

REGULAR TERM:

State of West Virginia, County of Jefferson, to-wit:

At a Regular Term of the County Commission of said County and State continued and held at the Courthouse thereof on Thursday, March 12, 2009, beginning at 9:30 o'clock a.m.

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

In re: PLEDGE OF ALLEGIANCE

Commissioner Noland conducted the Pledge of Allegiance.

In re: DISPENSE WITH READING OF MINUTES

Motion by Widmyer, second by Surkamp to dispense with the reading of the Minutes from the Board of Review and Equalization held on Monday, February 23, 2009, and to approve the Minutes as prepared. Motion carried.

Motion by Noland, second by Widmyer to dispense with the reading of the Minutes from the Board of Review and Equalization held on Tuesday, February 24, 2009, and to approve the Minutes as amended. Motion carried.

Motion by Manuel, second by Noland to dispense with the reading of the Minutes from the Board of Review and Equalization held on Wednesday, February 25, 2009, and to approve the Minutes as prepared. Motion carried.

Motion by Manuel, second by Noland to dispense with the reading of the Minutes for the meeting held on Thursday, March 5, 2009, and to approve the Minutes as amended. Motion carried.

The Commission agreed to have staff provide the amended section of any minutes where substantive changes were made.

In re: POLICIES AND PROCEDURES

The Commission agreed by consensus to have staff compile the Commission's policies and procedures into one manual.

In re: APPROVAL OF PURCHASE ORDERS

Motion by Surkamp, second by Widmyer to approve the following Purchase Orders for the Week of March 12, 2009, totaling \$102,055.56: 46704, 46500, 46772, 46818, 46261, 46262, 46266, 46267, 46268, 46586, 46587, 46603, 45018, 46728, 46727, 46529, 46811, 46812, 46813, 46819, 46814, 46817, 46655, and 46815. Motion carried.

In re: APPROVAL OF ACCOUNTS PAYABLE

The Commission discussed an invoice from the Greenbrier. Motion by Morgan, second by Surkamp to only reimburse at a rate of 60% for stays at the Greenbrier. Motion carried.

Motion by Noland, second by Widmyer to approve the list of the Accounts Payable dated March 12, 2009, as presented by the County Clerk and reviewed by the County Commission. Motion carried.

CHCKNO	DEPT	VENDOR	PO NUM	PO AMT	NO AMT	CHECK AMOUNT
058159	413	ALLEGHENY POWER		\$ 0.00	\$ 272.35	\$ 272.35
058160	424	USA MOBILITY WIRELESS,IN		\$ 0.00	\$ 88.86	\$ 88.86
058160	700	USA MOBILITY WIRELESS,IN		\$ 0.00	\$ 220.59	\$ 220.59
058160	712	USA MOBILITY WIRELESS,IN		\$ 0.00	\$ 414.29	\$ 414.29
058161	425	B-K OFFICE SUPPLY INC	46803	\$ 888.75	\$ 0.00	\$ 888.75
058161	440	B-K OFFICE SUPPLY INC	46414	\$ 1,311.41	\$ 0.00	\$ 1,311.41
058161	976	B-K OFFICE SUPPLY INC	46487	\$ 495.50	\$ 0.00	\$ 495.50
058162	716	BLUE RIDGE VETERINARY	46804	\$ 137.34	\$ 0.00	\$ 137.34
058163	700	COUNTRY ROADS TIRE & AUT	46810	\$ 750.72	\$ 0.00	\$ 750.72
058163	712	COUNTRY ROADS TIRE & AUT	46810	\$ 294.16	\$ 0.00	\$ 294.16
058163	716	COUNTRY ROADS TIRE & AUT	46810	\$ 798.16	\$ 0.00	\$ 798.16
058164	424	CHARLES TOWN WATER DEPT		\$ 0.00	\$ 246.98	\$ 246.98
058164	425	CHARLES TOWN WATER DEPT		\$ 0.00	\$ 791.55	\$ 791.55
058165	712	VERIZON CABS		\$ 0.00	\$ 280.00	\$ 280.00
058166	425	CHARLES TOWN WALLS/FLOOR	46806	\$ 1,227.50	\$ 0.00	\$ 1,227.50
058167	700	CARS/COMPLETE AUTO REPAI	46807	\$ 201.56	\$ 0.00	\$ 201.56
058168	425	DEHAVEN SEVEN-UP CORP		\$ 0.00	\$ 45.00	\$ 45.00
058169	433	ESRI	42443	\$ 6,850.68	\$ 0.00	\$ 6,850.68
058170	412	FRONTIER		\$ 0.00	\$ 419.46	\$ 419.46
058170	415	FRONTIER		\$ 0.00	\$ 330.35	\$ 330.35
058170	424	FRONTIER		\$ 0.00	\$ 15,605.05	\$ 15,605.05
058170	712	FRONTIER		\$ 0.00	\$ 1,159.93	\$ 1,159.93
058171	422	FIFTH THIRD BANK	45913	\$ 201.00	\$ 0.00	\$ 201.00
058171	401	FIFTH THIRD BANK		\$ 0.00	\$ 967.50	\$ 967.50
058171	402	FIFTH THIRD BANK		\$ 0.00	\$ 299.00	\$ 299.00
058171	402	FIFTH THIRD BANK		\$ 0.00	\$ 29.95	\$ 29.95
058171	402	FIFTH THIRD BANK		\$ 0.00	\$ 600.09	\$ 600.09
058171	422	FIFTH THIRD BANK		\$ 0.00	\$ 34.03	\$ 34.03
058171	433	FIFTH THIRD BANK		\$ 0.00	\$ 20.00	\$ 20.00
058171	433	FIFTH THIRD BANK		\$ 0.00	\$ 27.20	\$ 27.20
058171	700	FIFTH THIRD BANK		\$ 0.00	\$ 19.64	\$ 19.64
058171	700	FIFTH THIRD BANK		\$ 0.00	\$ 99.79	\$ 99.79
058171	711	FIFTH THIRD BANK		\$ 0.00	\$ 332.64	\$ 332.64
058171	711	FIFTH THIRD BANK		\$ 0.00	\$ 10.05	\$ 10.05
058171	711	FIFTH THIRD BANK		\$ 0.00	\$ 10.00	\$ 10.00
058171	712	FIFTH THIRD BANK		\$ 0.00	\$ 9.53	\$ 9.53
058171	712	FIFTH THIRD BANK		\$ 0.00	\$ 1,011.38	\$ 1,011.38
058171	712	FIFTH THIRD BANK		\$ 0.00	\$ 77.23	\$ 77.23
058172	402	FRANK PARSONS INC.	46680	\$ 975.50	\$ 0.00	\$ 975.50
058173	711	DVILLE, INC	46294	\$ 110.50	\$ 0.00	\$ 110.50

058174	433	KON OFFICE SOLUTIONS	46753	\$ 128.60	\$ 0.00	\$ 128.60
058174	439	KON OFFICE SOLUTIONS	46405	\$ 289.89	\$ 0.00	\$ 289.89
058175	401	JEFFERSON PUBLISH CO INC		\$ 0.00	\$ 230.24	\$ 230.24
058176	424	THE JOURNAL	46574	\$ 312.73	\$ 0.00	\$ 312.73
058177	425	JEFFERSON COUNTY SOLID	46802	\$ 207.83	\$ 0.00	\$ 207.83
CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
058178	401	JEFFERSON COUNTY SCHOOLS		\$ 0.00	\$ 37.50	\$ 37.50
058179	439	LORMAN EDUCATION SERVICE	46408	\$ 226.00	\$ 0.00	\$ 226.00
058180	424	VERIZON BUSINESS		\$ 0.00	\$ 1,104.68	\$ 1,104.68
058181	712	**NAT'L ACDMY O/EMERGENC	46604	\$ 50.00	\$ 0.00	\$ 50.00
058182	402	PIFER OFFICE SUPPLY, INC	46392	\$ 28.65	\$ 0.00	\$ 28.65
058183	424	ROACH OIL COMPANY		\$ 0.00	\$ 220.09	\$ 220.09
058183	425	ROACH OIL COMPANY		\$ 0.00	\$ 1,618.36	\$ 1,618.36
058184	404	SHERIFF OF JEFFERSON CO	46656	\$ 51.85	\$ 0.00	\$ 51.85
058185	401	SOFTWARE SYSTEMS, INC		\$ 0.00	\$ 153.78	\$ 153.78
058185	402	SOFTWARE SYSTEMS, INC		\$ 0.00	\$ 688.50	\$ 688.50
058185	403	SOFTWARE SYSTEMS, INC		\$ 0.00	\$ 863.50	\$ 863.50
058185	404	SOFTWARE SYSTEMS, INC		\$ 0.00	\$ 1,146.34	\$ 1,146.34
058185	440	SOFTWARE SYSTEMS, INC		\$ 0.00	\$ 899.94	\$ 899.94
058185	700	SOFTWARE SYSTEMS, INC		\$ 0.00	\$ 717.00	\$ 717.00
058185	712	SOFTWARE SYSTEMS, INC		\$ 0.00	\$ 75.00	\$ 75.00
058186	704	ST/WV REGIONAL JAIL &	46771	\$ 190.12	\$ 0.00	\$ 190.12
058187	406	SHEETZ FLEET FUELING		\$ 0.00	\$ 23.30	\$ 23.30
058187	424	SHEETZ FLEET FUELING		\$ 0.00	\$ 49.61	\$ 49.61
058187	440	SHEETZ FLEET FUELING		\$ 0.00	\$ 26.93	\$ 26.93
058187	700	SHEETZ FLEET FUELING		\$ 0.00	\$ 468.47	\$ 468.47
058188	425	SHERWIN-WILLIAMS	46374	\$ 304.49	\$ 0.00	\$ 304.49
058189	711	SOFTWARE COMPUTER GROUP	46280	\$ 150.00	\$ 0.00	\$ 150.00
058190	433	SHANNON-BAUM SIGNS	42448	\$ 5,473.95	\$ 0.00	\$ 5,473.95
058191	425	SHENANDOAH VALLEY WATER		\$ 0.00	\$ 493.55	\$ 493.55
058192	402	SCOTT N. SMILEY	46673	\$ 175.00	\$ 0.00	\$ 175.00
058193	425	HAGEMEYER	46531	\$ 3,666.82	\$ 0.00	\$ 3,666.82
058194	712	TESSCO INCORP	46000	\$ 85.60	\$ 0.00	\$ 85.60
058195	402	UNITED SYSTEMS & SOFTWAR		\$ 0.00	\$ 195.00	\$ 195.00
058195	403	UNITED SYSTEMS & SOFTWAR		\$ 0.00	\$ 167.00	\$ 167.00
058196	712	UPS		\$ 0.00	\$ 27.08	\$ 27.08
058197	424	US POST MASTER		\$ 0.00	\$ 5,845.98	\$ 5,845.98
058198	712	VERIZON		\$ 0.00	\$ 113.44	\$ 113.44
058199	425	WM OF WEST VIRGINIA, INC		\$ 0.00	\$ 1,011.89	\$ 1,011.89
058199	716	WM OF WEST VIRGINIA, INC		\$ 0.00	\$ 88.75	\$ 88.75
058200	716	WV BOARD VETERINARY MED	46118	\$ 200.00	\$ 0.00	\$ 200.00
058201	433	WVAGP / WV ASSOC.OF	46752	\$ 180.00	\$ 0.00	\$ 180.00
058202	716	WEBSTER VETERINARY SUPPL	46120	\$ 130.08	\$ 0.00	\$ 130.08
058203	402	XEROX COPORATION	45583	\$ 917.28	\$ 0.00	\$ 917.28
058204	412	CRAIG W YOHN		\$ 0.00	\$ 633.40	\$ 633.40
TOTALS						\$ 67,333.44
TOTALS				\$ 27,011.67	\$ 40,321.77	\$ 67,333.44

DEPT	NAME	DEPT AMTS
401/COM	CO. COMMISSION	\$ 1,389.02
402/CCLK	CO. CLERK	\$ 3,908.97
403/CIR CLK	CIRCUIT CLERK	\$ 1,030.50
404/TAX	TAX OFFICE	\$ 1,198.19
405/PA	PROS ATTY	
406/ASSR	ASSESSORS	\$ 23.30
408/GOV	ST.COMPNET CHG BO GOV UNIT	
412/AG	AG AGT	\$ 1,052.86
413/ELE	ELECTION	\$ 272.35
415/MAG CT	MAGISTRATE COURT	\$ 330.35
415/	GENERAL SCHOOL/CO TRANSFER	
422/CP&M	CAPITAL PLANNING & MNGMNT	\$ 235.03
424/CTHS	COURT HOUSE	\$ 23,473.98
425/OB	OTHER BUILDING	\$ 10,255.74
428/DATAP	DATA PROCESSING	
430/HLS	HOMELAND SEC	
431/ECON DEV	ECON DEV	
433/GIS	GIS/ADDRESSING	\$ 12,680.43
439/PZ	PLANNING ZONING	\$ 515.89
440/ENG.	DEPT OF ENGINEERING	\$ 2,238.28
451/ZONING	ZONING DEPT	
700/SHRF	SHERIFF DEPT	\$ 2,477.77
701/SHRF	SHERIFF DEPT	
704/WV JAIL	ST/WV REGIONAL JAIL	\$ 190.12
711/OES	EMERG SVC	\$ 613.19
712/911	911 COMMUNICATION	\$ 3,597.64
716/A/C	ANIMAL CONTROL	\$ 1,354.33
801/MTL HLTH	MENTAL HEALTH TRANS TO ENTITIE	
808GOV UNIT	SWA CONTRIB OTHER GOV UNIT	
975/CAP OTL	CO. CLERK / CAPITAL OUTLAY	
976/CAP/CIR	CIRCUIT CLERK/CAPITAL OUTLAY	\$ 495.50
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	
988/CAP/OB	OTHER BUILDING/CAPITAL OUTLAY	
989/CAP/AGT	AG AGT/CAPITAL OUTLAY	
992/CAP/911	911 COMMUNICATION/CAP OUTLAY	
ALLOC	ALLOCATIONS	
GRANTS	GRANTS	
PAYROLL	PAYROLL	
TOTALS		\$ 67,333.44

In re: PUBLIC COMMENT

No public comment was given.

In re: LEGISLATIVE ISSUES

The Commission discussed the following legislative issues:

- Annexation legislation
- Accreditation program for Convention and Visitor's Bureaus
- Voting legislation
- Legislation to provide an additional magistrate in Jefferson County
- Locality pay legislation
- Commissioner Manuel informed the Commission that the Governor had signed the Executive Order for WESTPEP.

In re: BONDING AND ACTIVITY REPORT

There was no bonding.

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

Mr. Davis updated the Commission on the Planning Director Search Committee. The Commission agreed to conduct interviews on April 6, 7, and 8, 2009, beginning at 10:00 a.m.

Mr. Davis requested that the Commission approve the employee currently serving as the Acting Zoning Administrator as the permanent Zoning Administrator. Mr. Davis also requested to advertise to replace the vacant Planning position. Motion by Manuel, second by Noland to hold this matter over for one week. Motion passed by a 4-1 vote. Commissioner Morgan voted no.

Mr. Davis informed the Commission of a meeting with the architect on March 18, 2009, concerning the proposed judicial center.

Mr. Davis provided the Commission with a handout of the proposed reclassifications for his department.

In re: COURTHOUSE HVAC BIDS RECEIVED

Motion by Morgan, second by Surkamp to authorize Kirk Davis to enter into negotiations for the Courthouse HVAC bids. Motion carried.

In re: CHRISTA SHIFFLET - FOCUS COALITION - REQUEST FOR JEFFERSON COUNTY COMMISSION TO CONTINUE AS FISCAL AGENT FOR THE UNDERAGE DRINKING GRANT

Christa Shifflet, from the FOCUS Coalition, appeared to request that the Commission continue as fiscal agent for the underage drinking grant. After discussion, motion by Morgan, second by Noland to continue as the fiscal agent for the underage drinking grant. Motion carried.

In re: BARBARA MILLER

- FEMA COMMUNITY ASSESSMENT VISIT

Barbara Miller, Director of the Office of Homeland Security and Emergency Management, appeared before the Commission to update the Commission on the planned

FEMA Community Assessment Visit on Monday, March 16, 2009.

- PIO/ADMINISTRATIVE ASSISTANT/VOLUNTEER COORDINATOR VACANCY

Ms. Miller requested Commission approval to advertise to fill the vacancy in her office for the PIO/Administrative Assistant/Volunteer Coordinator. After discussion, motion by Morgan, second by Surkamp to table the request to discuss during budget deliberations. Motion failed by a 2-3 vote. Commissioners Noland, Widmyer and Manuel voted no. Motion by Manuel, second by Noland to fill the PIO/Administrative Assistant/Volunteer Coordinator vacancy. Motion passed by a 4-1 vote. Commissioner Morgan voted no.

In re: KELLIE BOLES - UPDATE ON STATUS OF WEST VIRGINIA FARMERS MARKET MATCHING FUND GRANT

Kellie Boles, Agriculture Development Office, informed the Commission that the West Virginia Farmers Market grant had been approved. Ms. Boles informed the Commission that the Farmers Market would be located at the former Bardane Market.

In re: PAUL ROSA - REQUEST FOR APPROVAL OF JEFFERSON COUNTY EMERGENCY SERVICES AGENCY BYLAWS

Paul Rosa, from the Emergency Services Agency Board, appeared before the Commission to request the approval of the Emergency Services Agency Board bylaws. Mr. Rosa also requested approval of an amendment to the ordinance creating the board that would change the magisterial district limitations. After discussion, motion by Widmyer, second by Morgan to approve the Emergency Services Agency Bylaws and the amendment to the ordinance as presented pending legal review. Motion passed by a 4-1 vote. Commissioner Surkamp voted no.

Mr. Rosa also reported the new operations center was being put out to bid today.

The Commission took a break at 11:02 a.m.

The Commission reconvened at 11:13 a.m.

In re: APPROVAL OF AGREEMENT WITH THE DIVISION OF HIGHWAYS FOR THE INSTALLATION OF DYNAMIC MESSAGE SIGNS

Barbara Miller appeared before the Commission to give a presentation concerning the installation of Dynamic Message Signs in Jefferson County. Sheriff Shirley and Dennis Frye, from the Harpers Ferry National Historical Park, were present and commented on the matter. Ms. Miller reported that a representative from the Division of Highways would be available sometime next week to visit the proposed locations for the signs. No action was taken on this matter.

In re: JENNIFER S. MAGHAN - COUNTY CLERK'S REPORT

There was no report given this week.

In re: DONN MARSHALL - SHEPHERDSTOWN DAY CARE - BUDGET REQUEST PRESENTATION
Donn Marshall, from Shepherdstown Day Care, appeared before the Commission for a budget request. The Commission agreed to consider the request during budget deliberations.

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 reported on the draft Mannings Order. The Commission agreed to put the order on next week's agenda.

The Commission discussed with Ms. Grove requesting the Public Service District to withdraw its application for the project to extend water lines to the mountain. The Commission gave unanimous consent to place the matter on next week's agenda.

The Commission discussed the with Ms. Grove the PATH meeting in Berkeley Springs on March 19, 2009. After discussion, motion by Morgan, second by Widmyer to have the PATH file scanned and placed on the County's website. Motion carried.

In re: APPOINTMENTS OF ALTERNATE MEMBERS TO THE BOARD OF ZONING APPEALS

No action was taken on this agenda matter.

In re: APPROVAL OF POSITION DESCRIPTIONS, CLASSIFICATION PLAN AND COMPENSATION SCHEDULES

No action was taken on this agenda matter.

In re: DISCUSSION, REPORT OF FEDERAL STIMULUS FUNDS TO BE AVAILABLE TO JEFFERSON COUNTY

The Commission agreed to carry this matter over and to have staff provide an update next week.

In re: SET DATE AND TIME FOR HEARING ON RENEWAL OF CABLE FRANCHISE AGREEMENT WITH COMCAST

Motion by Surkamp, second by Manuel to set the hearing date and time for the renewal of the Cable Franchise Agreement with Comcast to April 16, 2009, at 7:00 p.m. at the Old Charles Town Library. Motion carried.

In re: APPOINTMENTS TO THE HISTORIC LANDMARKS COMMISSION

Motion by Morgan, second by Widmyer to reappoint Don Amoroso and to appoint Martin Burke for 3 year terms ending March 6, 2012. Motion carried.

In re: APPOINTMENT TO THE WATER ADVISORY COMMITTEE

Motion by Morgan, second by Manuel to approve the appointment of R. L. Latterell to the Water Advisory Committee for an unexpired term ending January 31, 2010. Motion carried.

The County Administrator followed up on the appointment of Larry Johnson to the Water

Advisory Committee and reported that she had spoken with Mr. Johnson about his residency in the State of Maryland. After discussion, motion by Morgan, second by Surkamp to appoint Mr. Johnson as an advisory member of the Water Advisory Committee. Motion carried.

In re: ACCOMMODATION OF MORGAN'S SCHEDULE

Commissioner Morgan discussed a scheduling conflict that she may have at the end of this month. After discussion, motion by Surkamp, second by Widmyer to hold a special meeting on Wednesday, March 25, 2009, if needed, for the purpose of approving the FY2010 Budget. Motion carried.

The Commission recessed at 12:30 p.m.

The Commission reconvened at 1:30 p.m.

In re: RESTRUCTURING OF COUNTY COMMISSION DEPARTMENTS:

- a. Re-establish Reporting Requirements for all Department Heads; All Department Heads Should Report to County Administrator, County Administrator Reports to Commissioners;
- b. Transfer the Collection of Impact Fees to Department of Engineering with Oversight Provided by County Engineer;
- c. Move Capital Planning and Management to Department of Engineering to be Overseen by County Engineer;
- d. Move Capital Projects Manager to Department of Engineering to be Overseen by County Engineer;
- e. Move IT Technician to Maintenance Department to be Overseen by Maintenance Director;
- f. Discuss Interaction Between Individual County Commissioners and County Employees

Commissioner Noland requested unanimous consent to hold this matter over until next week. Commissioner Widmyer objected. Commissioner Noland withdrew this agenda item without objection.

In re: FORMATION OF COMMITTEE FOR HISTORICAL VETTING OF APPOINTMENTS AND DECORATION OF PUBLIC BUILDINGS

Motion by Morgan, second by Manuel to send a letter to the Historic Landmarks Commission requesting recommendations for recreating and redecorating the space in the Commission meeting room and the jail building with more historical items. Motion carried.

In re: COUNTY ADMINISTRATOR REPORTS

The County Administrator reported on the following:

- Revenue and Expenditure Reports
- Information on holding a retreat

- The County Administrator discussed conducting a public hearing concerning the zoning ordinance vote. The Commission agreed to have the County Administrator to come back next week with a date for the public hearing sometime in the 2nd half of April.

In re: 2010 CENSUS PARTICIPANT STATISTICAL AREA PROGRAM (PSAP) BOUNDARY SUBMISSION

Todd Fagan, GIS Specialist, appeared before the Commission to discuss the 2010 Census Participant Statistical Area Program (PSAP) Boundary Submission. After discussion, motion by Manuel, second by Noland to approve the 2010 PSAP Boundary Submission for the 2010 Census. Motion carried.

In re: REQUEST FOR APPROVAL OF CHANGE ORDER - MASON BUILDING

Kirk Davis appeared before the Commission to request approval of change orders #4 and #5 for the Mason Building. After discussion, motion by Morgan, second by Widmyer to approve change orders #4 and #5 for the Mason Building. Motion carried.

In re: COUNTY COMMISSION REPORTS

Commissioner Noland reported on an affordable housing meeting.

Commissioner Widmyer informed the Commission that she would be attending a meeting in Bolivar concerning a confidential income survey for people who live on the mountain.

Commissioner Manuel reported on the Parks and Recreation public meeting.

Commissioner Surkamp reported on a Job Corp Community Outreach meeting and the John Brown Sesquicentennial.

Commissioner Morgan reported on the Workforce Investment Board, the Community Criminal Justice Board, and the Farmland Protection Board meeting.

The Commission agreed to schedule budget work sessions next week on Tuesday, Wednesday and Thursday.

In re: COUNTY COMMISSION WORKSHOP - AGENDA STRUCTURE

The Commission agreed to reschedule this workshop for a later date.

In re: COUNTY COMMISSION WORKSHOP - BUDGET

The Commission conducted a workshop in order to work on the FY2010 budget.

The Commission received the following information:

Correspondence received from the Jefferson County Extension Office concerning a job vacancy.

Notice received from Kirk Davis of a meeting with Silling Associates, Inc. on March 18,

2009, at 3:00 p.m.

Letter of resignation received from Judi Rice as a member of the Water Advisory Committee.

Memorandum received from Glen B. Gainer, III, State Auditor, concerning accounting guidance related to Senate Bill 622.

Correspondence received from Comcast concerning new programming.

Information received from the Association of Counties concerning jail fees.

Legislative information received from the Association of Counties.

Legislative information received from the County Commissioners' Association.

Correspondence received from the West Virginia Community Corrections Grant Program concerning the West Virginia Community Corrections Grant Program.

Information received from the West Virginia Ethics Commission concerning a dismissal of a complaint.

Oath of Office received from Jesse W. Jones as the Special Deputy Chief of Staff of the Jefferson County Sheriff's Office.

Oath of Office received from Louis Brunswick as Chief Bailiff of the Jefferson County Sheriff's Office.

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

CORRESPONDENCE

Correspondence received concerning PATH from:

- Keryn Newman
- Virginia Ngo
- Robin Summerhill

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

PRESIDENT