

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

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

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

IN RE: APPROVAL OF MINUTES
Motion by Noland, second by Morgan to dispense with the reading of the Minutes from the Board of Review and Equalization for Thursday, February 5, 2009 and to approve the minutes as amended. Motion carried.

Motion by Manuel, second by Noland to dispense with the reading of the Minutes for the meeting held on Thursday, February 26, 2009 and to approve the Minutes as presented. Motion carried.

IN RE: APPROVAL OF PURCHASE ORDERS
Motion by Morgan, second by Manuel to approve the following Purchase Orders for the week of March 5, 2009 totaling \$23,068.57: 46752, 46753, 46118, 46120, 46804, 45915, 46673, 46680, 46771, 46417, 46418, 46420, 46374, 46531, 46802, 46803, 46805, 46806, 46408, 46431, 46807, 46810 and 46405.

IN RE: APPROVAL OF ACCOUNTS PAYABLE
Motion by Noland, second by Manuel to approve the list of Accounts Payable for March 5, 2009 totaling \$267, 056.06. Motion carried.

CK#	Dept	Vendor	PO#	PO Amt	Amt wo PO	CK Amt
058091	425	ABH SERVICES, INC.		\$0.00	\$9,267.00	\$9,267.00
058092	412	BARDANE PUBLIC HEALTH		\$0.00	\$383.00	\$383.00
058092	413	BARDANE PUBLIC HEALTH		\$0.00	\$308.33	\$308.33
058093	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$72.00	\$72.00
058094	425	B-K OFFICE SUPPLY INC	46573	\$381.75	\$0.00	\$381.75
058094	433	B-K OFFICE SUPPLY INC	42453	\$1,032.70	\$0.00	\$1,032.70
058095	711	BLUE RIDGE AUTO GLASS	46570	\$268.96	\$0.00	\$268.96
058096	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$49.85	\$49.85
058097	716	PAULA BIVENS		\$0.00	\$25.00	\$25.00
058098	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$212.31	\$212.31
058099	700	BENCHMARK SEMINARS	46190	\$295.00	\$0.00	\$295.00
058100	425	CITY OF CHARLES TOWN		\$0.00	\$100.00	\$100.00
058101	401	CO COMMISSIONERS ASSOC		\$0.00	\$350.00	\$350.00
058102	700	*CREAMERS AUTO SERVICE	46808	\$91.00	\$0.00	\$91.00
058103	433	CDW-GOVERNMENT INC	42454	\$562.29	\$0.00	\$562.29

058103	712	CDW-GOVERNMENT INC	46260	\$467.16	\$0.00	\$467.16
058104	425	OLD CT LIBRARY		\$0.00	\$1,500.00	\$1,500.00
058105	PAYROLL	CHILD SUPPORT ENFORCE		\$0.00	\$27.69	\$27.69
058106	406	DECISIONONE CORP	46703	\$118.72	\$0.00	\$118.72
058107	978	DELL MARKETING LP	46638	\$939.00	\$0.00	\$939.00
058108	425	DAYCON	46575	\$582.94	\$0.00	\$582.94
058109	425	DEHAVEN SEVEN-UP CORP		\$0.00	\$17.50	\$17.50
058110	PAYROLL	EQUITABLE THE EQUIVEST		\$0.00	\$15.00	\$15.00
058111	405	EMBASSY SUITES	46641	\$623.69	\$0.00	\$623.69
058112	425	J.C.EHRLICH	46572	\$185.00	\$0.00	\$185.00
058112	424	J.C.EHRLICH		\$0.00	\$30.00	\$30.00
058112	425	J.C.EHRLICH		\$0.00	\$391.00	\$391.00
058113	433	EXPLORE MAPS	46751	\$86.40	\$0.00	\$86.40
058114	PAYROLL	GUARDIAN		\$0.00	\$122,877.69	\$122,877.69
058114	PAYROLL	GUARDIAN		\$0.00	\$1,579.85	\$1,579.85
058114	PAYROLL	GUARDIAN		\$0.00	\$6,147.22	\$6,147.22
058114	PAYROLL	GUARDIAN		\$0.00	-\$0.19	-\$0.19
058115	425	GRAINGER, INC	46571	\$179.56	\$0.00	\$179.56
058116	716	HILLSIDE VETERINARY	46342	\$322.00	\$0.00	\$322.00
058117	401	IKON OFFICE SOLUTIONS		\$0.00	\$272.25	\$272.25
058118	PAYROLL	ING		\$0.00	\$635.00	\$635.00
058119	700	JEFFERSON CO HEALTH	46189	\$15.00	\$0.00	\$15.00
058120	712	JEFFERSON PUBLISH CO INC	45522	\$25.00	\$0.00	\$25.00
058121	PAYROLL	JEFFERSON SECURITY BANK		\$0.00	\$4,849.00	\$4,849.00
058122	711	MOTOROLA INC	46289	\$669.80	\$0.00	\$669.80
058123	PAYROLL	COMPTROLLER OF MD		\$0.00	\$573.55	\$573.55
058124	405	MARRIOTT INTERNATIONAL	46642	\$102.55	\$0.00	\$102.55
058125	PAYROLL	MD Child Support Account		\$0.00	\$140.00	\$140.00
058126	401	PATRICIA A NOLAND		\$0.00	\$661.01	\$661.01
058127	PAYROLL	NATIONWIDE RETIREMENT		\$0.00	\$735.21	\$735.21
058128	402	OFFICE SERVICES		\$0.00	\$475.00	\$475.00
058128	403	OFFICE SERVICES		\$0.00	\$190.00	\$190.00
058128	404	OFFICE SERVICES		\$0.00	\$95.00	\$95.00
058128	406	OFFICE SERVICES		\$0.00	\$285.00	\$285.00
058128	439	OFFICE SERVICES		\$0.00	\$95.00	\$95.00
058128	451	OFFICE SERVICES		\$0.00	\$95.00	\$95.00
058128	700	OFFICE SERVICES		\$0.00	\$190.00	\$190.00
058128	711	OFFICE SERVICES		\$0.00	\$95.00	\$95.00
058129	403	PIFER OFFICE SUPPLY, INC	46497	\$36.56	\$0.00	\$36.56
058129	403	PIFER OFFICE SUPPLY, INC	46499	\$44.56	\$0.00	\$44.56
058129	404	PIFER OFFICE SUPPLY, INC	46654	\$41.75	\$0.00	\$41.75

058130	440	POSTMASTER CT	46419	\$70.00	\$0.00	\$70.00
058131	700	PAMELA PATTERSON	46192	\$729.99	\$0.00	\$729.99
058132	425	LANDMARK ELEVATOR INC.	45740	\$240.00	\$0.00	\$240.00
058133	700	RESA VIII	46191	\$203.00	\$0.00	\$203.00
058134	424	ROACH OIL COMPANY		\$0.00	\$276.30	\$276.30
058135	413	RAI GROUP 43, LLC		\$0.00	\$1,650.00	\$1,650.00
058136	425	RCS SECURITY	46576	\$1,117.50	\$0.00	\$1,117.50
058137	402	RECORD MANAGEMENT	45872	\$35.00	\$0.00	\$35.00
058138	424	RETIREE HLTH BENEFIT TRS		\$0.00	\$8,605.00	\$8,605.00
058139	405	SPECIALTY BUS SUPPLIES	46643	\$2,083.14	\$0.00	\$2,083.14
058139	978	SPECIALTY BUS SUPPLIES	46643	\$199.00	\$0.00	\$199.00
058140	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$10.88	\$10.88
058140	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$46.50	\$46.50
058140	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$34,337.86	\$34,337.86
058140	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$8,030.64	\$8,030.64
058141	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$26,797.31	\$26,797.31
058142	711	STAPLES CREDIT PLAN	46292	\$1,095.92	\$0.00	\$1,095.92
058142	711	STAPLES CREDIT PLAN	46293	\$137.51	\$0.00	\$137.51
058142	401	STAPLES CREDIT PLAN		\$0.00	\$805.61	\$805.61
058142	402	STAPLES CREDIT PLAN		\$0.00	\$50.86	\$50.86
058142	406	STAPLES CREDIT PLAN		\$0.00	\$313.11	\$313.11
058142	412	STAPLES CREDIT PLAN		\$0.00	\$268.82	\$268.82
058142	422	STAPLES CREDIT PLAN		\$0.00	\$91.74	\$91.74
058142	424	STAPLES CREDIT PLAN		\$0.00	\$126.83	\$126.83
058142	433	STAPLES CREDIT PLAN		\$0.00	\$42.25	\$42.25
058142	700	STAPLES CREDIT PLAN		\$0.00	\$191.36	\$191.36
058142	711	STAPLES CREDIT PLAN		\$0.00	\$133.07	\$133.07
058142	712	STAPLES CREDIT PLAN		\$0.00	\$836.93	\$836.93
058142	716	STAPLES CREDIT PLAN		\$0.00	\$238.03	\$238.03
058143	433	SHANNON BUSINESS SYSTEMS	42448	\$5,473.95	\$0.00	\$5,473.95
058144	975	SUMMIT COMMUNITY BANK		\$0.00	\$2,441.41	\$2,441.41
058145	711	THOMASSEN	46578	\$169.02	\$0.00	\$169.02
058146	PAYROLL	TREASURER OF VIRGINIA		\$0.00	\$161.51	\$161.51
058147	PAYROLL	TIME INSURANCE CO		\$0.00	\$166.36	\$166.36
058148	PAYROLL	US DEPT OF EDUCATION		\$0.00	\$171.86	\$171.86
058149	716	VALLEY TWO-WAY, INC	46113	\$648.00	\$0.00	\$648.00
058150	716	VALLEY PET CEMETERY		\$0.00	\$121.00	\$121.00
058151	424	VIRGINIA FIRE PROTECTION	46569	\$905.00	\$0.00	\$905.00
058152	405	WEST PAYMENT CENTER	46644	\$1,164.88	\$0.00	\$1,164.88
058153	700	WEST VIRGINIA UNIFORM-52	46193	\$455.13	\$0.00	\$455.13
058154	716	WV BOARD VETERINARY	46119	\$20.00	\$0.00	\$20.00

058155	424	WALMART BUSINESS		\$0.00	\$53.12	\$53.12
058156	412	WORD PROCESSING SERV	45016	\$280.00	\$0.00	\$280.00
058157	GRANT	PAM HOLSTEIN-WALLACE		\$0.00	\$6,250.00	\$6,250.00
TOTALS				\$22,098.43	\$244,957.63	\$267,056.06

IN RE: PUBLIC COMMENT

Patience Wait appeared before the Commission to provide an update on the PATH process and reported on the events and planned participation during “Environmental Day” scheduled to take place in Charleston on Wednesday, March 11, 2009.

Ms. Wait further reported on the proposed PATH workshop scheduled for Thursday, March 19, 2009 and requested the Commission consider sending a legal representative from Jefferson County. Ms. Wait reported on Allegheny Power’s intent to file an application to the Public Service Commission by April 1, 2009.

Ed Burns appeared before the Commission to comment on the article in the Thursday, March 5, 2009 edition of the Martinsburg Journal regarding rail services.

Commissioner Surkamp reported on the State of Maryland’s acquisition of stimulus funds to support rail services.

IN RE: DISCUSS SENDING LEGAL REPRESENTATION TO THE PATH WORKSHOP

This matter was discussed under agenda items: “Public Comment” and “Stephanie Grove – Legal Update and Report”.

IN RE: NOTICE OF APPORTIONMENT OF JOINTLY OWNER MOTOR VEHICLES

Upon presentation by Angela Banks, Assessor, Motion by Morgan, second by Noland to approve the Notice of Apportionment of Jointly Owned Motor Vehicles filed by a certified copy of a final divorce order entered under provisions of section fifteen, article two, chapter forty-eight of the West Virginia Code, in the amount of \$368.90 for the following:

NAME	HUSBAND/WIFE	ASSESSED VALUE	TAXES DUE
Rodney C. Knight	Husband	\$12,200.00	\$266.30
Rodney C. Knight	Husband	\$ 3,100.00	\$ 67.67
Amy S. Knight	Wife	\$ 1,600.00	\$ 34.43
TOTAL TAXES DUE:			\$ 368.90

IN RE: BONDING AND ACTIVITY REPORT

Kirk Davis, Acting Director of Planning and Zoning appeared before the Commission for the weekly activity report.

Mr. Davis reported on the Planning Director Search Committee status. Bob Reynolds, Planning Commission President was present and provided comments.

Mr. Davis provided a Judicial Center construction update and reported on the upcoming meeting with the architects. Commission members discussed the importance of maintaining historical integrity throughout the construction process. Leslie D. Smith, County Administrator reported on the City of Charles Town and Historic Landmarks Commission members’ interest in being involved with the meetings concerning the Judicial Center construction.

Mr. Davis provided a Zoning and Subdivision Ordinance amendments update.

Mr. Davis reported on his meeting with Laura Rattenni, Circuit Clerk and proposed flooring changes to the Old Jail.

Mr. Davis reported on the placement of new signage for the Sheriff’s Department.

IN RE: ZONING AND SUBDIVISION ORDINANCE AMENDMENTS DISCUSSION

Bob Reynolds, Planning Commission President appeared before the Commission to report on the Planning Commission’s actions and recommendations with respect to Zoning and Subdivision Ordinance Amendments. Mr. Reynolds provided the Commission with a memorandum titled, “Zoning Ordinance Plebiscite” from the Planning Commission summarizing their recommendations.

IN RE: TOM LANGE - STATE TREASURER’S UPDATE AND REPORT ON TREASURER’S VISIT TO JEFFERSON COUNTY

Tom Lange, Local Government Specialist from the State Treasurer’s Office appeared before the Commission to provide an update on services available through the State Treasurer’s office and to report on an upcoming seminar scheduled for March 30, 2009 in Jefferson County hosted by the State Treasurer’s office in order to discuss potential investment options available to Jefferson County.

Mr. Lange requested use of the library meeting room on March 30, 2009 for the seminar. The Commission agreed by consensus to authorize Leslie D. Smith, County Administrator to find adequate space for the March 30, 2009 seminar.

IN RE: EMERGENCY SERVICES AGENCY BOARD INTERVIEWS

Leslie D. Smith, County Administrator reported on the interested applicants to the Emergency Services Agency Board and reported on residency requirements of board appointees.

IN RE: APPOINTMENT TO THE JEFFERSON COUNTY EMERGENCY SERVICES AGENCY BOARD

Nomination by Commissioner Morgan to appoint John Matthews to the Emergency Services Agency Board for one three term ending November 13, 2011.

Nomination by Commissioner Noland to appoint Toni Milbourne to the Emergency Services Agency Board for one three term ending November 13, 2011.

Motion by Noland, second by Widmyer to close nominations. Motion carried.

NOMINATION	Noland	Widmyer	Manuel	Morgan	Surkamp
Toni Milbourne	✓	✓	✓		
John Matthew				✓	✓

By a 3-2 vote Toni Milbourne was appointed to the Emergency Services Agency Board for one three term ending November 13, 2011.

IN RE: MICHELLE GOLDMAN - EASTERN PANHANDLE FREE CLINIC - BUDGET REQUEST

Michelle Goldman from Eastern Panhandle Free Clinic appeared before the Commission for a budget request. Ms. Goldman provided a presentation detailing the increase in services provided by the Eastern Panhandle Free Clinic and reported that 47% of services provided are to Jefferson County residents. Ms. Goldman further reported on building expenditures and operational expenses.

The Commission agreed to consider the Eastern Panhandle Free Clinic budget request during budget deliberations.

IN RE: MARY JO CARPENTER - OLD CHARLES TOWN LIBRARY, INC. - BUDGET REQUEST

James Glymph, President of the Old Charles Town Library, Incorporated appeared before the Commission for a budget request.

Mr. Glymph reported on library and museum expenditures and provided a summary of community programs available. Mr. Glymph discussed fund raising programs and other strategies implemented in order to obtain additional funding.

IN RE: LEGISLATIVE ISSUES

Commissioner Noland provided an update on legislative issues discussed and reported on in last week's session.

Commissioner Noland provided a status on the proposed Magistrate Bill currently in the House.

Commissioner Surkamp read aloud a statement he received regarding the Mountain Water System and the proposed adoption of a Senate Bill to improve water chlorination. Commissioner Noland agreed to acquire additional information on the proposed Senate Bill.

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

- RECORDS OF THE COUNTY COMMISSION

- VIRTUAL CLERK'S OFFICE - RECORDS BACK ON-LINE

- NEW SERVICES AT THE CLERK'S OFFICE

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

Ms. Maghan provided information concerning her records request previously submitted and reported on WV State Code 5A-8-15 with regard to archival record keeping. Ms. Maghan reported on her objectives to provide county record management.

Leslie D. Smith, County Administrator reported on the availability of County Commission records excluding privileged documents.

Stephanie Grove, Assistant Prosecuting Attorney reported on the status of the proposed Memorandum of Understanding and document confidentiality requirements for county records.

Ms. Maghan read aloud the West Virginia Record and Archive statement from the Records Management and Preservation Board.

Motion by Morgan, second by Noland to terminate the County Clerk's report for one week. Motion carried.

IN RE: STEPHANIE GROVE - LEGAL UPDATE AND REPORT

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

Ms. Grove provided the Commission with the weekly to do list.

Ms. Grove reported on her review of the Stantec agreement from the Department of Homeland Security and Emergency Management.

Ms. Grove provided a status update on Allegheny Power's intent to file an application with the Public Service Commission by April 1, 2009. Ms. Grove advised the Commission that a legal representative from Jefferson County will be present at the PATH workshop scheduled for Thursday, March 19, 2009 in Berkley Springs.

Motion by Manuel, second by Surkamp to send all copies of public comments and all other documents and recordings pertaining to PATH to the Public Service Commission and to authorize Ms. Grove to prepare a summary of all public input received with a master copy to be made available in the Hunter House meeting room for Commission review. Motion carried

Patience Wait was present and requested additional copies be made available for the public. The Commission agreed by consensus to authorize Leslie D. Smith, County Administrator to provide additional copies to various places throughout the County.

Commissioner Surkamp provided the Commission a memorandum from James Casimiro, Assistant Prosecuting Attorney summarizing the status of current Public Service Commission cases.

The Commission took a 10-minute break at 11:40 a.m.

IN RE: SET SCHEDULE FOR BUDGET HEARINGS & WORKSHOPS

Commissioner Surkamp reported on Congresswoman Capito's request to meet with the Jefferson County Commission on Monday, March 9, 2009 to discuss potential Stimulus fund availability. The

Commission agreed by consensus to authorize Leslie D. Smith, County Administrator to coordinate the meeting with Congresswoman Capito.

The Commission agreed to conduct budget hearings and workshops on Tuesday, March 10, 2009 and Wednesday, March 11, 2009 at 9:30 a.m.

IN RE: APPOINTMENTS OF ALTERNATE MEMBERS TO THE BOARD OF ZONING APPEALS

No action was taken on this agenda item.

IN RE: APPROVAL OF POSITION DESCRIPTIONS, CLASSIFICATION PLAN AND COMPENSATION SALARY SCHEDULES

The Commission agreed to discuss during the afternoon workshop.

IN RE: DISCUSSION, REPORT OF FEDERAL STIMULUS FUNDS TO BE AVAILABLE TO JEFFERSON COUNTY

Leslie D. Smith, County Administrator reported on Stimulus funding availability through possible grants or low interest rate loans regulated by the State.

The Commission agreed to authorize Ms. Smith to do a list of County projects potentially eligible for stimulus funding that can be discussed at the meeting with Congresswoman Capito on Monday, March 9, 2009.

IN RE: SET UP PROCEDURE FOR RECEIVING, HANGING GIFT FRAMES PHOTOGRAPH (AND DISCUSS OTHER PUBLIC DISPLAY NEEDS, IF TIME)

Commissioner Morgan reported on the historical framed photograph she received from Carol Gallant with three more to be given in the future and requested the Commission consider putting them on display within the Old Jail. Commissioner Morgan also requested consideration of redecorating the County Commission meeting room.

Commission members discussed forming a committee for advice on the decoration and display of historical photos.

Motion by Morgan, second by Manuel to form a committee that can advise the Commission with decorative ideas for county buildings. Motion carried.

The Commission authorized Leslie D. Smith, County Administrator to provide a proposal to the Commission to include membership structure and objectives for the committee.

IN RE: COURTHOUSE HVAC BIDS RECEIVED

Leslie D. Smith, County Administrator reported on the following: that Custom Design Engineering is currently reviewing the Courthouse HVAC bids, the Courthouse Facilities Improvement Grant received and Kirk Davis' and Bill Polk's involvement throughout the bidding process.

The Commission agreed to table this matter in order to obtain input from Kirk Davis and legal counsel.

IN RE: APPROVAL OF AGREEMENT WITH THE DIVISION OF HIGHWAYS FOR THE INSTALLATION OF TWO DYNAMIC MESSAGE SIGNS

Leslie D. Smith, County Administrator reported on the two signs owned by the Department of Highways that will be used by the Department of Homeland Security and Emergency Management.

The Commission requested location specifications of the dynamic message signs and agreed to table this matter for one week.

IN RE: CORRESPONDENCE FROM BRANDON K. STINSON - REQUEST FOR RE-EVALUATION OF ASSESSED AMOUNT

The Commission declined Mr. Stinson's request and agreed by consensus to authorize Leslie D. Smith, County Administrator to draft a letter to Mr. Stinson for Commissioner Manuel's signature

advising him of the Board of Review and Equalization deadline.

IN RE: COUNTY ADMINISTRATOR REPORTS

Leslie D. Smith, County Administrator provided the Commission with the weekly expenditure report.

IN RE: COUNTY COMMISSION REPORTS

Commissioner Widmyer reported on the Parks and Recreation meeting she attended.
Commissioner Widmyer reported on the Public Service District meeting she attended.
Commissioner Morgan expressed her opposition to the Shenandoah River water project.
Commissioner Manuel reported on the Emergency Services Agency Board meeting he attended.

The Commission recessed for lunch at 12:40 p.m.

The Commission reconvened at 1:30 p.m.

IN RE: COUNTY COMMISSION WORKSHOP

- **OVERVIEW OF APPROVED AND ADOPTED COUNTY COMMISSION POLICIES RE PERSONNEL/SALARY/JOB DESCRIPTIONS**
- **OVERVIEW OF CLASSIFICATION PLAN FOR LEVELS 1 AND 2 EMPLOYEES AS DEFINED IN JACOBS STUDY**
- **REVIEW OF PERSONNEL POLICIES REGARDING ANNUAL PERFORMANCE REVIEW; PERFORMANCE MEASURES AND MERIT INCREASES BASED ON ANNUAL PERFORMANCE REVIEW**

Commissioner Widmyer requested clarity on previous implementation or adoption of any employee policies and/or procedures prior to her seat on the County Commission.

Commissioner Manuel reported on previous studies conducted and actions of the County Commission regarding employee policies, procedures and wages.

Leslie D. Smith, County Administrator reported on job descriptions provided to the Commission and Department Heads review and approval of employee job descriptions.

Ms. Smith provided the Commission with copies of classification levels and the classification appeal form. Commission members discussed implementing a policy to amend job descriptions.

The Commission expressed potential concerns of a negative budgetary impact to County finances if the current classification study is adopted in its entirety, drafting a memorandum of understanding with elected officials to ensure proper implementation of the study county wide to ensure equity and fairness and implementing Mr. Jacobs' classification and compensation study.

Leslie D. Smith, County Administrator advised the Commission of Mr. Jacobs' upcoming visit to meet with the Assessor.

The Commission agreed by consensus to draft a list of questions and concerns to be discussed with Mr. Jacobs during his next visit.

The Commission received the following information:

Appointment to be made to the Water Advisory Committee on Thursday, March 12, 2009.

Certificate of Valuation received from the Assessor.

Assessed Values for Calculating Reduced (Rolled Back) Levy Rates received from the Assessor.

Correspondence received from Don J. Orser concerning Board of Review and Equalization.

Correspondence received from Ralph A. Lorenzetti, Prosecuting Attorney, concerning a possible

budget addition.

Impact Fee Status Report received for February 2009.

Memorandums received from the Department of Capital Planning and Management concerning Transfers of Funds.

Invitation received from the Shenandoah Area Council of Boy Scouts of America to attend the 2009 Distinguished Citizen Award Dinner on April 2, 2009, at 6:30 p.m.

Correspondence received from Jai B. Kim concerning steel truss bridges.

Memorandum received from Laura E. Rattenni concerning the resignation of an employee.

Copy of correspondence sent to Maryland Governor Kaine from Frederick County Board of Supervisor's Chairman Richard Shickle received concerning PATH.

Copy of correspondence sent to Governor Manchin from the Shenandoah Garden Club received concerning PATH.

Copy of correspondence sent to Mike Johnson from James V. Kelsh received concerning the Jefferson County PSD Flowing Springs Project.

Information received from Allegheny Energy concerning Dam No. 4 Hydroelectric Station - FERC Project No. 2516.

Procedural Order received from the Public Service Commission concerning case no. 06-0817-W-C.

Memorandum received from Jeffrey A. Polczynski concerning an audit of Jefferson County Communication Equipment.

Legislative information received from the Association of Counties.

Legislative information received from the County Commissioners' Association.

E-911 fee received from AT&T Communications of West Virginia.

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

The Commission received the following Correspondence

Correspondence received from Pam Gearhart concerning PATH.

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

Dale Manuel, President