum of Understanding clarifying documents to be stored in the County Clerk's Office. Motion carried.

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

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

Ms. Grove provided the Commission with the weekly to do list, reported on the response she received from Ranson regarding the Impact Fee case in the Supreme Court and the Petition to Incorporate Mannings public hearing.

Motion by Morgan, second by Surkamp to keep the record open to receive public comment on the Petition to Incorporate Mannings until February 11, 2009. Motion carried.

Ms. Grove reported on the correspondence received from Andy Blake, Esquire concerning the draft annexation bill.

Ms. Grove reported on the invoice received from Bowles and Rice Law firm regarding Rosie Cannarella's representation in the matter of DeHaven vs. the Department of Health. The Commission requested that Ms. Grove review the bill for any erroneous charges and discuss the matter next week.

James Casimiro, Assistant Prosecuting Attorney appeared before the Commission and presented them with the draft letter for their review and consideration to be sent to the Public Service District with respect to JUI Water.

Motion by Morgan, second by Widmyer to authorize Mr. Casimiro to send the letter to the Public Service District as presented. Motion carried by a 3-2 vote; Commissioners Manuel and Noland voted no noting that Commissioners Manuel and Noland were not in agreement with the contents of the letter.

**IN RE: MANNINGS INCORPORATION – POST HEARING REVIEW PROCESS**

Motion by Morgan, second by Surkamp to keep the record open to receive public comment on the Petition to Incorporate Mannings until February 11, 2009. Motion carried.

**IN RE: DISCUSSION OF AND MOTION TO RECOMMEND THAT THE COUNTY COMMISSION SUPPORT THE PROPOSED PARTNERSHIP BETWEEN THE PSD AND JUI FOR PURPOSE OF APPLYING FOR AVAILABLE INFRASTRUCTURE FUNDS TO FIX THE WATER PROBLEMS ON THE BLUE RIDGE THAT HAVE EXISTED FOR DECADES**

James Casimiro, III, Assistant Prosecuting Attorney reported on this matter under agenda item: “Stephanie Grove – Legal Update and Report”.

**IN RE: JENNIFER S. MAGHAN – COUNTY CLERK’S REPORT – CONTINUED**

Ms. Maghan reappeared before the Commission to report on specifications of county record keeping procedures as required by state code and expressed concerns with privacy issues and conflicts with County Commission Administrative staff.

In order to discuss personnel issues, Ms. Maghan requested Executive Session. Ms. Smith agreed to discuss the matter on the record.

Leslie D. Smith, County Administrator reported on County Commission policy and administrative procedures.

The Commission advised Ms. Maghan to meet with legal counsel and Ms. Smith in order to clarify her request for County records and contracts as previously voted upon.

**IN RE: REQUEST BY SHERIFF OF JEFFERSON COUNTY TO INCREASE APPROVED FY 2009 CIP FUNDING FOR LAW ENFORCEMENT BY \$3,487.00**

Motion by Morgan, second by Widmyer to approve the FY 2009 CIP funding increase of \$3,487.00 as requested by Sheriff Shirley. Motion carried.

**IN RE: REQUEST FROM THE HISTORICAL LANDMARKS COMMISSION TO COMMEND WALTON “KIP” STOWELL**

Motion by Morgan, second by Surkamp authorizing Leslie D. Smith, County Administrator to do a Resolution for Commissioner Manuel’s signature commending Walton “Kip” Stowell for his service to the Historic Landmarks Commission. Motion carried.

**IN RE: AGREEMENT TO SEND LETTER TO COUNTY COMMISSIONERS’ ASSOCIATION OF WEST VIRGINIA REQUESTING COMMISSIONER NOLAND BE APPOINTED TO THE COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY**

Motion by Widmyer, second by Morgan authorizing Leslie D. Smith, County Administrator to prepare a letter for Commissioner Manuel’s signature to the County Commissioners’ Association of West Virginia requesting Commissioner Noland’s appointment to the Courthouse Facilities Improvement Authority. Motion carried.

**IN RE: BUDGET MEETINGS – SCHEDULE**

The Commission asked that a preliminary work plan and schedule be developed for budget workshops and hearings.

**IN RE: APPOINTMENTS TO THE BOARD OF ZONING APPEALS**

The Commission agreed to table this matter.

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

The Commission agreed to table this matter.

**IN RE: APPOINTMENTS TO THE EASTERN PANHANDLE TRANSIT AUTHORITY BOARD OF DIRECTORS**

The Commission agreed to table this matter.

**IN RE: DEPARTMENT OF HEALTH AND HUMAN RESOURCES – CONTRACT OF LEASE**

The Commission agreed to table this matter.

**IN RE: SHEPHERDSTOWN BATTLEFIELD – SUPPLEMENTAL AGREEMENT #1**

The Commission agreed to table this matter.

**IN RE: DISCUSSION ON BEGINNING AN UPDATE ON THE COMPREHENSIVE PLAN**

The Commission agreed to table this matter.

**IN RE: LEGISLATIVE ISSUES**

No action was taken on this agenda item.

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

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: COUNTY ADMINISTRATOR REPORTS**

No County Administrator report was provided.

**IN RE: COUNTY COMMISSION REPORTS**

No County Commission report was provided.

**The Commission received the following information:**

Appointments to be made to the Jefferson County Property Safety Ordinance Enforcement Agency on February 12, 2009.

Appointment to be made to the Emergency Services Agency Board on February 26, 2009.

Reminder of PATH public meeting on February 9, 2009, at 7:00 p.m. at Washington High School.

FY 2010 Capital Improvement Plan received.

Correspondence received from the Jane K. Peters, Executive Director of the Development Authority, concerning retirement.

Correspondence received from the County Clerk concerning the proposed incorporation of Mannings.

Notice received from Magistrate Court of the resignation of the worthless check deputy Debbie Park.

Correspondence received from Senator John D. Rockefeller, IV concerning the river gauge at Millville.

Correspondence received from the State Tax Department concerning the Property Valuation Training and Procedures Commission.

Correspondence received from the Shepherdstown Fire Department to compliment Todd Fagan and the GIS/Addressing Department on their assistance on mapping projects.

Notice received of the West Virginia University Local Government Leadership Academy Spring Conference on April 25-26, 2009.

Correspondence received from Steven Douglas concerning MARC.

Correspondence received from the NAACP concerning their budget allocation.

Invitation received from the City of Charles Town to attend a meeting concerning water and sewer services on Friday, February 6, 2009 at the Inn at Charles Town.

Information received from the Water Advisory Committee concerning a Water Summit and Open House on Monday, April 20, 2009.

Community Bulletin received from the Harpers Ferry National Historical Park.

Information received from Robert R. Rodecker concerning the Cable Franchise Agreement.

Correspondence received from the Office of the Attorney General concerning potential illegal business practices.

E-911 fees received.

Correspondence received from the County Commissioners' Association concerning the 2009 dues schedule.

Notice received from Loudoun County concerning a Comprehensive Plan public hearing on February 9, 2009.

Meeting minutes received from the Harpers Ferry/Bolivar PSD.

Newsletter received from the Old Opera House.

Franchise fee check received from Comcast.

Oath of Office received from Todd L. Wilt, II as a member of the Emergency Services Agency.

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

**The Commission received the following Correspondence**

Correspondence received from Willis Nowell concerning the proposed Mannings incorporation.

Correspondence received from Bolivar Mayor Timothy J. Collins concerning the proposed Mannings incorporation.

Correspondence received from the Health Department concerning the proposed Mannings incorporation.

Correspondence received from John Piwowarski.

Copy of correspondence sent to the State Tax Department from David C. Tabb received.

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

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C. Dale Manuel, Commission President