

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, May 7, 2009, beginning at 9:30 o'clock a.m.

PRESENT: Dale Manuel, President;
James Surkamp; Patsy Noland;
Lyn Widmyer; Commissioners

Commissioner Morgan was absent.

In re: PLEDGE OF ALLEGIANCE

Commissioner Noland conducted the Pledge of Allegiance.

In re: DISPENSE WITH READING OF MINUTES

Motion by Noland, second by Surkamp to dispense with the reading of the Minutes for the meeting held on Thursday, April 30, 2009, and to approve the Minutes as prepared. Motion carried.

In re: APPROVAL OF PURCHASE ORDERS

Motion by Noland, second by Manuel to approve the following Purchase Orders for the Week of May 4, 2009, totaling \$134,533.28: 46124, 46123, 46721, 46720, 46888, 46886, 46887, 46612, 46611, 46610, 46609, 46985, 46983, 46982, 46933, 46935, 46936, 46889, 46885, 46848, 46893, 46997, 46913, 46914, 46912, 46890, and 46892. Motion carried.

In re: APPROVAL OF ACCOUNTS PAYABLE

Motion by Surkamp, second by Manuel to approve the list of Accounts Payable totaling \$206,703.41 dated May 7, 2009 as presented by the County Clerk and reviewed by the County Commission. Motion carried.

CK #	DEPT	VENDOR	PO #	PO Amt	Amt wo PO	CK Amt
058598	GRANT	AFRICAN AMERICAN COMM		\$-	\$1,660.68	\$1,660.68
058599	700	AMERICAN INTERNATIONAL		\$-	\$2,500.00	\$2,500.00

058600	451	AMSTERDAM PRINTING	46413	\$237.25	\$-	\$237.25
058601	425	ABH SERVICES, INC.		\$-	\$9,387.00	\$9,387.00
					0	
058602	412	BARDANE PUBLIC HEALTH CT		\$-	\$383.00	\$383.00
058602	431	BARDANE PUBLIC HEALTH CT		\$-	\$308.33	\$308.33
058603	425	B-K OFFICE SUPPLY INC	46872	\$524.85	\$-	\$524.85
058603	440	B-K OFFICE SUPPLY INC	46420	\$1,983.81	\$-	\$1,983.81
058604	424	BOLAND SERVICES	46365	\$166.00	\$-	\$166.00
058604	425	BOLAND SERVICES	45163	\$385.00	\$-	\$385.00
058604	425	BOLAND SERVICES	46365	\$427.00	\$-	\$427.00
058605	404	CASTO & HARRIS INC	46658	\$612.75	\$-	\$612.75
058606	712	*CREAMERS AUTO SERVICE	46877	\$1,046.38	\$-	\$1,046.38
058607	424	CHARLES TOWN WATER DEPT		\$-	\$141.19	\$141.19
058607	425	CHARLES TOWN WATER DEPT		\$-	\$890.34	\$890.34
058608	425	OLD CHARLES TOWN LIBRARY		\$-	\$1,500.00	\$1,500.00
					0	
058609	700	CARS/COMPLETE AUTO REPAI	46879	\$366.40	\$-	\$366.40
058610	403	COAST TO COAST COMPUTER	46957	\$140.71	\$-	\$140.71
058611	403	KONICA MINOLTA	46958	\$484.92	\$-	\$484.92
058612	403	DAYTON LEGAL BLANK	46953	\$552.86	\$-	\$552.86
058613	424	DAYCON	46874	\$344.60	\$-	\$344.60
058614	711	FIFTH THIRD BANK	46734	\$22.78	\$-	\$22.78
058614	711	FIFTH THIRD BANK	46743	\$299.41	\$-	\$299.41
058614	402	FIFTH THIRD BANK		\$-	\$29.95	\$29.95
058614	402	FIFTH THIRD BANK		\$-	\$180.32	\$180.32
058614	422	FIFTH THIRD BANK		\$-	\$42.02	\$42.02
058614	433	FIFTH THIRD BANK		\$-	\$74.40	\$74.40
058614	700	FIFTH THIRD BANK		\$-	\$58.01	\$58.01
058614	700	FIFTH THIRD BANK		\$-	\$109.90	\$109.90
058614	700	FIFTH THIRD BANK		\$-	\$37.10	\$37.10
058614	700	FIFTH THIRD BANK		\$-	\$16.76	\$16.76
058614	700	FIFTH THIRD BANK		\$-	\$20.00	\$20.00
058614	711	FIFTH THIRD BANK		\$-	\$42.40	\$42.40
058614	711	FIFTH THIRD BANK		\$-	\$29.69	\$29.69
058614	712	FIFTH THIRD BANK		\$-	\$27.77	\$27.77
058614	712	FIFTH THIRD BANK		\$-	\$60.22	\$60.22

058614	712	FIFTH THIRD BANK		\$-	\$29.99	\$29.99
058614	716	FIFTH THIRD BANK		\$-	\$67.00	\$67.00
058615	PAYROL L	GUARDIAN		\$-	\$1,586.65	\$1,586.65
058615	PAYROL L	GUARDIAN		\$-	\$6,248.82	\$6,248.82
058615	PAYROL L	GUARDIAN		\$-	\$124,194.54	\$124,194.54
058615	PAYROL L	GUARDIAN		\$-	\$18.90	\$18.90
058615	PAYROL L	GUARDIAN		\$-	(\$31.99)	(\$31.99)
058615	PAYROL L	GUARDIAN		\$-	(\$0.19)	(\$0.19)
058616	451	HAGERSTOWN COMM COLLEGE	46992	\$99.00	\$-	\$99.00
058617	401	IKON OFFICE SOLUTIONS		\$-	\$299.48	\$299.48
058618	700	IN & OUT AUTO SERVICE	46876	\$152.15	\$-	\$152.15
058619	402	JEFFERSON PUBLISH CO INC	46692	\$457.56	\$-	\$457.56
058619	412	JEFFERSON PUBLISH CO INC	46934	\$23.50	\$-	\$23.50
058620	425	JEFFERSON COUNTY SOLID	46873	\$174.51	\$-	\$174.51
058621	403	MARRIOTT INTERNATIONAL	46955	\$238.08	\$-	\$238.08
058622	711	NFPA	46729	\$509.22	\$-	\$509.22
058623	406	NADA USED CAR GUIDE	46719	\$96.00	\$-	\$96.00
058624	403	PIFER OFFICE SUPPLY, INC	46954	\$160.37	\$-	\$160.37
058624	406	PIFER OFFICE SUPPLY, INC	46718	\$47.00	\$-	\$47.00
058625	424	REESE'S NURSERY&LANDSCAP	46858	\$636.67	\$-	\$636.67
058626	425	LANDMARK ELEVATOR INC.	45740	\$240.00	\$-	\$240.00
058627	413	RAI GROUP 43, LLC		\$-	\$1,650.00	\$1,650.00
058628	402	RECORD MANAGEMENT SOLUT	45872	\$35.00	\$-	\$35.00
058629	PAYROL L	RETIREE HLTH BENEFIT TRS		\$-	\$7,989.00	\$7,989.00
058630	408	STATE TAX DEPARTMENT		\$-		

					\$17,158.08	\$17,158.08
058631	401	STAPLES CREDIT PLAN		\$-	\$239.53	\$239.53
058631	402	STAPLES CREDIT PLAN		\$-	\$179.98	\$179.98
058631	402	STAPLES CREDIT PLAN		\$-	\$57.48	\$57.48
058631	424	STAPLES CREDIT PLAN		\$-	\$443.74	\$443.74
058631	433	STAPLES CREDIT PLAN		\$-	\$350.51	\$350.51
058631	439	STAPLES CREDIT PLAN		\$-	\$446.76	\$446.76
058631	440	STAPLES CREDIT PLAN		\$-	\$1,908.64	\$1,908.64
058631	440	STAPLES CREDIT PLAN		\$-	\$229.99	\$229.99
058631	700	STAPLES CREDIT PLAN		\$-	\$877.20	\$877.20
058631	712	STAPLES CREDIT PLAN		\$-	\$703.43	\$703.43
058631	716	STAPLES CREDIT PLAN		\$-	\$160.96	\$160.96
058632	711	SOFTWARE COMPUTER GROUP	46280	\$150.00	\$-	\$150.00
058633	440	SKILL PATH SEMINARS	46980	\$329.90	\$-	\$329.90
058634	425	SHENANDOAH VALLEY WATER		\$-	\$566.90	\$566.90
058635	425	SHALLOW CREEK ELECTRICAL	46875	\$1,605.35	\$-	\$1,605.35
058636	975	SUMMIT COMMUNITY BANK		\$-	\$2,441.41	\$2,441.41
058637	PAYROLL	TIME INSURANCE CO		\$-	\$166.36	\$166.36
058638	716	VALLEY PET CEMETERY		\$-	\$278.00	\$278.00
058639	425	WM OF WEST VIRGINIA, INC		\$-	\$641.96	\$641.96
058639	716	WM OF WEST VIRGINIA, INC		\$-	\$91.54	\$91.54
058640	GRANT	PAMELA HOLSTEIN-WALLACE		\$-	\$6,250.00	\$6,250.00
058641	402	XEROX CORPORATION	46689	\$895.10	\$-	\$895.10
058642	412	CRAIG W YOHN		\$-	\$515.53	\$515.53
TOTALS				\$13,444.13	\$193,259.28	\$206,703.41

In re: PUBLIC COMMENT

Terry Marcus, President Jefferson County Development Authority appeared before the

Commission to report on the hiring of the new Director of Economic Development. By consensus, the Commission agreed to make this matter an agenda item.

In re: TERRY MARCUS - JEFFERSON COUNTY DEVELOPMENT AUTHORITY - HIRING OF DIRECTOR

Terry Marcus, President Jefferson County Development Authority appeared before the Commission and announced that Thomas Bayuzik was selected by the hiring committee as the new Director of Economic Development.

The Commission agreed to place this matter on next week's agenda for approval of employment of Thomas Bayuzik, Jr., Director of Economic Development.

**In re: BONDING AND ACTIVITY REPORT
- BONDING - BOND RELEASE FOR BENVIEW SUBDIVISION
- ENGINEERING OFFICE SPACE**

Roger Goodwin, Chief County Engineer appeared before the Commission for bonding matters. Mr. Goodwin updated the Commission on the Benview Subdivision Bond Release. Motion by Noland, second by Widmyer to approve release of the construction bond for the Benview Subdivision (JCPC file #04-12; Plat Book 25, Pg. 32) conditioned upon recordation of the merger deed approved by Kirk Davis, Interim Planning Director of the Jefferson County Planning Commission, on May 4, 2009. The merger deed being for the purpose of eliminating all interior boundary lines therein and restoring the property to its former status as a single lot known as Lot 2, containing 57.611 acres of land. Motion carried.

Mr. Goodwin gave an update on the Windmill Crossing Subdivision storm water management.

Mr. Goodwin requested that if an alternate office space site for the Sheriff was approved, then he would like to use it for additional space for the Engineering office. For the record, Sheriff Shirley was present and made comments. The Commission agreed to approve the request for the space.

In re: SHERIFF BOBBY SHIRLEY - SPACE AT ST. MARGARET'S BUILDING

Sheriff Bobby Shirley appeared before the Commission to request office space at the St. Margaret's Building. After discussion, by consensus, the Commission directed that the County Administrator facilitate a meeting with Kirk Davis and Sheriff Bobby Shirley to discuss office space needs.

Sheriff Bobby Shirley discussed the depository bonds with the Bank of Charles Town. Mr. Bolyard, representative of Bank of Charles Town was present and informed the Commission that there is documentation providing information on the depository bonds.

In re: JEFFERSON COUNTY BOARD OF EDUCATION - ACCEPT THE SCHOOL SITE DEVELOPMENT/SCHOOL IMPACT FEE OFFSET AGREEMENT AS APPROVED BY THE BOARD OF EDUCATION

Scott Suddath, Jefferson County Board of Education member appeared before the Commission to request acceptance of a School Impact Fee Offset Agreement for the Jefferson County Board of Education for a new school site. After discussion, motion by Manuel, second by Noland to approve the School Impact Fee Offset Agreement for B.C, Pleasants, Developer and Jefferson County Board of Education for the site of the new elementary school on Job Corps Road and to authorize the President of the Commission to affix his signature to the Agreement. Motion carried. For the record, Mark Schiavone, Director of Capital Planning Management, Stephanie Grove, Assistant Prosecuting Attorney and Susan Wall, Superintendent of Jefferson County Schools were present and made comment.

Commissioner Surkamp requested the Board of Education provide a letter to the Public Service District and Jefferson County Commission regarding capacity for sewer to the school. Commissioner Noland called a Point of Order and that this matter is not on the agenda. President Manuel ruled the discussion is complete. Motion by Surkamp to discuss the matter. The motion failed due to the lack of a 2nd.

In re: LEGISLATIVE ISSUES

Commissioner Noland discussed the lack of cooperation with the Assessor's Association and the County Commissioners' Association regarding SB 2456.

By consensus, the Commission requested that Senator Snyder, Senator Under, Delegate Tabb, Delegate Doyle, and Delegate Lawrence be invited to meet with the Jefferson County Commission to discuss legislative issues before the May 2009 Special Session.

In re: ZONING AND SUBDIVISION ORDINANCE AMENDMENTS DISCUSSION

This agenda item was discussed under agenda item #21 - Request Staff to Provide timetable for amending Current Zoning Ordinance and Map to Include Urban Growth Boundaries Defined in SB 256.

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

The County Administrator reported on the status of Federal Stimulus funds for Jefferson County

In re: BUDGET ISSUES - CONSIDERATION OF FUNDING FOR NON-PROFIT ENTITIES

The Commission agreed to delay action for one week.

In re: PROPOSED POLICY FOR APPOINTMENTS TO COUNTY BOARDS, AUTHORITIES, AGENCIES AND COMMISSIONS

Motion by Noland, second by Manuel to approve the Proposed Policy for Appointments to County Boards, Authorities, Agencies and Commissions.

Amended motion by Noland, second by Manuel to change the word will to may. Motion carried.

Amended motion by Widmyer, second by Manuel to change the wording familiarize

citizens with Jefferson County's process to establish a policy. Motion carried.

Original motion by Noland, second by Manuel to approve the Proposed Policy for Appointments to County Boards, Authorities, Agencies and Commissions as amended. Motion carried.

In re: MARK CUCUZZELLA, MD - HEALTHY KIDS AND HEALTHY COMMUNITIES REQUEST FOR SUPPORT FOR ROBERT WOOD JOHNSON GRANT

Mark Cucuzzella, MD appeared before the Commission to give a presentation regarding Healthy Kids and Healthy Communities. After the presentation, Dr. Cucuzzella requested a letter of support and a contribution of \$20,000 for a matching grant for four years.

After discussion, motion by Widmyer, second by Manuel to write a letter of support identifying the Parks and Recreation master plan as a possible in kind match including a possible connection with TA Lowrey School and North Jefferson Elementary Schools to the walking trail. Motion carried. By consensus, the Commission directed that Ms. Smith develop a letter of support for the Healthy Kids and Healthy Communities Grant.

In re: JEFFERSON COUNTY CITIZENS FOR ECONOMIC PRESERVATION - PETER CHAKMAKIAN AND CARLA COFFEY - DISCUSSION OF PROPOSED AMENDMENTS TO COUNTY BONDING POLICY

Mike Wiley, Developer for Beallair appeared before the Commission to discuss proposed amendments to the County Bonding Policy. After discussion, motion by Manuel, second by Noland to create a committee consisting of County Commission staff, legal counsel, JCEP, local builders, other larger builders not members of JCEP, Roger Goodwin, Chief County Engineer and County Commissioners to review changes that are being requested. Motion passed by a 3-1 vote. Commissioner Surkamp voted no. For the record, Kirk Davis was present and made comments.

The Commission took a 10-minute break at 11:20 a.m.

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

Jennifer S. Maghan, County Clerk appeared before the Commission to give the weekly County Clerk's report. Ms. Maghan discussed document retention and archiving. Ms. Maghan also discussed the budget shortfall for the rental of the Hamilton Building for election equipment. The Commission directed that Ms. Smith prepare a list of options for the budget shortfall for elections-rental. Commissioner Surkamp requested that Ms. Maghan present a list of documents to be retained.

Ms. Maghan requested that the Commission reconsider funding for her salary budget. Commissioner Surkamp requested that Ms. Maghan bring back the minutes of the approval of employees affected by the budget decrease.

In re: TODD FAGAN AND TONY SIMENTAL, STATE GIS COORDINATOR - STATE & LOCAL GIS REVIEW

Todd Fagan, GIS Specialist and Tony Simental, State GIS Coordinator appeared before the Commission. Mr. Simental gave the Commission an update on current initiatives and projects and the role of the State GIS office. Mr. Simental explained the relationship to local GIS programs. For the record, Jeff Polczynski, Director of Communications was present.

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 following:

- To Do List
- Distributed Order - FOIA case
- New case - Sheriff's Department

In re: REQUEST STAFF TO PROVIDE TIMETABLE FOR AMENDING CURRENT ZONING ORDINANCE AND MAP TO INCLUDE URBAN GROWTH BOUNDARIES DEFINED IN SB 256

Stephanie Grove, Assistant Prosecuting Attorney appeared before the Commission and distributed a timeline and information concerning the urban growth boundary. After discussion, the Commission agreed to place this on next week's agenda.

Commissioner Widmyer requested that Ms. Smith work with Todd Fagan, GIS Specialist to print a map with current zoning and new zoning with urban growth boundaries.

After further discussion, by consensus, the Commission agreed to add text to the map and have the municipalities review the map with current zoning and urban growth boundaries included.

In re: PROPOSED FILE SCANNING POLICY

Jennifer S. Maghan, County Clerk appeared before the Commission to discuss files scanned and the proposed files scanning policy. Stephanie Grove, Assistant Prosecuting Attorney was present for the discussion.

After discussion, the Commission agreed to place this item on the agenda in two weeks.

In re: APPOINTMENT TO THE WATER ADVISORY COMMITTEE

The Commission directed Ms. Smith to call Ruth McQuade to see the status of her request for appointment to the Water Advisory Committee and to report back to the Commission on her decision.

In re: APPOINTMENTS TO THE PLANNING COMMISSION

Motion by Surkamp, second by Manuel to reappoint Lynne Deming and Arnold Dailey to the Jefferson County Planning Commission for a three year term ending March 31, 2012. Motion carried.

In re: APPOINTMENTS TO THE DEVELOPMENT AUTHORITY

The Commission agreed to interview applicants for the Jefferson County Development Authority in two weeks and to make appointments the same day. For the record, Gary Dungan was present and commented on the representatives from municipalities and inquired on Bolivar not having a representative.

The Commission recessed for lunch at 12:35 p.m.

The Commission reconvened at 1:30 p.m.

In re: COUNTY COMMISSION WORKSHOP - WATER ADVISORY COMMITTEE AND EASTERN PANHANDLE CONSERVATION DISTRICT - WATER PROJECTS

The County Commission held a workshop with the Water Advisory Committee and the Eastern Panhandle Conservation District to discuss water projects. The following were present for the workshop: Virginia Graf, Larry Johnson, Lee Snyder, Sue Lawton, Dan Riss, Dr. Oscar Stine, Roger Ethier, Dick Latterell, Warren Mickey, Bob Gruber and Danny Evans.

Recommendations for use of money secured by Mr. Mickey and Mr. Gruber, WV Eastern Panhandle Conservation District funds are the following:

- Continue maintaining of two gauges - Bull Skin and Rocky Marsh and add new gauges to Elks Run, Evitts Run and Furnace Run
- Elks Run Water Management Plan
- Riparian buffers county wide - start with most vulnerable

The Commission took a 10-minute break at 3:05 p.m.

In re: FEDERAL TRANSPORTATION PROJECT FUNDING DISCUSSION - REQUEST FROM CONGRESSWOMAN CAPITO

Leslie D. Smith, County Administrator and the Commission discussed ideas for the Federal Transportation Project funding that was requested from Congresswoman Capito. The Commission agreed on the following:

- Hite Road - Parks and Recreation
- Parking Lot for Morgans Grove Park
- Bike path for Rt. 9 connection

In re: STAFF BRIEFING - BUILDING SECURITY - CAMERAS, STAFF RESPONSIBILITIES, INSURANCE COVERAGE (JS)

By consensus, the Commission agreed to place this item on the agenda in two weeks.

In re: DISCUSSION - ACTION: LETTER OF SUPPORT RE PROJECTS EASTERN PANHANDLE CONSERVATION DISTRICT - WAC RECOMMENDATIONS, MOUNTAIN TEST WELLS (JS)

Motion by Manuel, second by Surkamp to send a letter to the Soil Conservation with the following priorities for the water projects that were discussed in the workshop. Motion carried.

- Continue maintaining of two gauges - Bull Skin and Rocky Marsh and add new gauges

to Elks Run, Evitts Run and Furnace Run

- Elks Run Water Management Plan
- Riparian buffers county wide - start with most vulnerable

In re: **LETTERS TO CVB BOARD MEMBERS RE WORK SESSION WITH COUNTY COMMISSION RE SESQUICENTENNIAL EVENTS (JS)**

This agenda item is on next week's agenda as a workshop.

In re: **PROPOSED COUNTY COMMISSION AGENDA POLICY**

The Commission discussed the proposed County Commission Agenda Policy. After discussion, by consensus, the Commission agreed to cut off appointments at 11:00 a.m. and to make the Agenda Policy effective the first part of June, 2009.

In re: **PROPOSED PER DIEM POLICY**

The Commission agreed to revise the Per Diem Policy and bring back to the Commission with revisions.

In re: **PROPOSED DAY BOOK POLICY**

Motion by Manuel, second by Noland to approve the Day Book Policy as amended. Motion carried.

In re: **PROPOSED INTERIM OR ACTING POSITION PROMOTION POLICY**

Motion by Widmyer, second by Surkamp to approve the Interim or Acting Position Promotion Policy as presented.

Amended motion by Manuel, second by Noland to make the Interim or Acting Position Promotion Policy effective the same time as the employee equity pay is adopted. Motion was defeated with a 2-2 vote. Commissioners Widmyer and Surkamp voted no.

Original motion by Widmyer, second by Surkamp to approve the Interim or Acting Position Promotion Policy as presented. Motion was defeated by a 2-2 vote. Commissioners Manuel and Noland voted no.

In re: **PROPOSED EMPLOYEE PERFORMANCE EVALUATION SYSTEM POLICY**

The Commission discussed the proposed Employee Performance Evaluation System Policy. By consensus, the Commission agreed to hold this over and place this on next week's agenda.

In re: **WORKSHOP SCHEDULING AND TOPICS**

Leslie Smith, County Administrator distributed a calendar with Commission scheduling and topics for upcoming meetings and workshops.

In re: **STAFF BRIEFING - ACTION: 2007 STATE AUDITOR FINDINGS ON COUNTY COMMISSION**

(JS)

The Commission discussed the 2007 State Auditor findings on County Commission. Ms. Smith distributed correspondence regarding the Audit. After discussion, the Commission agreed to place this on next week's agenda.

Commissioner Noland left at 4:04 p.m.

In re: DISCUSSION - POSSIBLE ACTION: REMOVAL OF WV PUBLIC TV FROM COMCAST CHANNEL LINE UP (JS)

Commissioner Surkamp distributed correspondence regarding removal of WV Public TV from the Comcast channel line up. Commissioner Surkamp requested that this correspondence be placed on next week's agenda.

In re: LETTER OF SUPPORT TO DIVISION OF HIGHWAYS FOR BICYCLE AND PEDESTRIAN "SHARE THE ROAD" SIGNS

Motion by Manuel, second by Widmyer to reconsider the motion to send the information provided by Ms. Munnis and a resolution of support to the Division of Highways, local legislators, and the Parks and Recreation Commission reflective in the minutes of April 30, 2009. Motion carried.

Motion by Manuel, second by Widmyer to send the information provided by Ms. Munnis and a resolution of support to the Division of Highways, local legislators, and the Parks and Recreation Commission. Motion carried.

In re: COUNTY ADMINISTRATOR REPORTS

Leslie Smith, County Administrator distributed monthly expenditure reports.

In re: COUNTY COMMISSION REPORTS

Commissioner Widmyer reported on the Parks and Recreation sub-committee meeting she attended.

Commissioner Widmyer attended the Public Service District meeting and the groundbreaking ceremony for the Jefferson County Emergency Services Agency.

Commissioner Manuel reported on the Public Service District meeting he attended.

Commissioner Manuel reported on the groundbreaking ceremony he attended for the Jefferson County Emergency Services Agency.

Commissioner Manuel reported on the Affordable Housing meeting he attended.

Commissioner Manuel reported on the Emergency Services Agency meeting he attended.

The Commission received the following information:

Appointment to be made to the Planning Commission on May 14, 2009.

Impact Fee Status report for the Month of April 2009 received.

Memorandums received from the Department of Capital Planning and Management concerning transfers of funds.

Letter of Resignation received from Mary L. Newlin from the Circuit Clerk's office.

Information received from the Office of Homeland Security and Emergency Management concerning the Swine Flu.

Information received from the Extension Office concerning the Swine Flu.

Copy of the audit report for Jefferson County for Fiscal Year ended June 30, 2007 received.

Copy of correspondence sent to Joseph Hankins from the West Virginia Department of Environmental Protection received concerning the Jefferson County PSD.

Correspondence received from Ellen May concerning Planning Department staffing.

Information received from the West Virginia Department of Agriculture concerning the Swine Flu.

Information received from NACo concerning the Prescription Drug Discount Card Program.

Correspondence received from Work Force West Virginia concerning the Region VII Workforce Investment Board's Strategic Plan modification.

Notice received from the County Commissioners Association of the Spring Board Meeting on May 17 & 18, 2009 at the Hampton Inn in Elkins.

Correspondence received from the West Virginia Association of Counties regarding Senate Bill 484 and County unfunded liabilities.

Notice received from Loudoun County of a series of public input meetings to discuss the 2009 Countywide Transportation Plan.

Harpers Ferry National Historical Park Community Bulletin received.

Old Opera House newsletter received.

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

Races.

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

Dale Manuel, Commission President